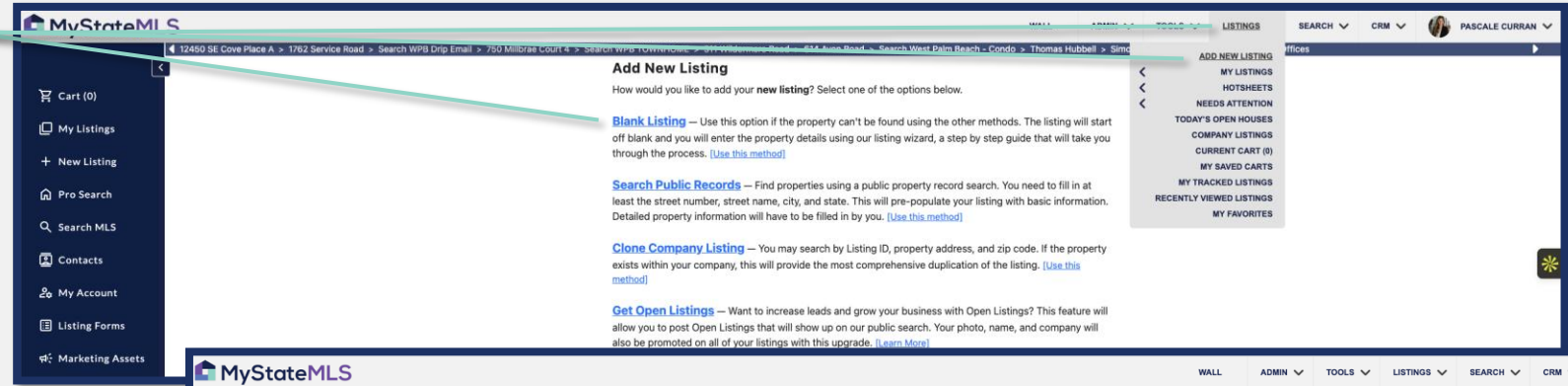




# Creating a Listing on Behalf of an Agent (Admin Account)

- Click **Add New Listing** from the **Listings** menu
- Choose how you want to create the listing (e.g., **Blank Listing** is the most common option)



## Important: Select the Listing Agent First

Before entering property details, make sure to select the correct **Listing Agent**.

- Select the **Team** (if applicable)
- Choose one or multiple **agents** for the listing
- The **state field will automatically adjust** based on the agent's license

Note: If the listing agent is not selected first, the state dropdown may not display the correct options, especially for brokerages operating in multiple states.

