

## The Benefits of SBCC Online and Guidance on completing the SBCC Online contracts

### The Benefits of SBCC Online

**SBCC Online contracts are designed to be intuitive and easy to use**

**What are the benefits of SBCC online?**

- You will be able to access the latest contracts.
- You can complete the documents on-line (except the Home Owner and PBA contracts which you may only purchase online).
- One complete a standalone and project specific PDF document is produced.
- Documents are securely stored on-line in your "area".
- You have 24 hour access.
- Watermarked 'Draft' copies can be produced before completing a contract.
- Unlimited printed copies of completed documents can be made.

**What are the differences compared to the previous purchase of paper copies?**

All the documents now being produced are complete integrated documents – the conditions are included and there are no inserts. You need only complete one set of forms online. These can be worked on in draft until the "tick" button is pressed. This freezes the document, which can then be printed out as many times as required. Subscription payments and document purchases are all done online.

### Guidance on completing the SBCC Online contracts

#### **Where to find your contracts**

Once you have purchased your contract it will be available in "**My Contracts**".

Click on "**Drafts**" in "**My Contracts**" where you will see a list of all your contracts that have not been marked as complete.

All editable contracts must be completed online in your 'user area' of the website.

*Please note contracts available in the Free Subscription such as the Home Owner and PBA contracts can be purchased online but are not designed for online editing or completion. Once ordered the system will generate a PDF for downloading which will be found in the 'My Contracts' section of your account.*

## How to complete your editable contract

Click on the “**Edit**” button of the contract you wish to edit.

The yellow buttons towards the top of the screen show the contract sections. Only those sections that are editable have a pencil icon.

- Click on the section you wish to edit.
- Text can now be entered into the blank editable fields which are yellow in colour.
- An **asterisk** \* indicates text that is to be deleted as appropriate. To do this click on the text.
- Links to clauses - When you are in an editable section, the left hand side of the screen shows links to the specific clauses that require to be edited.

Once text has been entered, or any changes made, a “**Save Changes**” button will appear in the bottom left-hand corner of the screen. Important note - remember to click on “**Save Changes**” before navigating to the next section. If you do not do so, you will lose the text you have entered.

You can mark each section as complete as you go through the contract. To do so, click on “**Mark section as complete**”. When a section has been marked as complete its pencil icon turns from black to green. If you later wish to further edit a section marked as complete click on “**Mark section as draft**” to set it back to draft.

You can return to any section at any point before the contract is complete but, as outlined above, before navigating away from a section, please save any text you wish to retain.

## Draft Copies of your contract

You can convert the contract to pdf at any time by clicking on the “**Download PDF**” button at the top of the screen. This will produce a Draft watermarked PDF copy of your contract. Unless you have marked the contract as complete, you can continue to edit the contract and convert to pdf as many times as you wish.

## Marking your contract as complete

When you are satisfied that you have completed all the sections and your contract is complete, click on “**Mark as complete**”. Your contract will then be locked.

You can then access the finalised pdf of the contract from the “**Completed**” section of “**My Contracts**”. The contract can now be downloaded for saving electronically or printing.

# Frequently Asked Questions – FAQ's

## How do I delete text?

Where there is the facility to delete text from the contract, this is generally done by clicking on the text you wish to delete and then clicking on your delete key.

The exception is where the contract provides two alternatives e.g. “applies/does not apply”. In this instance, click on the option you wish to select and the other will show as deleted.

## How do I access the footnotes?

Click on the numbered green dots and you will access the footnotes.

## How do I sign the completed contract?

Once completed a PDF copy of the contract can either be:

- printed and signed by hand
- or signed electronically by uploading it and opening it in an app such as DocuSign, Dropbox Sign or Adobe Acrobat Reader.

The signing sections of editable contracts are not editable and cannot be signed in your SBCC account.

## Can I obtain a receipt for my purchase?

VAT receipts can be obtained direct from the site. If you log in to your account and click on “**My Contracts**” you will see “**Account and billing**” towards the top of the page. Click on that and you will see a list of your purchases at the bottom of the screen. Click on the date of the relevant order and the receipt will open. You can then Print the receipt or select Print> Save as PDF for a digital PDF copy of the receipt.

## Hints and Tips

- Look out for the pencil icons at the top of the page– these are the editable sections
- Save your text before moving on to the next section
- Don't mark as complete until you are satisfied that the contract is complete and that you do not wish to make any further changes

## **Adobe Reader**

You should always ensure that you are running the most up-to-date versions of Adobe Acrobat and/or Adobe Acrobat Reader. Form fields might not work with older versions of Acrobat Reader. Please click [here](#) to be directed to the most up-to-date version of Adobe Reader.