

Property **"Latitude"** and **"Longitude"** **1** are required fields on the **"Location"** tab during listing input

To complete these fields:

Ensure address information has been entered **2**

Click **"Set Lat/Long manually"** **3**

A map will appear **4**

Click on the parcel of interest

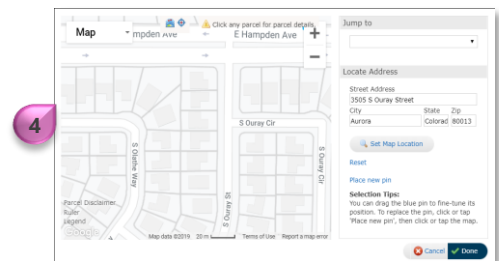
A Pin will appear **5**

**Note:** Drag and drop the pin to reposition

**Note:** If a pin does not appear click **"Place New PIN"** and try again **6**

Click **"Done"** **7**

Latitude and Longitude will populate and the property will accurately appear in Map Search results **8**

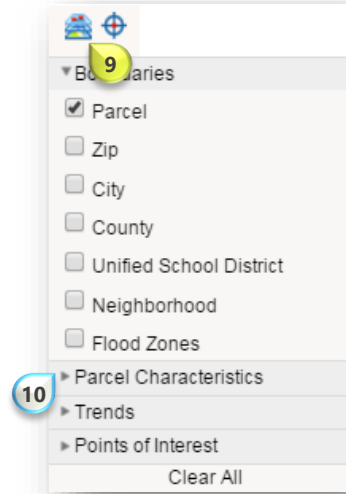


If help is needed to identify the parcel:

Click on the layering tool  above the map 

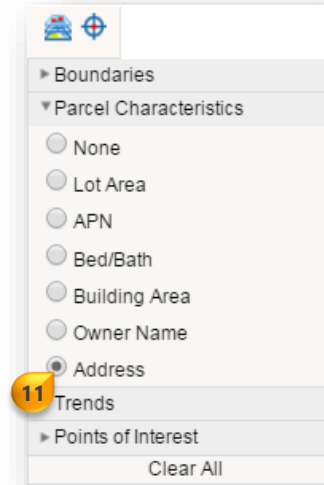
A menu will present

Click **“Parcel Characteristics”** 



The menu will change

Click **“Address”** 



Street numbers will appear on the map 