

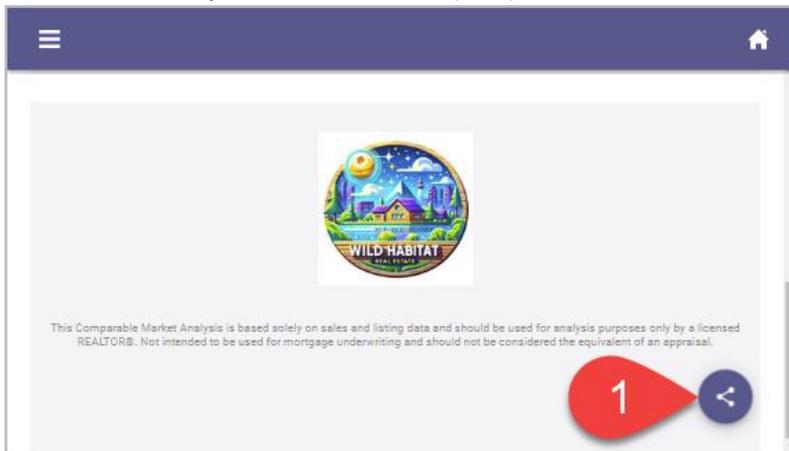
EasyCMA: How to Email, Text, or Print a CMA Report

EasyCMA offers multiple ways to share your CMA reports with clients. You can email or text a digital CMA report, providing clients with a link to view it online. If you have the dynamic setting enabled, prices and statuses will update automatically in real-time. Note that this setting applies to all your CMAs and cannot be changed for individual reports. Clients will see the same report as you, but without the option to edit or print it. Additionally, you can print a professional report to give to your clients.

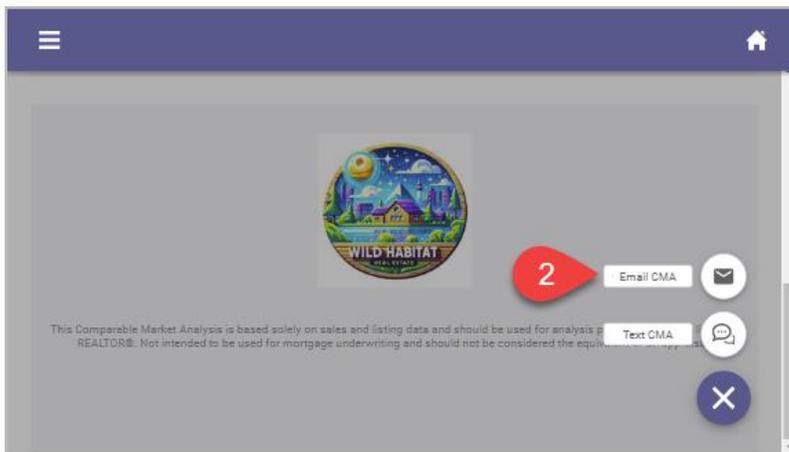
- Email a Link
- Text a Link
- Print a Report

Email a Link

1. From the CMA report, click the Share () button.



2. Click **Email CMA**.



3. A new page will open where you can compose your message and enter your client's email address.

The screenshot shows an email composition window. At the top, there is a blue header bar with a hamburger menu icon on the left and a close 'X' icon on the right. A red-bordered callout box with the text 'Click to view contacts in Paragon.' has a red arrow pointing to a dropdown arrow in the 'To' field. The 'To' field contains the email address 'Benny Beaverbrook (r.aeseller1@gmail.com)'. Below it is the 'Subject' field with the text 'Your Comparable Market Analysis Report'. The 'Message' field contains a pre-written email body. At the bottom, there is a blue 'SEND' button and a red callout bubble with the number '4' pointing to it. A character count 'Characters remaining: 466' is visible above the 'SEND' button.

A. To Field: If your client is set up in the system as a contact with an email, click the **To** dropdown to select them from the list. Otherwise, type in the client's email address.

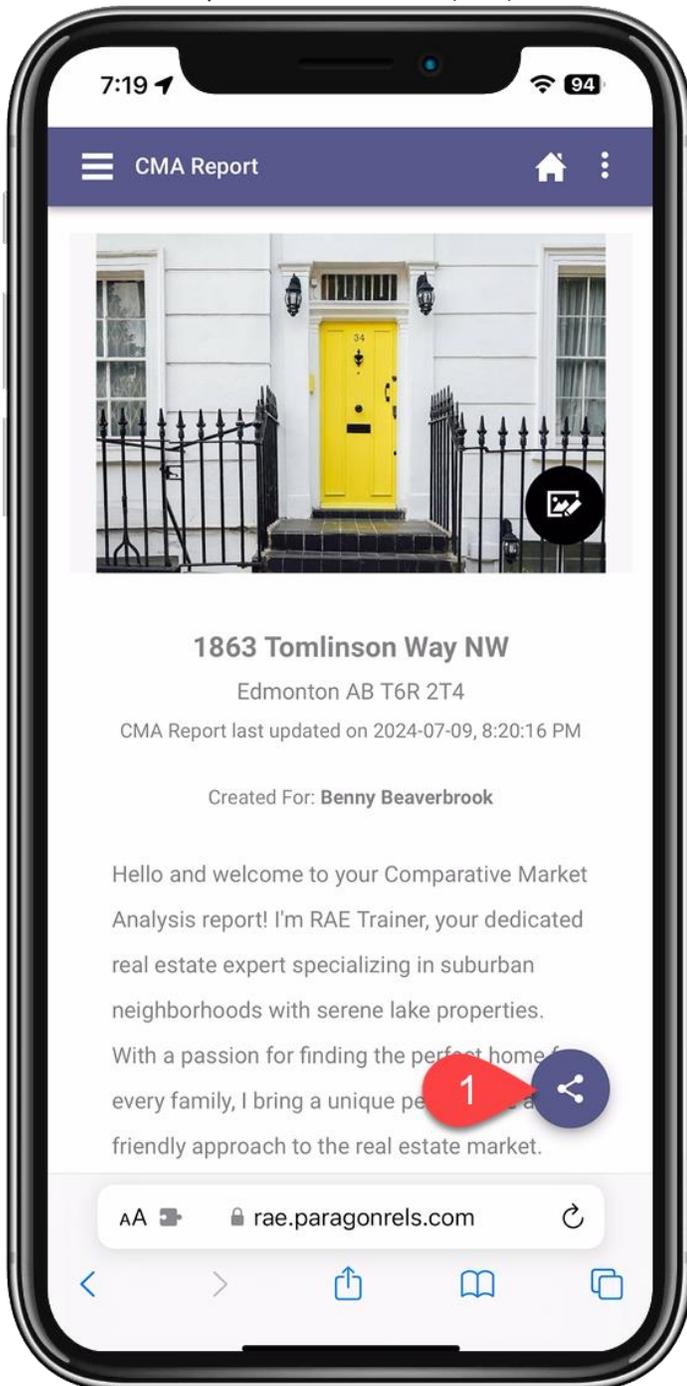
C. Subject Line: Update the default if you would like to be more specific to your contact.

B. Message Box: Type your message to the client in the Message box, keeping within the 1000 character limit. Note that the email message body does not preserve any spacing between paragraphs.

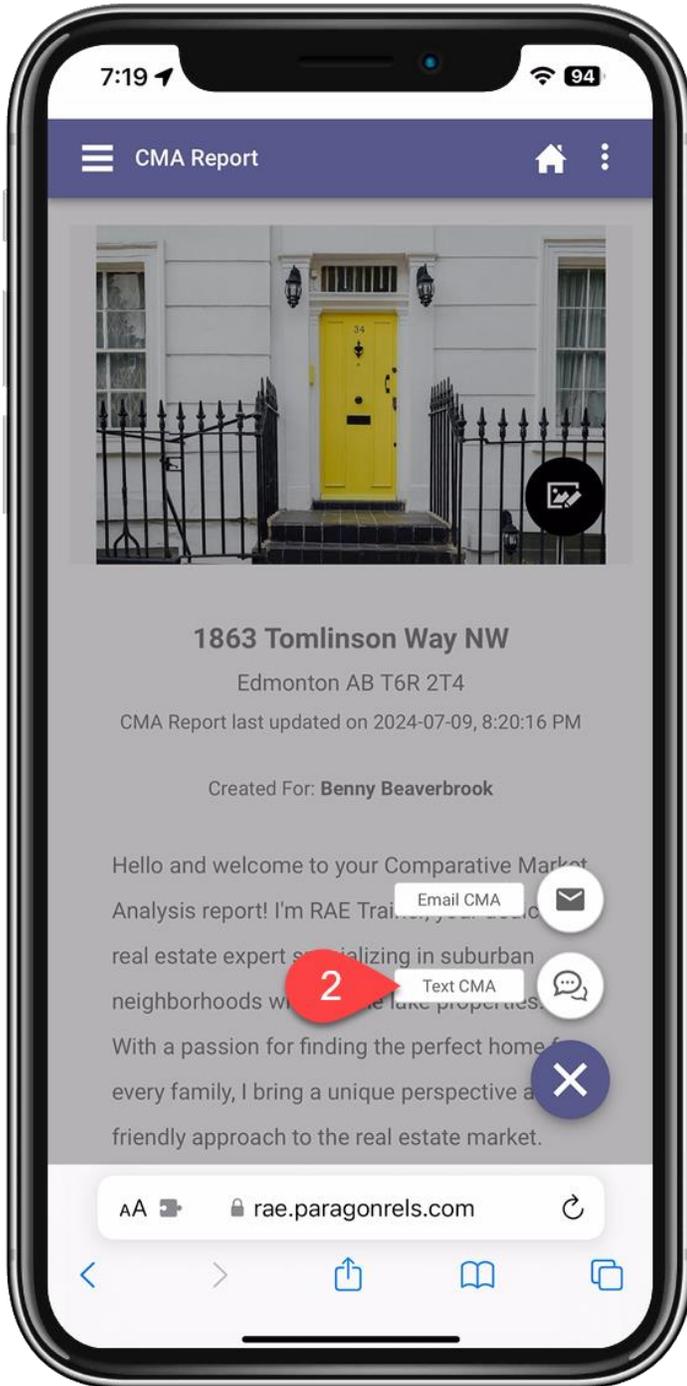
4. Click the **Send** button to send the email or the **Close** button to exit without sending the email.

Text a Link

1. From the CMA report, click the Share () button.

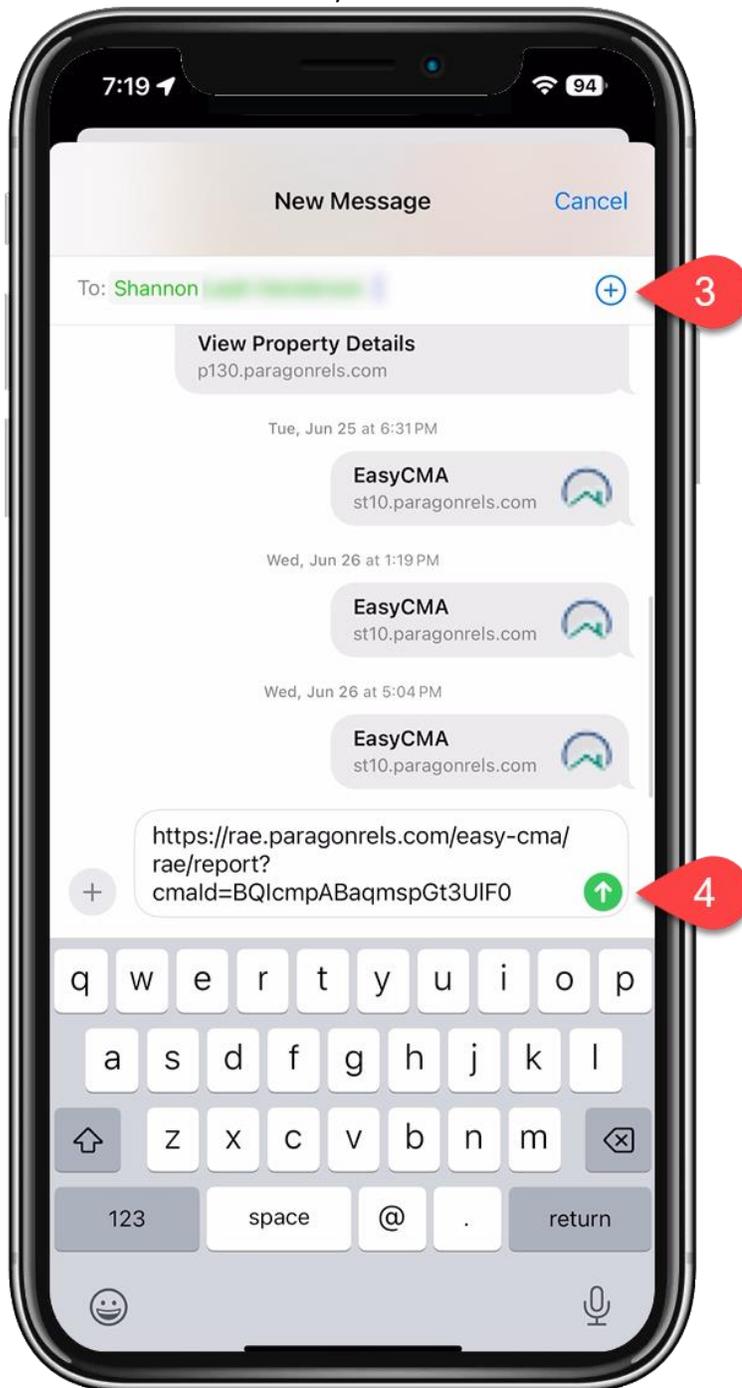


2. Click the **Text CMA**. Note, you must be on a device that allows text messages, otherwise, you will only see an option to email.



3. A text message containing a link to the CMA will open in your default messaging app. In the 'To' field, start typing your client's name if they are saved as a contact on your device. If not, enter

their mobile number directly.



4. Then send the message.

Print a Report

1. On the top right corner of the menu bar click the **More Options** (⋮) button.

2. Click **Print**. A PDF version of the CMA Report will open in a new tab.



3. From this new tab, you can either download the PDF to your device by clicking the **download** () icon or print the document directly by clicking the **print** () icon.

