

Guidance on completing SBCC's online 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.

Click on the "Edit" button of the contract you wish to edit.

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

Click on the section you wish to edit and, once you have entered text, a "Save" button will appear. Please remember to click on "Save" before navigating to the next section. If you do not do so, you will lose the text you have entered.

When you are in an editable section, the left hand of the screen also shows the specific clauses that require to be edited.

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".

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.

You can also convert the contract to pdf at any time by clicking on the "Download pdf" button. 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.

When you are satisfied that you have completed all the sections and your contract is complete, click on "Mark as complete".

You can now access the finalised pdf of the contract from the "Saved Contracts" section of "My Contracts".

FAQs

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.

Can I obtain a receipt for my purchase?

Receipts can be obtained direct from the site. If you log in to your account and click on “Your account” you will see “Account and billing” towards the top of the page. Click on that and you will see a list of your purchases. Click on the date of the relevant order and the receipt will open.

Tips and hints

- 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.