

SkySlope Frequently Asked Questions (FAQs)

Date: 10-22-25

| Questions | Answers | Topic | Tip Sheet |
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| If I am a current SkySlope user, will I be able to use Realcomp's SkySlope product? | Yes! Just make sure you are using the same email address in Realcomp as you are in your other SkySlope account. When the emails match, your accounts will be linked the first time you login from the Realcomp dashboard. If you accidentally access SkySlope before confirming the emails are the same and they are not, please contact | Access | |
| Is there a SkySlope app? | Yes, there is a SkySlope Forms app for iPhone and Android! You can find this in the App store. But if you prefer to login via your mobile browser (Chrome, Safari, etc), SkySlope Forms is also mobile optimized. | App | |
| Can I autofill data from public record data (PRD) into my forms in SkySlope? | No, autofilling data from public records isn't available currently, but we are working with SkySlope to have the program enhanced to offer this convenience. Stay tuned for more information on this. | Auto-pop | |
| Can I import MLS data to help populate forms? | Yes! There is an MLS Import button when creating new Forms files and after creating the file and looking at a specific form to fill. | Auto-pop | |
| How do I prefill data into my forms in SkySlope if the property I'm working with has never been listed? | The only way to do this currently is to find the listing in public records and copy/paste the data into your form. | Auto-pop | |
| Can the pre-populated entries, i.e., the legal description, be edited? | Yes! All fields can be edited prior to sending for signature. Once signed, you will not be able to make changes. | Auto-pop | |

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| There is no place to store contacts in SkySlope. Users just need to enter the name and email address for the contact, correct? | That's correct. There is no mass import function for contacts into SkySlope Forms. As you begin adding contacts, they will be searchable for future files. When you start typing a previously entered contact, they'll appear so they can be selected. | Contacts | |
| I changed my email address in Realcomp and now I don't seem to have access to my forms library in SkySlope. Why? | Your email address in SkySlope must match the email address you use in Realcomp. If you need to change your email address for any reason, always change it in SkySlope first and then in Realcomp. This ensures your SkySlope account remains linked to your Realcomp SkySlope services. | Email Address | https://realcomp.moveinmichigan.com/News-Events/Feature-2025/August-2025/Keep-Your-Email-Addresses-in-Sync-MMSI-SkySlope |
| Can I fill out my contracts and forms and get them signed by my clients through SkySlope? | Yes! | E-Signings | |
| What is the difference between the 2 e-signing options (i.e., DigiSign and DocuSign) in SkySlope? | DigiSign is the free option which is automatically included in SkySlope at no additional charge. DocuSign is a chargeable e-signing tool that some subscribers choose to use. If using the DocuSign platform, you can choose to it for your signings in SkySlope. | E-Signings | |
| I see that the signing certification is viewable from the email when I click on the DigiSign Verified code at the top of the page, but not when looking at the form in the system. Is there a way to view it from the form in the system? | When you navigate to the DigiSign envelope in the system, you can view the history by clicking the 3-dot menu on the right. | E-Signings | |
| Can an agent send a seller's disclosure to their client to have them fill it out before signing it? | Absolutely! You'd use the signing order to have the seller sign first, then the agent. When the seller receives the DigiSign envelope, all fields on the disclosure will be fillable for them. Once completed, it'll go back to the agent to fully sign. | E-Signings | |

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| Do I receive emails showing clients have opened and then signed the forms? | No, SkySlope sends you a notification when the parties have signed. To see if a client has opened an envelope or started a signing, you can access DigiSign and then view the History of any envelope you've sent out. | E-Signings | |
| Can I autofill data from a previous listing (regardless of who it was listed by) into my forms in SkySlope? | Yes. | Forms | |
| Right-clicking my mouse doesn't always allow me to access the COPY command. Is there another way to do this? | Yes. You should be able to use your keyboard. Ctrl-C and Ctrl-V on a PC and Command-C and Command-V on a Mac should allow you to copy and paste. | Forms | |
| How do I change the format of the Date field? | In the Preferences section (listed in the Profile drop-down area), scroll down to Date Format. Your choices are: MM/DD/YYYY (which is the default - unless you changed this during the initial setup of your SkySlope account), DD/MM/YYYY, or YYYY/MM/DD. Simply select your preferred format here. | Forms | |
| Can agents upload PDFs that don't require any form filling themselves? | Yes, PDFs can be uploaded directly into the template. They can also submit these forms to be part of their Broker library. Just let Realcomp & SkySlope know no fillable fields are necessary. | Forms | |
| If an office is using the same form as other offices (i.e., a Home Warranty Form), does the office need to submit this form to SkySlope to have it appear in their library? | Yes, unless these forms have been added to a Board/Association's library, it does need to be submitted to SkySlope for addition to that Brokerage's library. | Forms | |
| Is there any option for a broker to upload their office logo so it shows on state, board, etc. forms? | No, there isn't a way to add brokerage logos to state/association contracts. | Forms | |
| If I am representing both sides of a transaction, do I need a separate files for the Seller and the Buyer? Just asking since Both is not an option. | Yes. Typically, SkySlope users have two Forms files (one for the buyer and one for the seller) since they start working with those clients at different times. | Forms | |

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| <p>If there are co-buyer agents, is there a way to have both signatures appear or does that only happen if there are two buyer agent signature lines or if I drag and drop the second agent signature?</p> | <p>SkySlope automatically maps multiple agents to a file, similar to how they handle multiple buyers or sellers. However, if a form does not have a dedicated line or space for a second agent, they are only able to map the primary agent automatically. In these cases, any additional agent signatures would need to be added manually by dragging and dropping the signature blocks.</p> | <p>Forms</p> | |
| <p>Can we change font style and size?</p> | <p>Not at this time, but SkySlope has added this to their product roadmap as a feature enhancement!</p> | <p>Forms</p> | |
| <p>Can I upload my own Form to a file to include with library forms?</p> | <p>Yes! You can upload documents to include with outgoing envelopes. These uploaded documents will not be fillable, but you can prepare them in DigiSign if you need to add text or signature fields!</p> | <p>Forms</p> | |
| <p>Can my broker see my outgoing forms?</p> | <p>Yes, with Broker Edition, brokerages have visibility into SkySlope Forms files that agents are prepping and sending documents out of.</p> | <p>Forms</p> | |
| <p>Can you explain the Leaderboard? Does it display just the agents in that user's office? Do all agents in the office see it?</p> | <p>This is only visible to users with the Broker high-level visibility.</p> | <p>Leaderboard</p> | <p>https://support.skyslope.com/hc/en-us/articles/30667399375387-Buyer-Agreement-</p> |
| <p>How do I upload my listing disclosures to SkySlope?</p> | <p>You don't. You upload your listing disclosures to your listing through Realcomp's Add-Edit program.</p> | <p>Listing Disclosures</p> | <p>https://realcomp.moveinmichigan.com/Portals/0/Support/Add-Edit/Uploading%20and%20Editing%20Documents.pdf</p> |
| <p>Can you split PDFs in SkySlope?</p> | <p>The Split and Auto-Split features are only available in the full SkySlope Transaction Management System. Within SkySlope Forms, any forms that are filled and sent from the system do come back in both a combined envelope and separated copies in the signed documents tab. However, there is no Split and Auto-Split feature within SkySlope Forms to upload and split a PDF packet.</p> | <p>PDFs</p> | |

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| Can I download these forms as a PDF? | Yes! If you prefer to print or download as a PDF, you can do so out of SkySlope Forms! | PDFs | |
| Does the office set up their templates once their forms are completed or is this something that has to be completed on SkySlope's end? | Offices can set templates up on their own. They can do this with just the association forms, or also include their Broker forms once their library is live. SkySlope can host Broker specific trainings designed to walk you through this process! | Templates | |
| What do I do when a form field is not long enough to accommodate all of the data that should be entered into the field? | Create an addendum to accommodate the full field of information. | Forms | |
| How do I make any text boxes and fonts that I add to a form consistent in size? | <p>Text boxes only need to be used when you have uploaded a pdf of a form that is not already available in SkySlope or you need to edit a form that is currently there. Most data can be filled in the programmed forms from the different libraries.</p> <ol style="list-style-type: none"> 1. Add the first text box in the desired field or area of the form and add the data needed in the field. 2. Click in the second area of the form that needs a text box if multiple boxes are needed and add the data. 3. SkySlope will change the size of the font to fit the text box. Making the box larger or smaller will change the size of the text. Add all needed text boxes and their data before tweaking the size of the boxes. 4. Use the “handles” on the corners of the boxes to change the size of the box and font. Seeing all of the boxes and the font size of the data at once will allow you to edit the box sizes to be sure that the font size matches in each field. | Forms | |

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| <p>What does the “Prepare Signature” functionality in SkySlope do?</p> | <p>“Prepare signature” is the step in SkySlope that launches the digital signing process for your documents, typically using its native e-signature tool, DigiSign. After you have filled out your real estate contracts, clicking this button allows you to set up and customize the signature process before sending it to clients.</p> | <p>E-Signings</p> | |
| | <p>Key functions of the "prepare signature" step:</p> | | |
| | <p>Creates an "envelope": Your selected documents are grouped into a secure envelope for sending.</p> | | |
| | <p>Adds recipients: You can specify who needs to sign the document by adding their names and email addresses. You can also assign different actions, such as "needs to sign" or "receives a copy".</p> | | |
| | <p>Places signature fields: While documents from your MLS library may automatically pre-populate with signature fields, this step lets you manually place signature, initial, and date blocks anywhere on the document.</p> | | |
| | <p>Customizes signing order: You can arrange the order in which multiple recipients need to sign. This is useful for workflows where, for example, a seller must sign before the agent.</p> | | |
| | <p>Includes a personalized message: You can write a custom email subject line and message to send along with the documents.</p> | | |
| | <p>Customizes document appearance: During this stage, you can use markup tools to add strike-throughs, check boxes, or color-coded signature blocks to make the document easier for signers to follow.</p> | | |
| | <p>Once you have prepared the document with these settings, you send the envelope. The recipients will then receive an email with a secure link to review and sign the documents online.</p> | | |

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| <p>How do I control whether my signers sign all at the same time or consecutively?</p> | <p>Follow the instructions on this tip sheet - https://www.realcomp.com/Portals/0/Products_Services/SkySlope/How%20to%20Establish%20a%20Signing%20Order%20in%20SkySlope.pdf</p> | <p>E-Signings</p> | |
| | <p>See this 6-minute SkySlope video for a forms walk-through: https://www.youtube.com/watch?v=S06nE2H_s3c&t=257</p> | | |
| <p>View SkySlope Support Tutorials Here: https://support.skyslope.com/support/home</p> | | | |