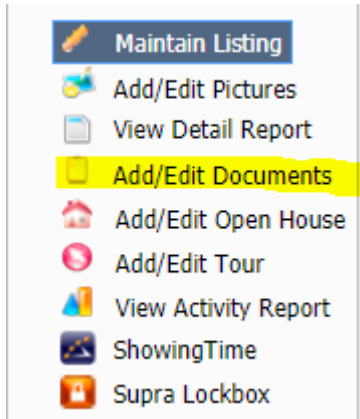
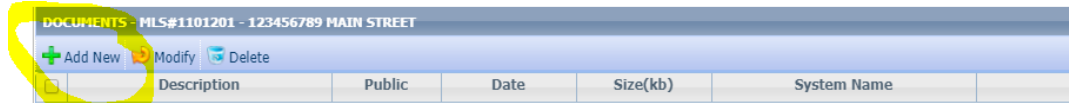


ADDING Associated Documents and **TYPES** when you upload documents on your listing.

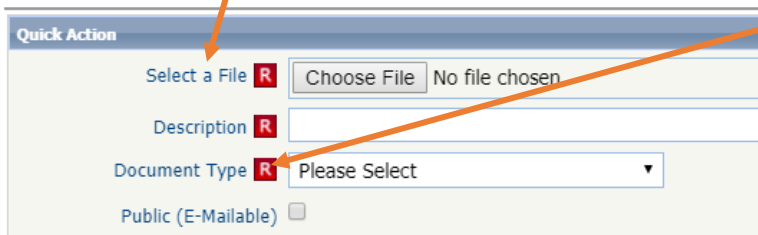
STEP 1 Click the option to Add/Edit Documents



STEP 2: Select, ADD NEW



STEP 3 Next you will CHOOSE FILE to locate your document.



STEP 4 – IT IS IMPORTANT TO SELECT THE correct DOCUMENT TYPE, which controls IF the document should be visible to other users in the MLS.

NOTE: Visibility Type means the descriptive document will be visible to List Agent/Broker/MLS Staff only.

There are situations where you are REQUIRED to add a document on your listing, which are:

- When using Coming Soon Status
- When using Temporary off Market Status

Abbreviation	Description	Visibility Level	Required During Listing Input
CSAddn	Coming Soon Addendum	Listing Agent/Agent Exclusive	Yes
LstChnge	Listing Change Notice	List Agent/Agent Exclusive	When using TOM status only
OfcExcl	Office Exclusive Addendum	Listing Agent/Agent Exclusive	Yes

You can find the complete list of Documents and Document TYPES - [HERE](#)