

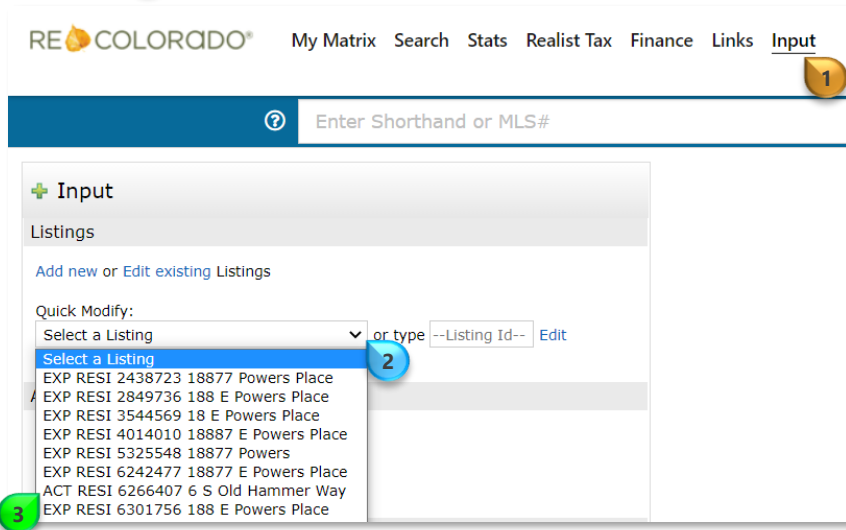
Add Supplements to a Listing


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


Select the **"Input"**  tab

Click the *drop down arrow* next to the **"Quick Modify - Select a Listing"** field 

Select the desired listing 



RE COLORADO® My Matrix Search Stats Realist Tax Finance Links **Input** 


Enter Shorthand or MLS# 


+ Input

Listings

Add new or Edit existing Listings

Quick Modify:

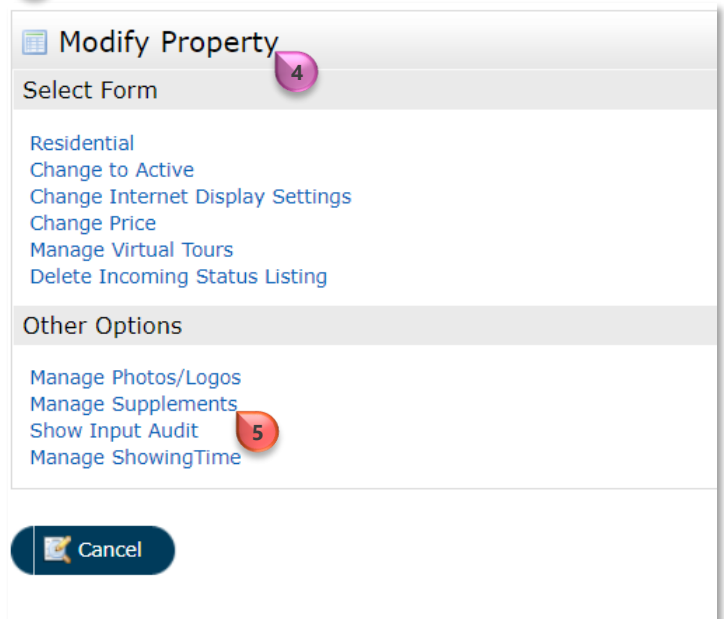
Select a Listing  or type --Listing Id-- Edit


Select a Listing 

- EXP RESI 2438723 18877 Powers Place
- EXP RESI 2849736 188 E Powers Place
- EXP RESI 3544569 18 E Powers Place
- EXP RESI 4014010 18887 E Powers Place
- EXP RESI 5325548 18877 Powers
- EXP RESI 6242477 18877 E Powers Place
- ACT RESI 6266407 6 S Old Hammer Way
- EXP RESI 6301756 188 E Powers Place

A **"Modify Property"** screen appears 

Select **"Manage Supplements"** 




Modify Property 

Select Form

- Residential
- Change to Active
- Change Internet Display Settings
- Change Price
- Manage Virtual Tours
- Delete Incoming Status Listing

Other Options

- Manage Photos/Logos
- Manage Supplements 
- Show Input Audit
- Manage ShowingTime

Cancel

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.


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 