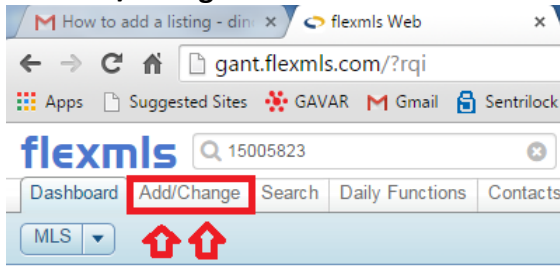
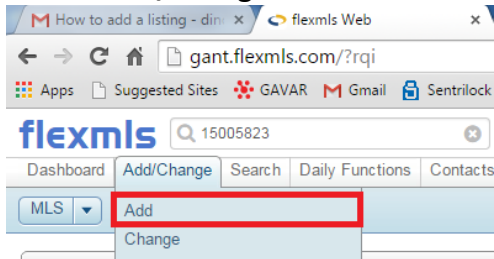


How to Add a Listing:

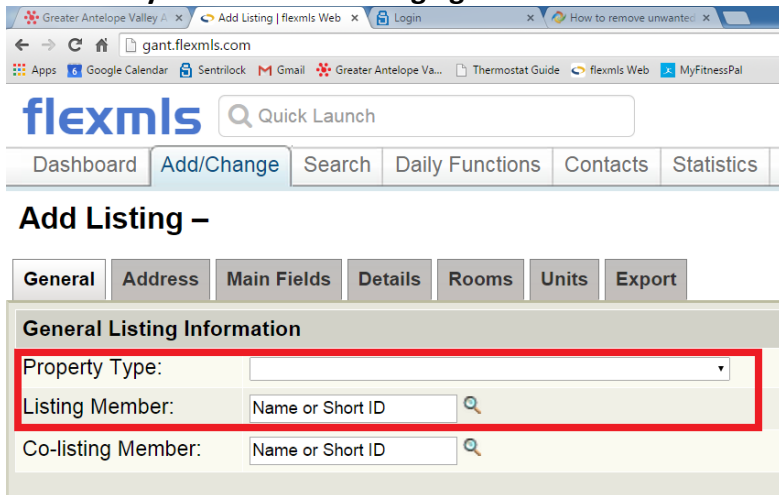
- 1) Once you are logged into the MLS. In the Top Left corner of the screen you will see this “Add/Change”:



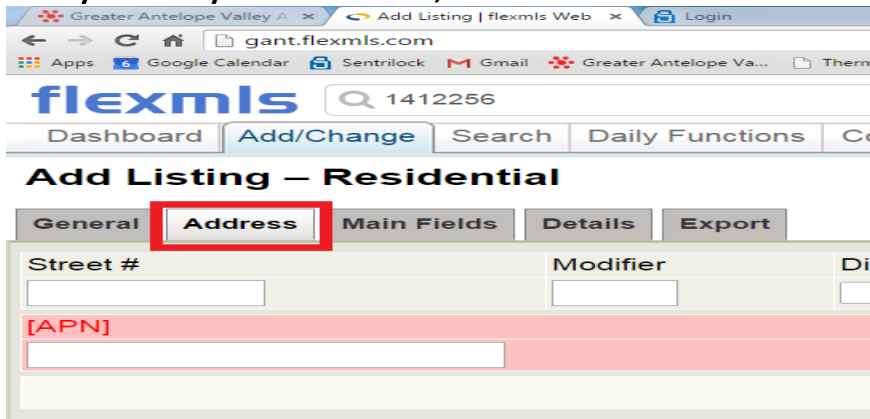
- 2) Select “Add/Change” and then Select “Add” from the drop down list:



- 3) Once the add page comes up make sure you put in your listing type (residential is most common) and select yourself as the listing agent:

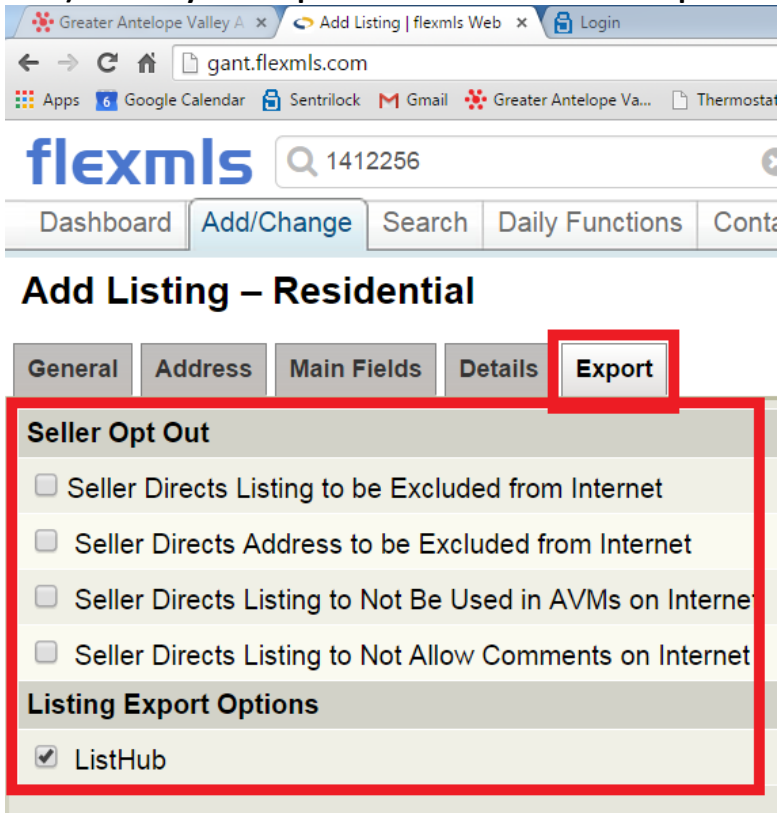
A screenshot of the 'Add Listing' page on flexmls.com. The page title is 'Add Listing -'. The navigation menu includes 'Dashboard', 'Add/Change', 'Search', 'Daily Functions', 'Contacts', and 'Statistics'. Below the navigation menu, there are tabs for 'General', 'Address', 'Main Fields', 'Details', 'Rooms', 'Units', and 'Export'. The 'General' tab is selected, and the 'General Listing Information' section is visible. The 'Property Type' dropdown menu is highlighted with a red box. The 'Listing Member' and 'Co-listing Member' fields are also visible.

- 4) Once you fill in your information, click on the next tab “Addresses”:

A screenshot of the 'Add Listing - Residential' page on flexmls.com. The page title is 'Add Listing - Residential'. The navigation menu includes 'Dashboard', 'Add/Change', 'Search', 'Daily Functions', and 'Contacts'. Below the navigation menu, there are tabs for 'General', 'Address', 'Main Fields', 'Details', and 'Export'. The 'Address' tab is selected and highlighted with a red box. The 'Address' section is visible, with fields for 'Street #', 'Modifier', and 'APN'. The 'APN' field is highlighted with a red box.

5) Once you have selected the next tab “Addresses” you need to fill in all the required information. All the Required information is highlighted by red text and a red box. Make sure you fill in all the information in those boxes. You also need to do this for the rest of the tabs you click on. “Main Fields” and “Details”.

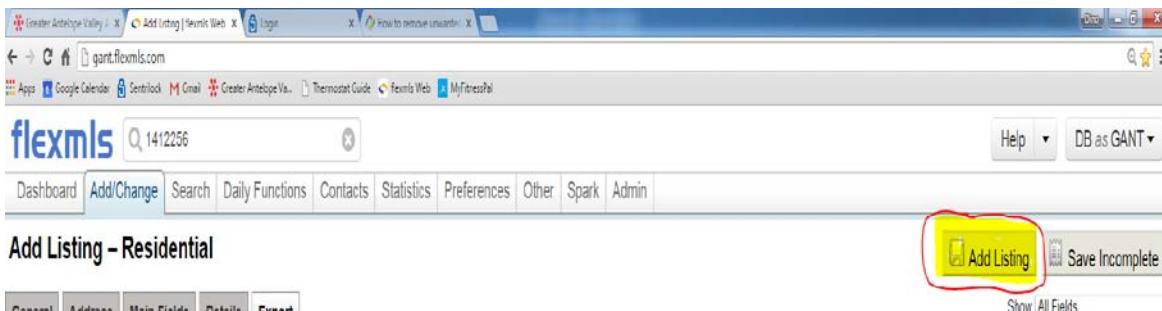
6) When you complete all the red fields in the previous 3 tabs click on the “export tab”:



The screenshot shows the 'Add Listing - Residential' page on the flexmls website. The 'Export' tab is selected and highlighted with a red box. Below the tabs, the 'Seller Opt Out' section contains four unchecked checkboxes: 'Seller Directs Listing to be Excluded from Internet', 'Seller Directs Address to be Excluded from Internet', 'Seller Directs Listing to Not Be Used in AVMs on Internet', and 'Seller Directs Listing to Not Allow Comments on Internet'. The 'Listing Export Options' section contains one checked checkbox: 'ListHub'.

7) Once you are in this page, if you want to keep a listing from being posted on the internet select one of the options above to “Opt out”.

8) Once you are completely done with your listing information hit the “add listing” button in the top right corner of the page.



The screenshot shows the 'Add Listing - Residential' page on the flexmls website. The 'Add Listing' button is highlighted with a red box. The page includes a search bar with the text '1412256', a navigation menu with 'Add/Change' selected, and a 'Save Incomplete' button. The 'Export' tab is also visible in the bottom navigation bar.