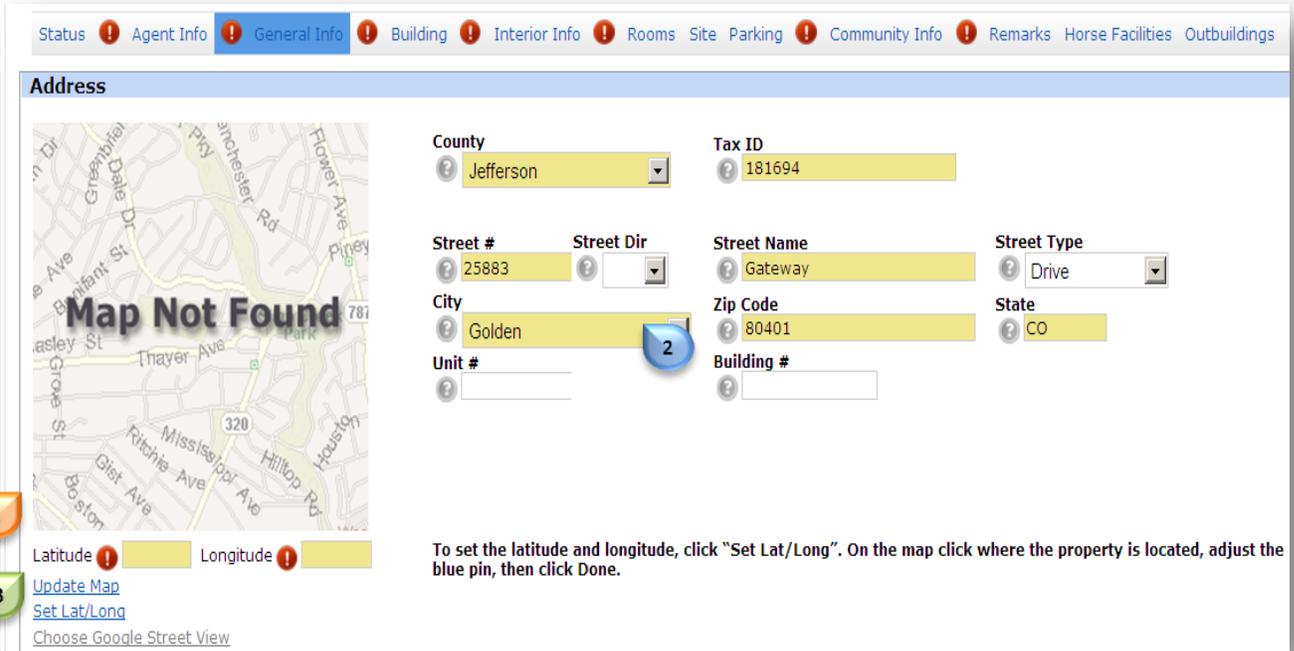


Set Map Pin on Listing Input

Property **Latitude** and **Longitude** 1 are required fields on the “**General Info**” tab during listing input

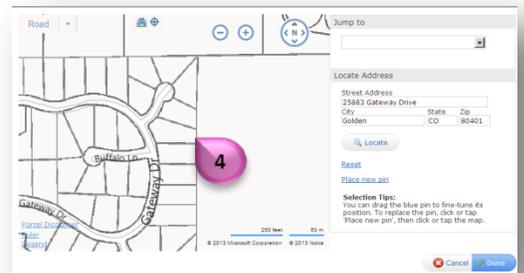


To set the latitude and longitude, click “Set Lat/Long”. On the map click where the property is located, adjust the blue pin, then click Done.

To complete these fields

- Ensure address information has been entered 2
- Click “**Set Lat/Long**” 3

A map will appear 4

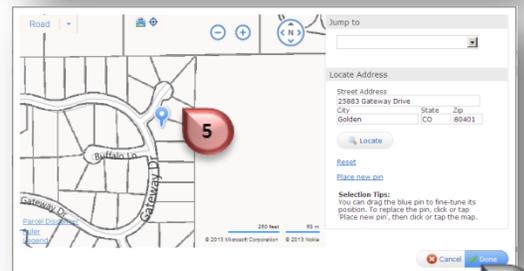


Click on the parcel of interest

A Pin Will Appear 5

Note: Drag and drop the pin if you need to reposition

Note: If a pin does not appear click “Place New Pin” and try again



- Click “**Done**” 6

Latitude ? 39.7125 Longitude ? -105.291

Latitude and Longitude will now be populated

Your property will now accurately appear in map search results

Matrix How To

If you need help identifying the correct parcel

- Click on the layering tool  **7** above the map

A menu will present

- Click "**Parcel Characteristics**" **8**

The menu will change

- Click "**Address**" **9**

Street numbers will appear on the map **10**

