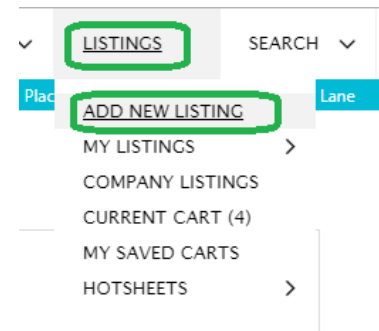
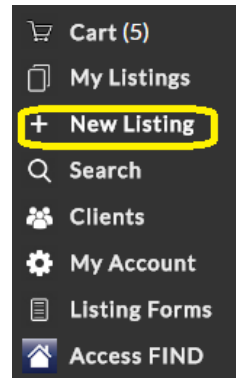




Step 1:

Click on 'New Listing' button from your profile Side Bar, or 'Add New Listing' from the 'Listings' drop down.



Step 2:

Choose the correct Listing Wizard.

Blank Listing: Create a blank listing from scratch

Public Records: Use Public Record data to fill in certain fields to speed up the listing creation process.

Clone Company Listing: Create a new listing from an expired, withdrawn, or previously listed properties.



Add New Listing

How would you like to add your **new listing**? Select one of the options below.

Blank Listing — Use this option if the property can't be found using the other methods. The listing will start off blank and you will enter the property details using our listing wizard, a step by step guide that will take you through the process. [\[Use this method\]](#)

Search Public Records — Find properties using a public property record search. You need to fill in at least the street number, street name, city, and state. This will pre-populate your listing with basic information. Detailed property information will have to be filled in by you. [\[Use this method\]](#)

Clone Company Listing — You may search by Listing ID, property address, and zip code. If the property exists within your company, this will provide the most comprehensive duplication of the listing. [\[Use this method\]](#)

Step 3: Follow the steps within the Listing Wizard to create your listing.

Fields with a **Red Heading are Required**. Any other fields are optional. Each time you click 'Next Step,' your listing will be saved, so you do not have to worry about losing any data.

Step 4: Once you've completed the listing wizard, you may need to send it for approval.

Once the listing is approved by your office staff, it will be made live within your EELI system.

Listings cannot be submitted for approval until all required fields have been completed.

THIS LISTING IS A HIDDEN DRAFT.
UPDATE USING THE LISTING WIZARD OR EDIT SECTIONS.
If you are ready to make this listing live and syndicate
then send it for approval by clicking the button.

SEND FOR APPROVAL