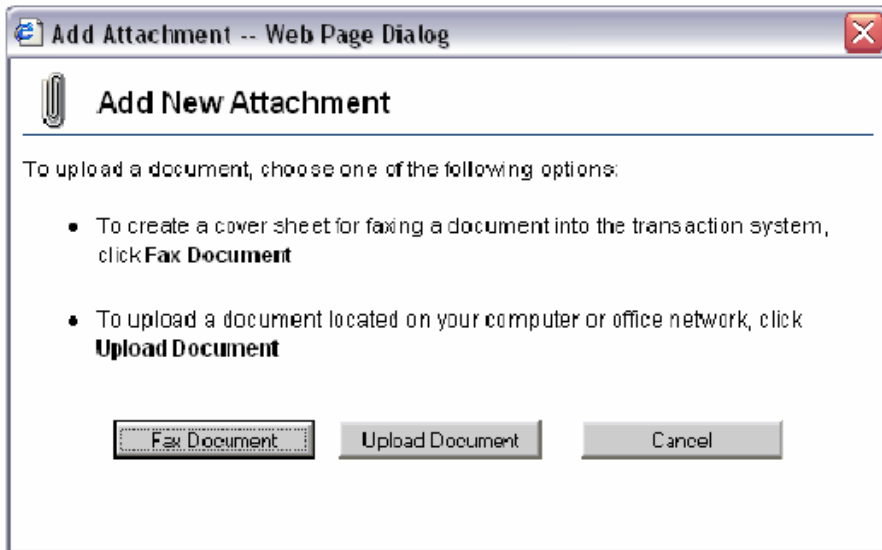


To Upload a Listing Attachment via Fax:

1. Click **"Tools"** (Upper-Right), click **"Listing Manager"** (1st option), click **"Listing Maintenance"** (1st option).
2. Type the MLS number in the box **"Find a listing by MLS number"** and click the green arrow (➡).
3. Under Image #1, click on **"Attachments."**
4. Select **"Add New Attachment"** from the Action drop down menu and click the green arrow (➡).
5. The Add New Attachment window appears.



6. Click on the "Fax Document" button.
7. Select **type** of document and enter a **description**.
8. Click on **"Print Cover Sheet"**
9. Fax documents with cover page to number listed.

