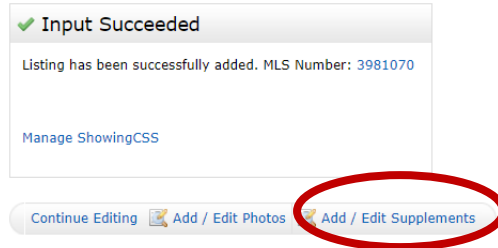


Tip Sheet: Adding Supplements

1. To add a supplement to a listing:

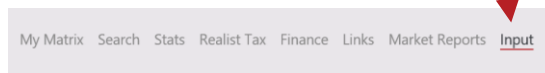
A. For a Newly Saved Listing

Once the listing is saved, click **Add/Edit Supplements** from the Button Bar, then go to Step 2.



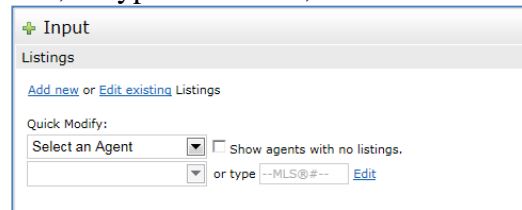
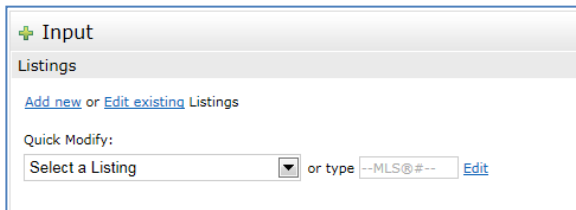
B. For an Existing Listing

From the main menu bar, click the **Input tab**.

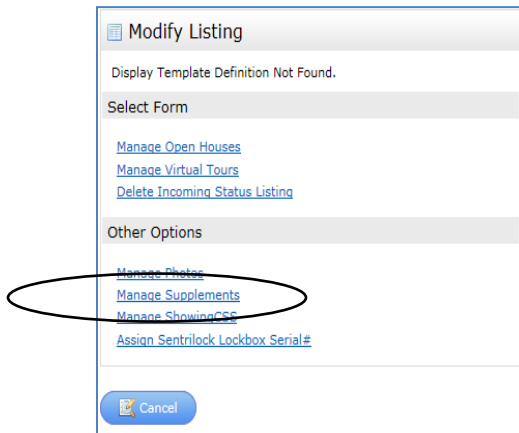


If you are an Agent... click **Edit existing** to search for the listing, or use the **Select a Listing drop-down menu**, or type the **MLS#**, then click **Edit**.

If you are Support Staff... click **Edit existing** to search for the listing, or use the **Select an Agent drop down menu**, then the **Select a Listing menu** beneath that, or type the **MLS#**, then click **Edit**.



Click **Manage Supplements**.



Tip Sheet: Adding Supplements

- 2) Enter a **Supplement Description**, choose a **Supplement Type**, then click the **Browse** button to locate the file. Click the **Upload** button to attach this supplement to the listing.

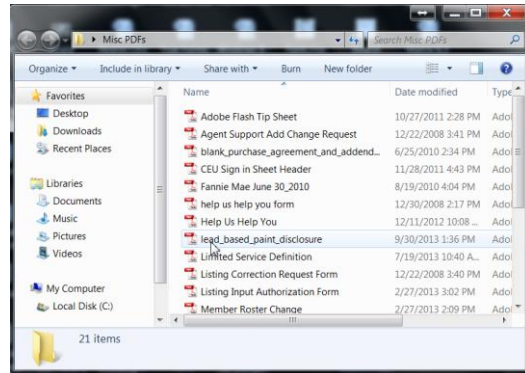
Manage Supplements for 3600092

Add Supplement (10MB max)

Supplement Description

Select File

Supplement Type



- 3) Click the **Save** button when done.

Manage Supplements for 3600092

File Name	Description	File Size	Type	
<input type="checkbox"/> lead_based_paint_disclosure.pdf	Lead Based Paint Disclosure	16 kb	Lead Paint Disclosure	<input type="button" value="Move Up"/> <input type="button" value="Move Down"/>

Add Supplement (10MB max)

Supplement Description

Select File

Supplement Type

MLS Now says...

- File size is limited to 10mb.
- File type should be .pdf.