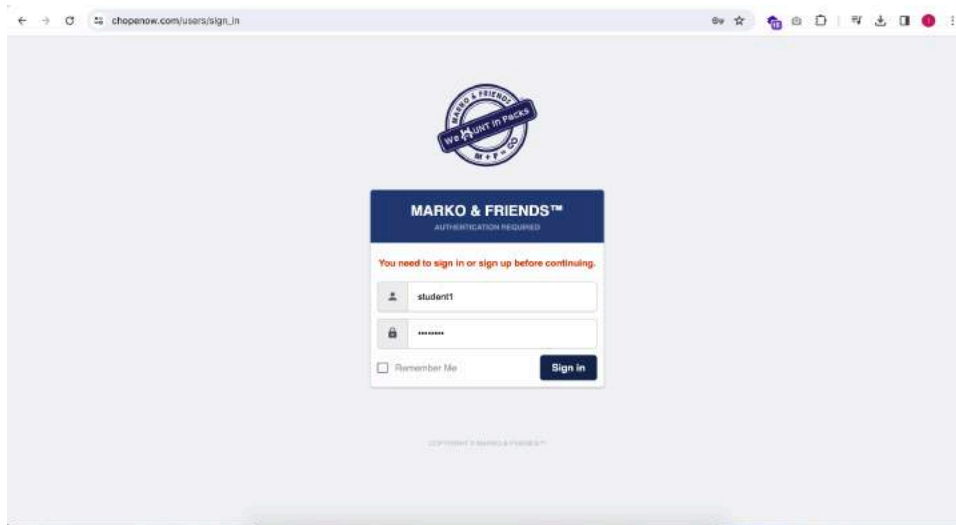


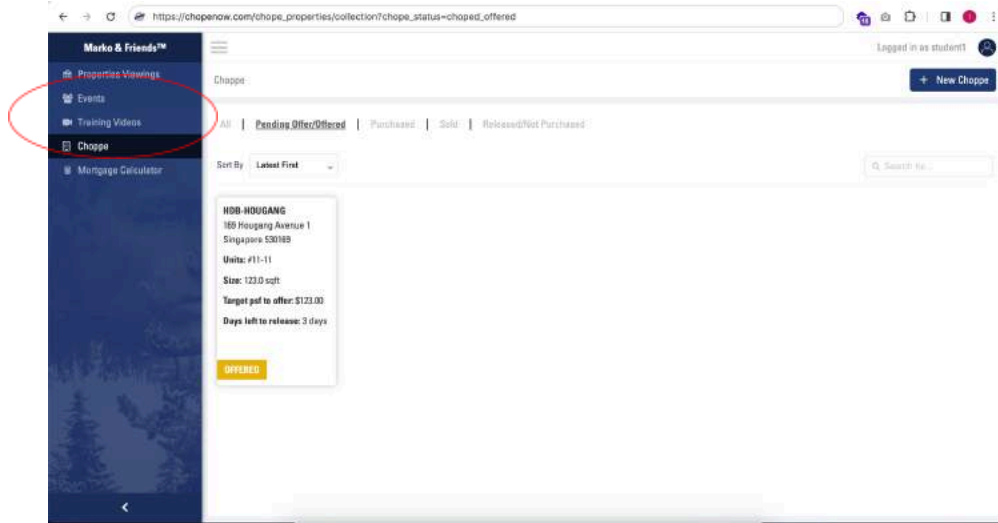
# ChopeNow - Choppe Guide

## Login and Access Choppe Feature

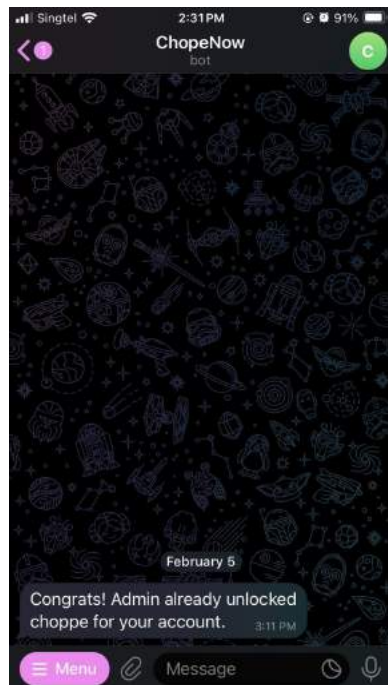
1. Note: You will only be able to access the Choppe feature when you have completed 50 properties viewings and approved by M+F Management
2. Login to the ChopeNow portal via this URL <https://chopenow.com/>, and enter your student ID username and password



3. Click on the “Choppe” tab on the left menu bar
  - a. If you do not see the Choppe tab, this means that either you have not completed 50 properties viewings and approved by M+F Management, or you have chopped a maximum of 3 properties. You will need to release at least 1 property to be able to create a new choppe.



- b. You will receive a telegram notification from ChoppeNowBot when M+F Admin has granted you access to the Choppe feature

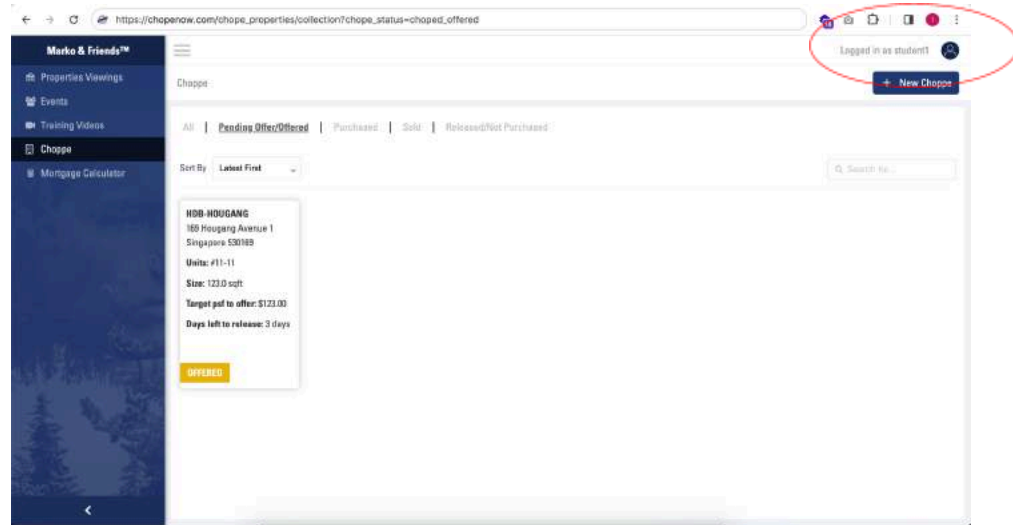


4. You have successfully accessed the Choppe feature. You will be able to see a list of chopped property units if you have pre-existing data. You will be able to view Chopped property units according to their statuses

- a. Pending Offer → A newly created chopped property unit, and no proof of offer has been submitted. The system will release this chopped property unit to the public to Choppe if the user fails to submit their proof of offer within 72 hours. Other users will not be able to choppe the same property unit until it has been released
- b. Offered → When users have updated their proof of offer documents. Pending chopped property unit to be marked as purchased, or released. Other users will not be able to choppe the same property unit until it has been released
- c. Purchased → When offered chopped property units have been marked as purchased. Other users will not be able to choppe the property unit until 6 months after date of purchase
- d. Released → when chopped units did not follow through all the way to purchased, or when the time duration of chopping a unit expires and is automatically released for the public to choppe by the public

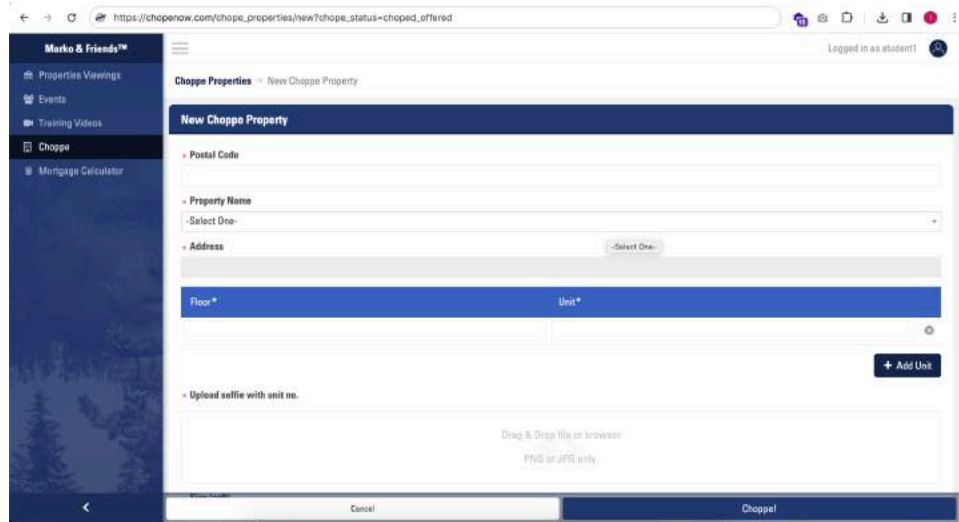
# Creating a Choppe

1. Click on the “+ New Choppe” button on the top right corner to create a new choppe
  - a. If you do not see the button, it could be you have reached the maximum number of chopped units you can hold at the moment. Try releasing some units, or submit proof of offer to pending offer units. Or contact M+F Management for assistance

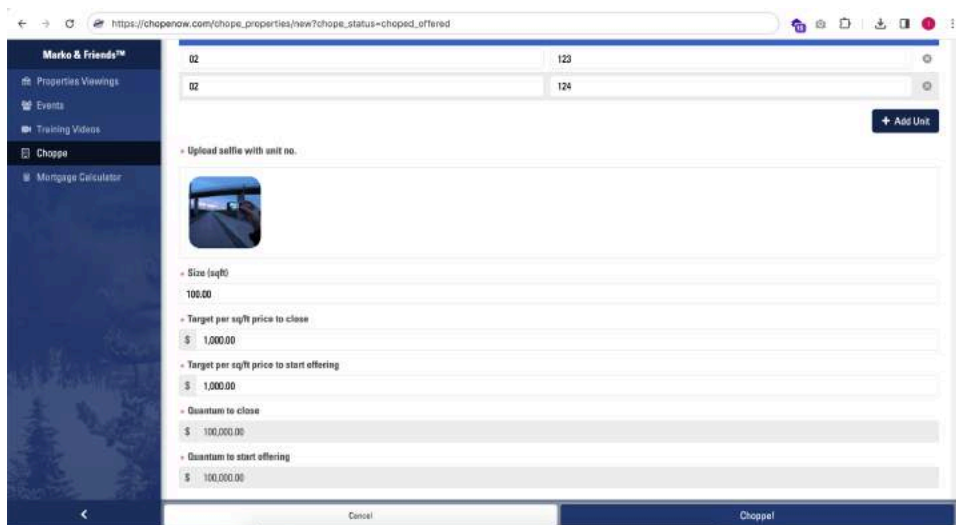


2. Fill up the details of the property unit
  - a. You will be able to choppe multiple units under 1 choppe by clicking on the “+ Add Unit” button
  - b. Please take note that you will only be able to make bulk chopped for units on the same floor
  - c. Please take note that you will only be able to successfully complete bulk choppes when all units entered in the choppe is available to choppe. If 1 unit is not available for choppe, you will not be able to successfully chope all units listed

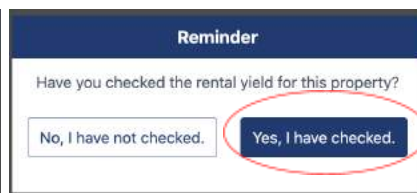
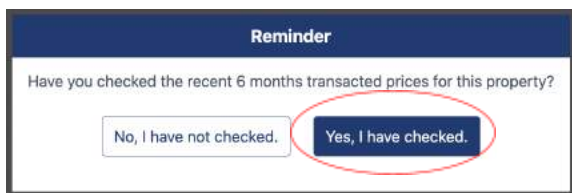
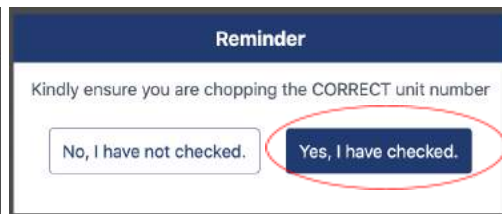
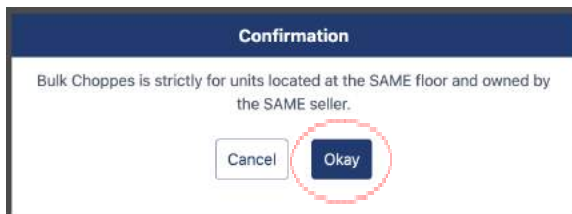




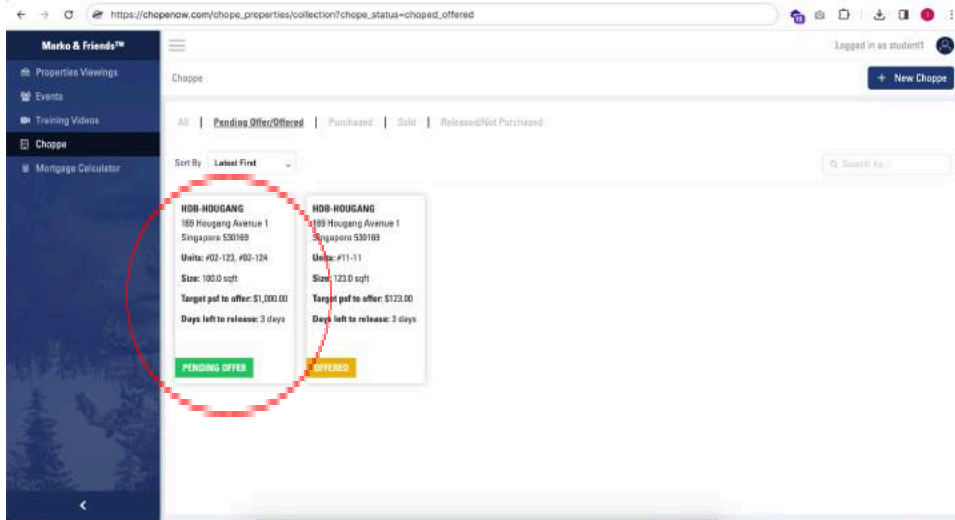
- Click on the “Choppe!” button on the bottom right corner when you have completed all fields



- Click through the next few pop-up reminders



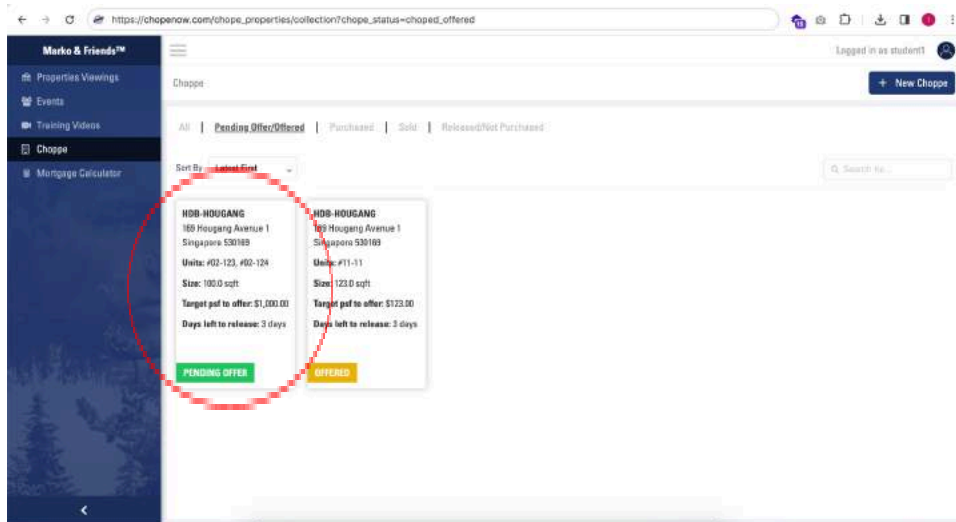
5. You have successfully created a choppe, currently marked as “Pending Offer”



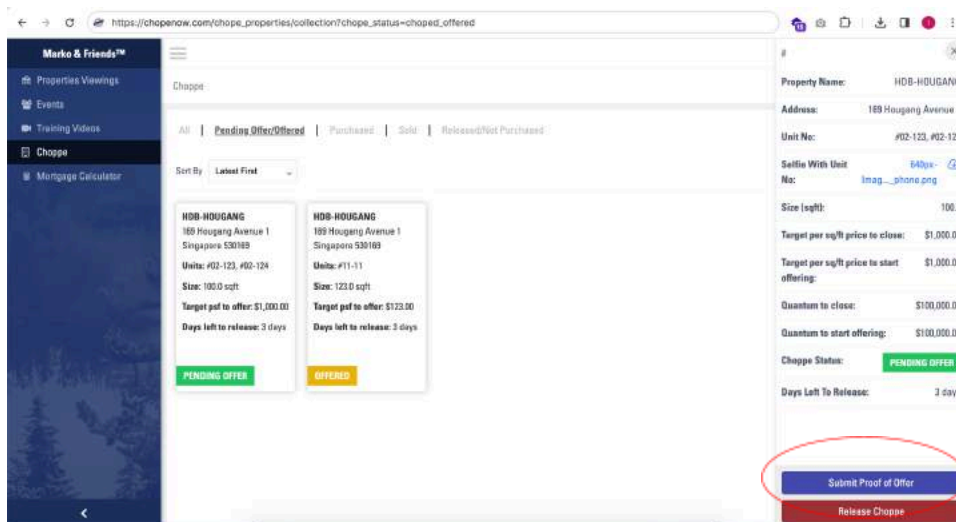
6. Next following step is to submit proof of offer

# Submit Proof of Offer - Converting Pending Offer Choppe to Offered

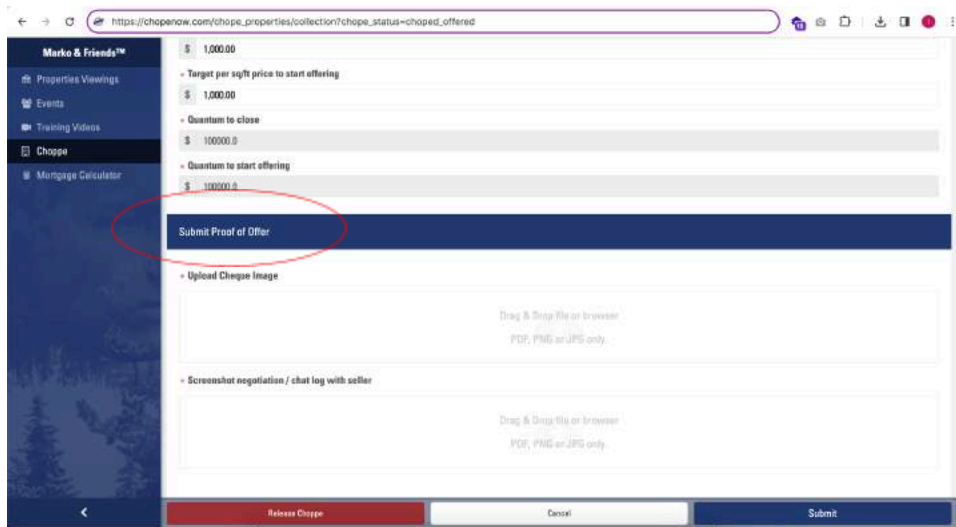
1. Click on the Pending Offer chopped property unit that you want to submit the proof of offer for



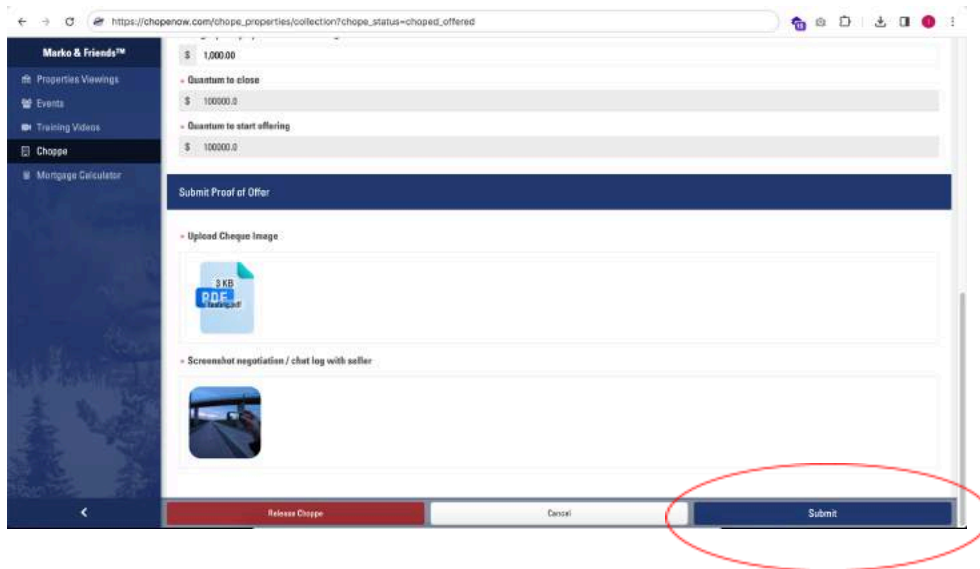
2. Click on the "Submit Proof of Offer" button



3. Scroll to the Submit Proof of Offer section at bottom of the page, and upload the necessary documents

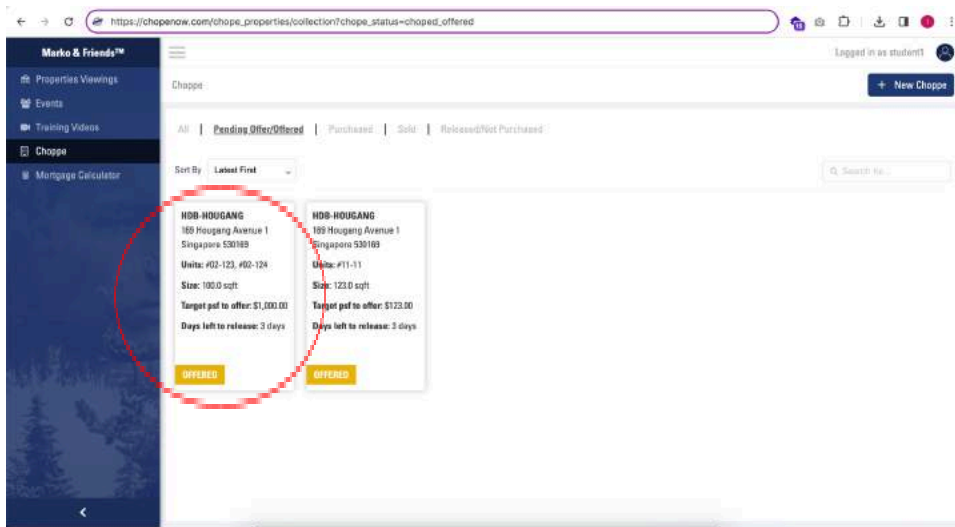


4. Click on "Submit" at the bottom right corner to submit the proof of offer





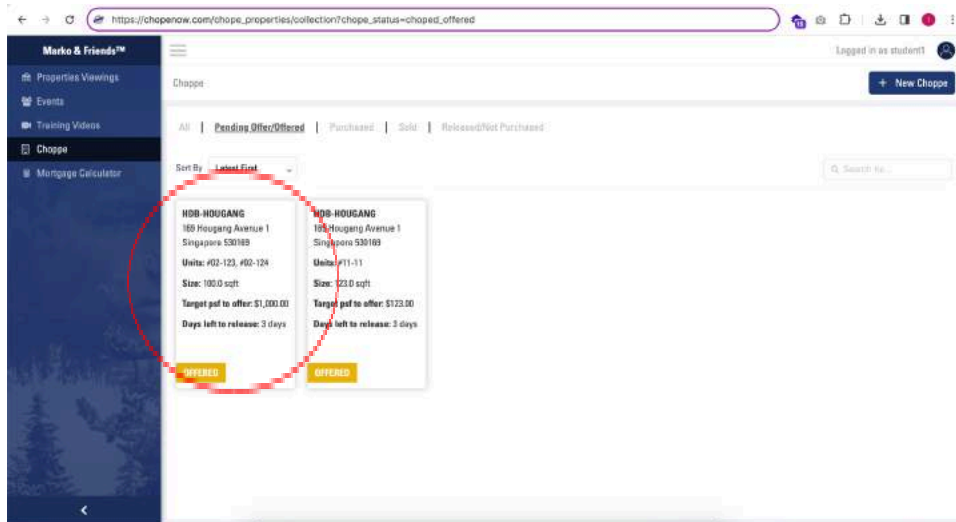
5. You have successfully submitted the proof of offer for the chopped property unit, currently marked as “Offered”



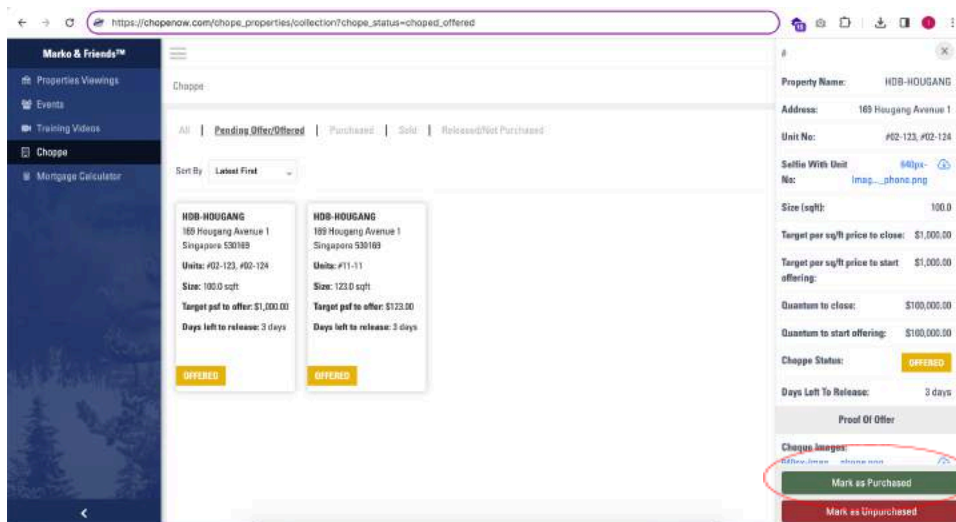
6. Next following action is to mark property as purchased

# Mark as Purchased - Converting from Offered to Purchased

1. Click on the Offered unit that you want to mark as purchased. You will be able to find offered properties under the “Pending Offer/Offered” tab



2. Click on the “Mark as Purchased” button



3. Scroll to the Update Purchase Status section at the bottom of the page. Fill up the compulsory fields and upload the necessary documents

The screenshot shows the 'Update Purchase Status' form in the Chopenow system. The form is located in the 'Choppe' section of the sidebar. The form fields are as follows:

- Quantum to start offering: \$ 12,300.00
- Date of OTP: (empty)
- Price Closed in OTP: \$ (empty)
- Size (sqft): 100.00
- SPSF Closed: \$ 0.00
- Update Option to Purchase (Full image of all pages): (empty)

The 'Mark as Purchased' button is highlighted with a red circle.

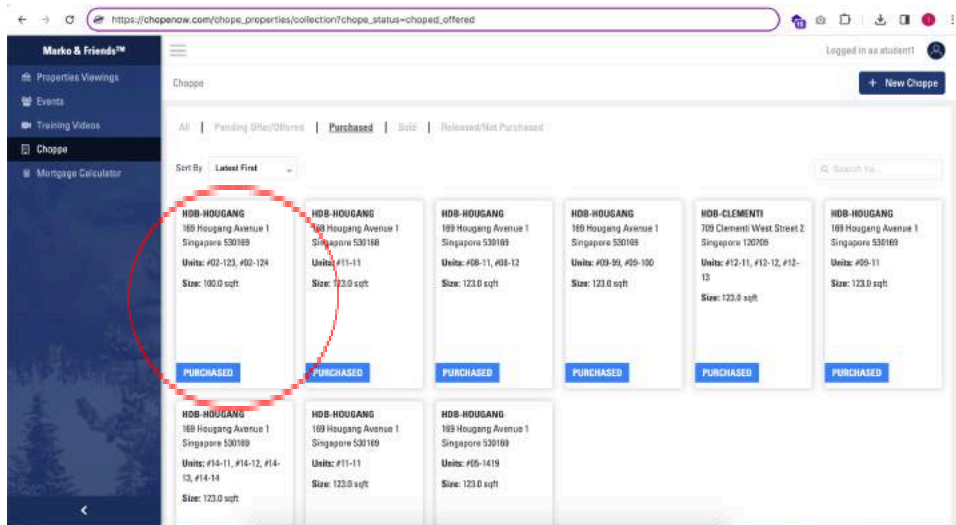
4. Once completed, click on the "Mark as Purchased" button at the bottom right corner to mark the property unit as purchased

The screenshot shows the 'Update Purchase Status' form in the Chopenow system. The form is located in the 'Choppe' section of the sidebar. The form fields are as follows:

- Quantum to start offering: \$ 12,300.00
- Date of OTP: 08/02/2024
- Price Closed in OTP: \$ 123.00
- Size (sqft): 100.00
- SPSF Closed: \$ 1.22
- Update Option to Purchase (Full image of all pages): (empty)

The 'Mark as Purchased' button is highlighted with a red circle.

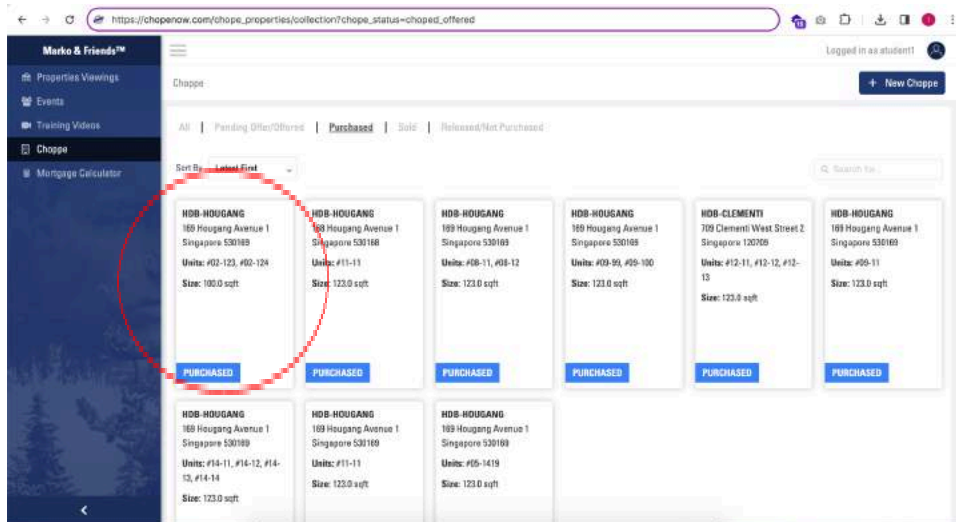
5. You have successfully marked the property unit as purchased, currently marked as “Purchased”



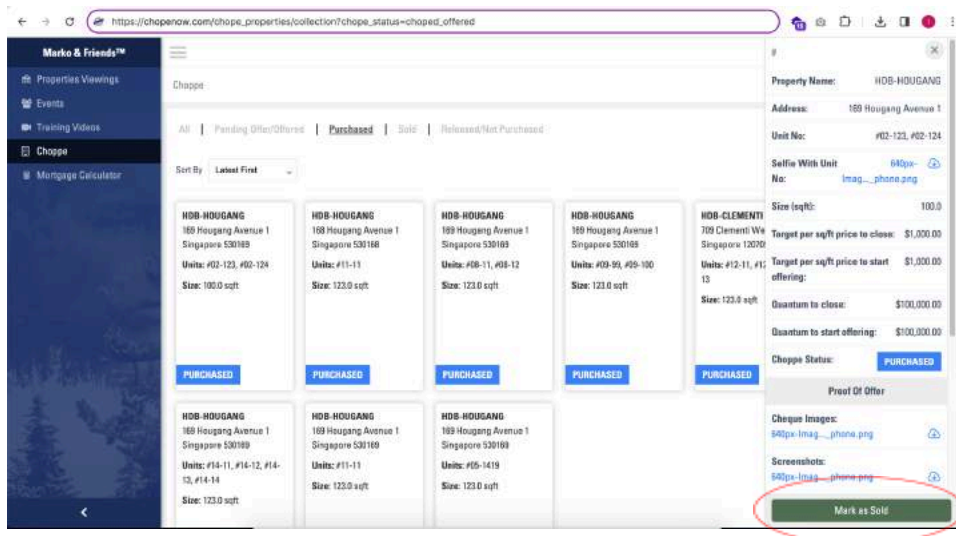
6. Next following action is to mark property as sold

# Mark as Sold - Converting from Purchased to Sold

1. Click on the Purchased unit that you want to mark as Sold. You will be able to find purchased properties under the “Purchased” tab



2. Click on the “Mark as Sold” button



3. Scroll to the Update Sold Status section at the bottom of the page. Fill up the compulsory fields and upload the necessary documents

Marko & Friends™

Quantum to start offering  
\$ 10000.0

Update Sold Status

Date OTP Issued  
23/02/2024

SOLD Price  
\$

Size (sqft)  
100.0

SOLD Price (Spst)  
\$

Upload OTP in PDF  
Drag & Drop file or browser  
PDF only.

Cancel Mark as Sold

4. Once completed, click on the “Mark as Sold” button at the bottom right corner to mark the property unit as Sold

Marko & Friends™

Quantum to start offering  
\$ 10000.0

Update Sold Status

Date OTP Issued  
23/02/2024

SOLD Price  
\$ 400,000.00

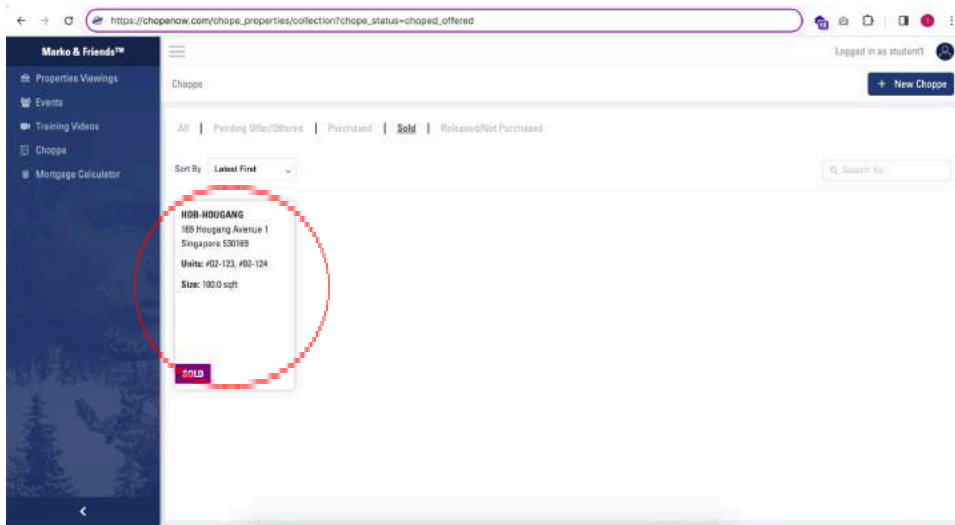
Size (sqft)  
100.0

SOLD Price (Spst)  
\$ 4,000.00

Upload OTP in PDF  
7.5 KB  
PDF

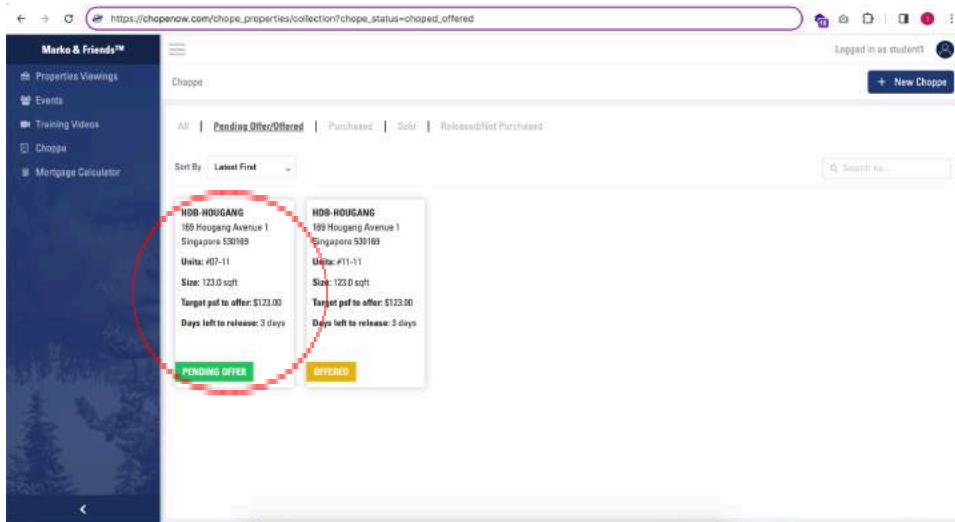
Cancel Mark as Sold

5. You have successfully marked the property unit as sold, currently marked as “Sold”

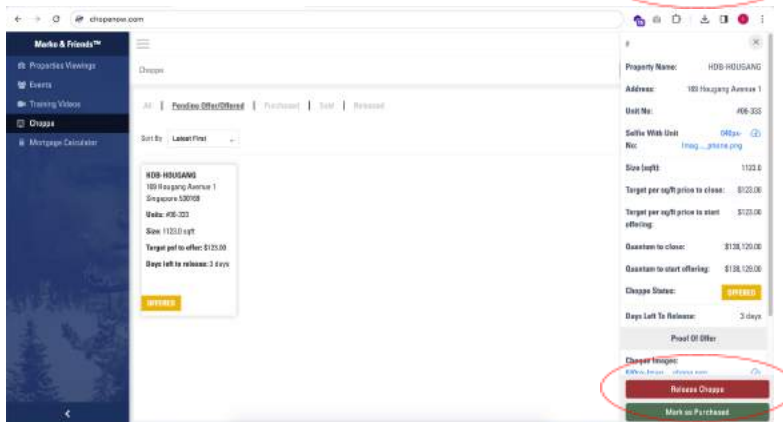
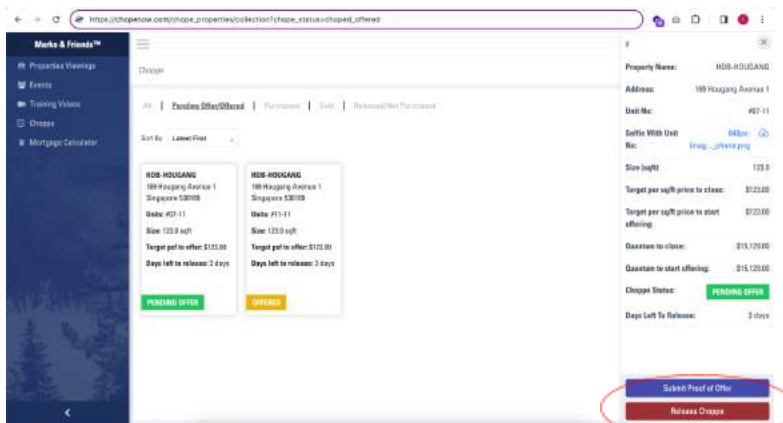


# Releasing a Choppe Property

1. Click on the chopped property unit that you wish to release

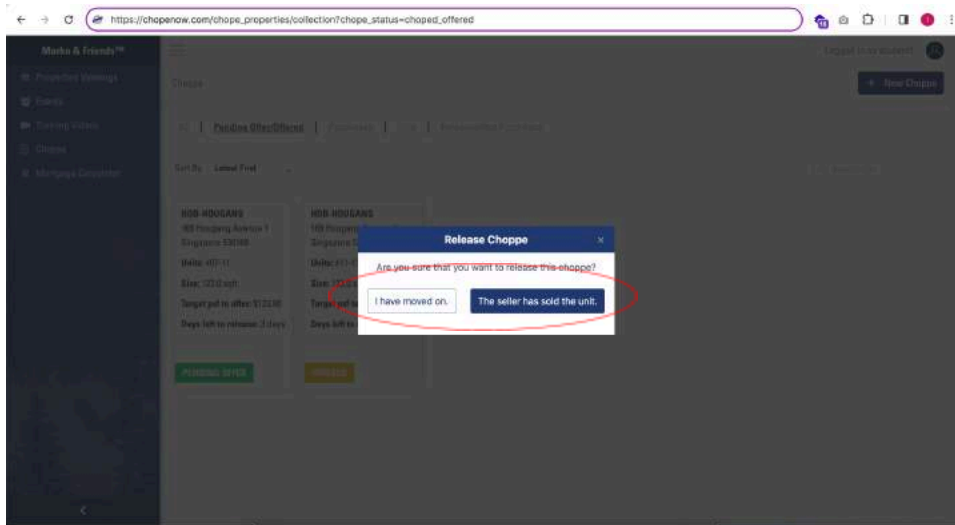


2. Click on the "Release Choppe" button at the bottom





3. Select the reason for releasing the choppe unit. Either you have moved on and decided not to continue with the unit purchase, or that the seller has sold the unit to others



4. You have successfully released the chopped unit, currently marked as "Released"

