

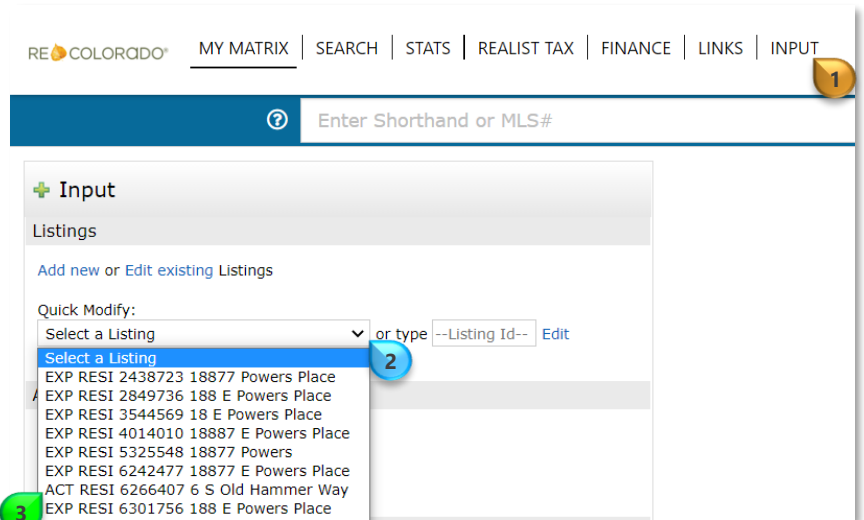
Add Supplements to a Listing

Up to 20 supplements with file sizes up to 20MB can be added to any listing

Select the "Input"  tab

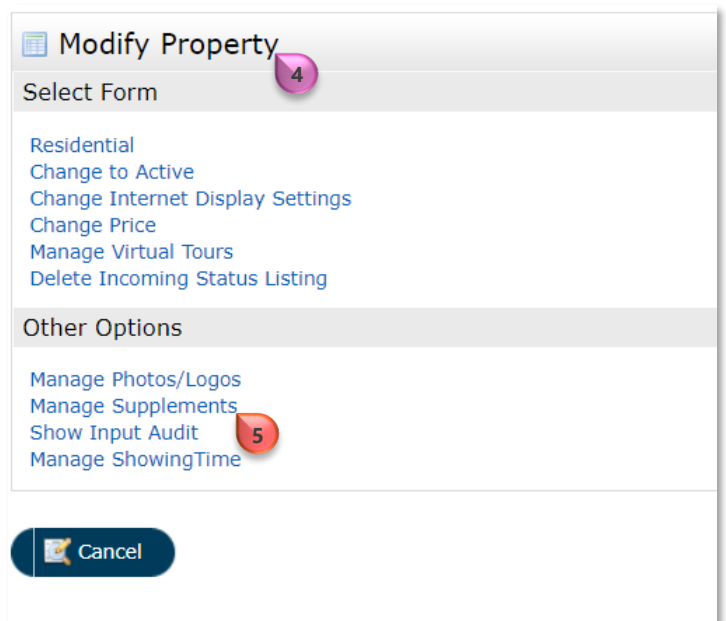
Click the *expand collapse arrow* next to the "Quick Modify: Select a Listing" field 

Select the desired listing 





A **Modify Property** screen appears 

Select "Manage Supplements" 



Add Supplements to a Listing


Click **"Choose File"**  to select the desired document

 **Manage Supplements for 3164901** *If adding a Lead-Based Paint Disclosure, be sure to select it as the Supplement Type.


Add Supplement (File size up to 20MB max, File types of .PDF, .JPG, or .DOC, Max of 20 supplements)

Supplement Description

Select File No file chosen

Supplement Type
Please select the appropriate Supplement Type to avoid possible compliance notices. Available Options for New Construction 



Click **"Upload"** 

 **Manage Supplements for 3164901** *If adding a Lead-Based Paint Disclosure, be sure to select it as the Supplement Type.

Add Supplement (File size up to 20MB max, File types of .PDF, .JPG, or .DOC, Max of 20 supplements)

Supplement Description


Select File No file chosen

Supplement Type
Please select the appropriate Supplement Type to avoid possible compliance notices. Available Options for New Construction
Available Options for New Construction 
Builder's Agent Policy 
Builder's Buyer Registration Form
Estoppel Statement
Exchange Addendum to Contract to Buy and Sell Real Estate
Floorplan
Green Disclosure
HOA/Community Information
Income History
Lead Based Paint Disclosure
Other
Rental Application
Sellers Property Disclosure

Click the **Supplement Type drop down arrow** 

Select a **Supplement Type** 

Click **"Save"** 



Note: Users can access *supplements* from any *search results display* by clicking on the supplement icon

