



LDD WebDocumentServices™ User Guide

This guide details the process to purchase and access OREA Standard Forms in LDD WebDocumentServices™

Accessing OREA Standard Forms

There are two ways to purchase the OREA standard forms with LawyerDoneDeal: LDD WebDocumentServices and RealtiWeb® Ontario. Each of the methods are described below.

Note: As required by OREA, each lawyer at a firm who would like to use the OREA forms is required to purchase a license.

Purchasing OREA Forms through LDD WebDocumentServices

To purchase the OREA forms in LDD WebDocumentServices follow the instructions below:

Step 1: Log-in and Set-up

1. Open Edge (or Internet Explorer) and type in www.ldb.ca/support.
2. Scroll down to the **Online Utility** section, and follow the steps on-screen. Once installed, remember to restart your browser to complete the set-up.
3. Go to www.ldb.ca/login and log-in to your LDD Account.
4. Once logged in, select the **LDD WebDocumentServices™** application.

Step 2: Purchasing the Forms

1. To access the forms, **select a lawyer** on the account using the drop-down. A message will appear with important disclosures regarding annual license fees and your limited personal license to be purchased.
2. Press the **Purchase** button, and confirm the subscription purchase and expiration date on the form that appears by clicking **OK**. The Terms of Service for OREA Forms will appear. Your subscription purchase will be completed once you agree to the terms by clicking the **I Agree** button at the bottom of the page.
3. Once you have returned to the Home screen, press **Click here to access the forms** and the complete list of OREA forms will appear.

NOTE: At the bottom of the list of documents you can access the **OREA Residential and Commercial Clauses**. Simply copy and paste the clauses you require from this document into the other OREA form that you are filling in. Next, save and print the OREA form as before.

Step 3: Accessing the Forms

1. To access a form, simply click the form that you are interested in from the list produced earlier.
2. The Form will open in a new tab. Fill in the form fields with the appropriate information for your transaction. Next, you can either print or save the form.
3. To print the form, simply press the Acrobat **Print** icon. To save, press the Acrobat **Save** icon.

Purchasing OREA Forms From RealtiWeb® Ontario

If you're interested in purchasing and accessing the OREA Standard Forms in RealtiWeb® follow the instructions listed below.

Step 1: Log-in and Set-up

1. Open Edge (or Internet Explorer) and type in www.ddd.ca/support.
2. Scroll down to the **Online Utility** section, and follow the steps on-screen. Once installed, remember to restart your browser to complete the set-up.
3. Go to www.ddd.ca/login and log-in to your LDD Account.
4. Once logged in, select **Ontario** from the list of RealtiWeb® products.

Step 2: Purchasing the Forms

1. Once logged in, **Create a New File** or select an existing file that you would like to use to populate the OREA Forms. If you're creating a new file, complete the file creation process; see the [RealtiWeb Basic User Guide](#) for further instructions.
2. Once you've completed file creation or opened the file, navigate to the **Documents** tab and press the **OREA Forms** button. The LDD WebDocumentServices window will open.
3. From the LDD WebDocumentServices window, the lawyer associated with the file that you are working on is automatically selected. Press the **Purchase** button, and confirm the subscription purchase and expiration date on the form that appears by clicking **OK**. The Terms of Service for OREA Forms will appear. Your subscription purchase will be completed once you agree to the terms by clicking the **I Agree** button at the bottom of the page. The OREA forms subscription appears.

Step 3: Accessing the Forms

1. Navigate to your file in RealtiWeb. As before, select the **Documents** tab and press the **OREA Forms** button.
2. To view a full list of the OREA Standard forms, click the **Forms** button and click the form or schedule that you are interested in generating.
3. The forms will pre-populate with information you have entered into your file and you may add other clauses, etc to your agreement from the **Purchase Agreements**, **Rental Agreements** and **Schedules** tabs. Once the form is generated, you can either save or print it.
4. To print the form, simply press the Acrobat **Print** icon. To save, press the Acrobat **Save** icon.

Further Help and Support

We want to ensure your complete satisfaction with our products. Should you have any questions or experience any problems or difficulties with using **LDD WebDocumentServices** or **RealtiWeb**, please do not hesitate to contact our Support team. You can contact us as shown below:

Phone 800-363-2253 ext. 0
 416-367-0600 ext. 0

Email support@ddd.ca