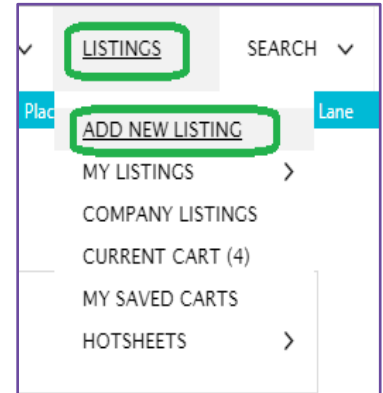
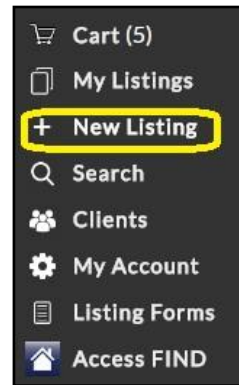


Adding a New Listing

Step 1:

Click on 'New Listing' button from your profile Side Bar, or 'Add New Listing' from the 'Listings' drop down.



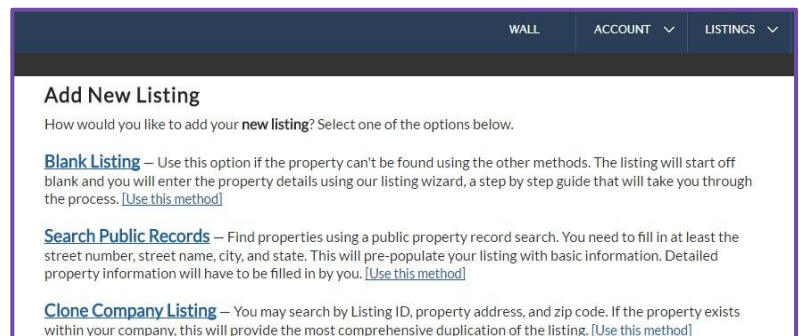
Step 2:

Choose the correct Listing Wizard.

Blank Listing: Create a blank listing from scratch

Public Records: Use Public Record data to fill in certain fields to speed up the listing creation process.

Clone Company Listing: Create a new listing from an expired, withdrawn, or previously listed properties.



Step 3:

Follow the steps within the Listing Wizard to create your listing.

Fields with a Red Heading are Required. Any other fields are optional. Each time you click 'Next Step,' your listing will be saved, so you do not have to worry about losing any data.

Step 4:

Once you've completed the listing wizard, you may need to send it for approval.

Once the listing is approved by your office staff, it will be made live within your MyStateMLS account.

Listings cannot be submitted for approval until all required fields have been completed.

THIS LISTING IS A HIDDEN DRAFT.
UPDATE USING THE LISTING WIZARD OR EDIT SECTIONS.
If you are ready to make this listing live and syndicate then send it for approval by clicking the button.

[SEND FOR APPROVAL](#)