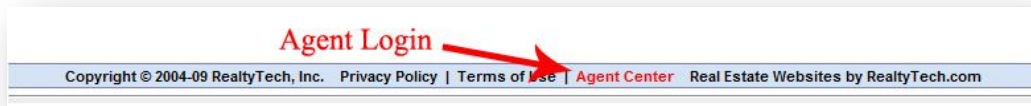# Add Your Sold Listings Automatically

How it works – Your sold listings page just got a lot smarter! You now have the option to automatically have your sold listings added to your website for you, add sold listings by MLS#, or to add sold listings manually.
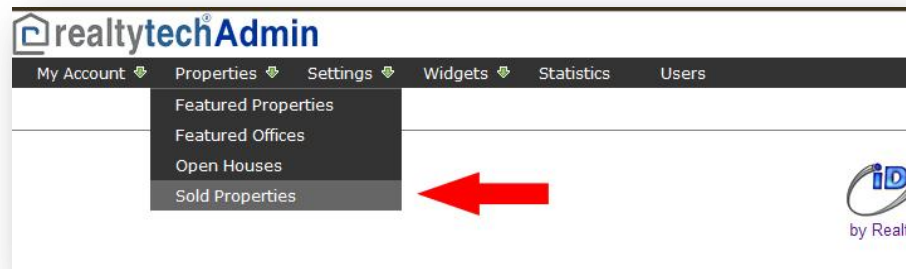
1. Go to your website and click on "**Agent Center**" at the very bottom of your page

2. Choose to log into your "**IDX123**". Enter Username and Password and press "Login!"

3. Hover over "**Properties**" and click "**Sold Properties**" on the drop down menu.

4. Click the drop down menu for "Select System" and choose which MLS board you are with (if you belong to multiple MLS boards, you must add them one by one). Next, click on the letter above that corresponds with your first name. Find your name in the list below and click on "Add Selected Agent(s) to the List Below."
Done! The sold listings available under that MLS# will be automatically added to your website within 24hrs.

Your Sold Properties

Use this section to manage your Sold properties.
First, select an IDX system from the dropdown on the left. Then, select the name of the listing agent whose sold properties you would like listed on your **Sold Properties page**.

Pages: 0..9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select system:

CARETS
CARETS
Claw IDX
CRISNET IDX
CVAR IDX
DAMLS IDX
ITech IDX
MRMLS IDX
Simi Valley IDX
SoCalMLS IDX
Ventura IDX

↓Add selected agent(s) to the list below
Note – Sold listings are updated every 24hrs.

Your Featured Seller(s):

✕Remove Selected Agents from list

Add Sold Listing by MLS#: [   ] [Add]

RealtyTech Inc. accepts no responsibility for displaying another agent's listings without their permission.
Shaded rows indicate manually added properties.

MlsNumber	Price	Address	
F489254	$123000	Main Test Avenue, Los Angeles CA 96543	📝📋❌
F11095024	$239000	1672 TIBURON Court, Thousand Oaks CA 91362-1432	❌
416119	$1000000	12345 Main Street, Anywhere CA 12345	📝📋❌
F11105544	$1138000	1390 LAFITTE Drive, Oak Park CA 91377-4718	❌
F11101640	$1149000	1102 VIA HISPANO, Newbury Park CA 91320-6761	❌

Add Sold Listing Manually
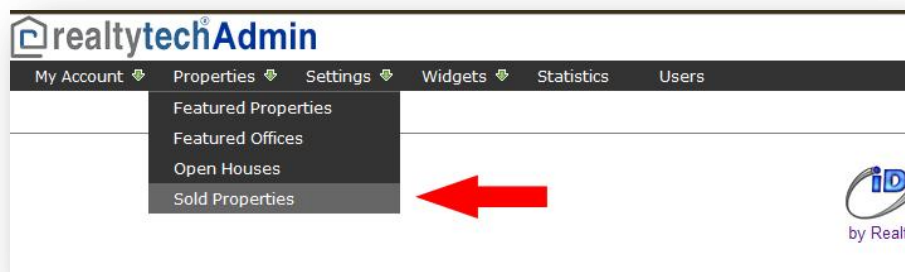
Add Your Sold Listings by MLS#

1. Go to your website and click on "**Agent Center**" at the very bottom of your page

2. Choose to log into your "**IDX123**". Enter Username and Password and press "Login!"

3. Hover over "**Properties**" and click "**Sold Properties**" on the drop down menu.

4. Type in the MLS# for the property you want to add in the space provided and click on "**Add**". If the property is no longer in the available to be automatically added, you will see "**Can't find MLS #**". If you believe that you have received this message in error, please email support@realtytech.com with the MLS# input, and any other information you have on the property, such as the date it was sold. If the data is no longer available, you can still add the property manually.

Sold Listings

Your Sold Properties

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Pages: <u>0..9</u> <u>A</u> <u>B</u> <u>C</u> <u>D</u> <u>E</u> <u>F</u> <u>G</u> <u>H</u> <u>I</u> <u>J</u> <u>K</u> <u>L</u> <u>M</u> <u>N</u> <u>O</u> <u>P</u> <u>Q</u> <u>R</u> <u>S</u> <u>T</u> <u>U</u> <u>V</u> <u>W</u> <u>X</u> <u>Y</u> <u>Z</u>

Select system:

CARETS
CARETS
Claw IDX
CRISNET IDX
CVAR IDX
DAMLS IDX
ITech IDX
MRMLS IDX
Simi Valley IDX
SoCalMLS IDX
Ventura IDX

⬇**Add selected agent(s) to the list below**
Note – Sold listings are updated every 24hrs.

Your Featured Seller(s):

✕**Remove Selected Agents from list**

Add Sold Listing by MLS#: [＿＿＿＿] [Add]

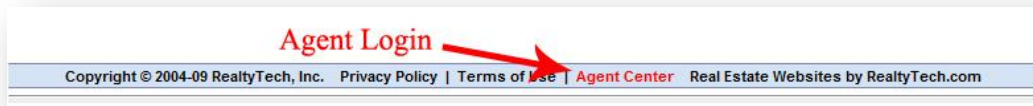RealtyTech Inc. accepts no responsibility for displaying another agent's listings without their permission.
Shaded rows indicate manually added properties.

MlsNumber	Price	Address	
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F11095024	$239000	1672 TIBURON Court, Thousand Oaks CA 91362-1432	❌
416119	$1000000	12345 Main Street, Anywhere CA 12345	✎ 🖹 ❌
F11105544	$1138000	1390 LAFITTE Drive, Oak Park CA 91377-4718	❌
F11101640	$1149000	1102 VIA HISPANO, Newbury Park CA 91320-6761	❌

Add Sold Listing Manually
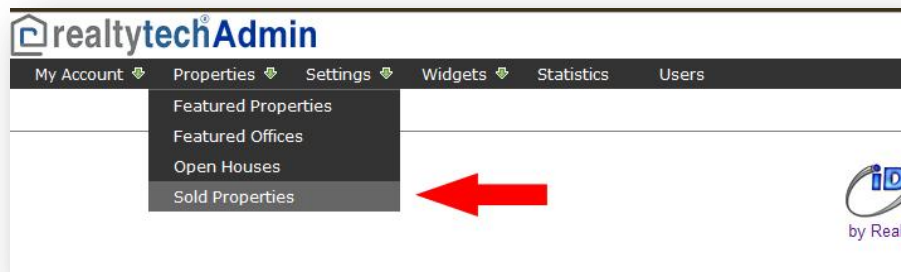
Add Your Sold Listings Manually

1. Go to your website and click on "**Agent Center**" at the very bottom of your page

2. Log into your "**IDX123**"

3. Hover over "**Properties**" and click "**Sold Properties**" on the drop down menu.

4. Click on the "**Add Sold Listings Manually**" link at the bottom of the page

Your Sold Properties

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Pages: 0..9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select system:

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CARETS
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MRMLS IDX
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SoCalMLS IDX
Ventura IDX

⬇Add selected agent(s) to the list below
Note – Sold listings are updated every 24hrs.

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✗Remove Selected Agents from list

Add Sold Listing by MLS#: [ ] Add

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MlsNumber	Price	Address	
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F11101640	$1149000	1102 VIA HISPANO, Newbury Park CA 91320-6761	❌

Add Sold Listing Manually

5. Fill out the information for the sold property that you would like to add, and click on "**Save Property**" when finished.

Your Sold Properties

Use this section to manage your Sold properties.
First, select an IDX system from the dropdown on the left. Then, select the name of the listing agent whose sold properties you would like listed on your **Sold Properties page**.

Idx	CRISNET IDX
MlsNumber	[ ]
Proprety Type	Single Family Home
Price	[ ]
Street Address	[ ]
City	[ ]
State	[ ]
Zip	[ ]
Beds	[ ]
Baths	[ ]
SqFt	[ ]
LotSqFt	[ ]
Year Built	[ ]
Description	[ ]

Features
[ ] [ ] [ ]
More Features

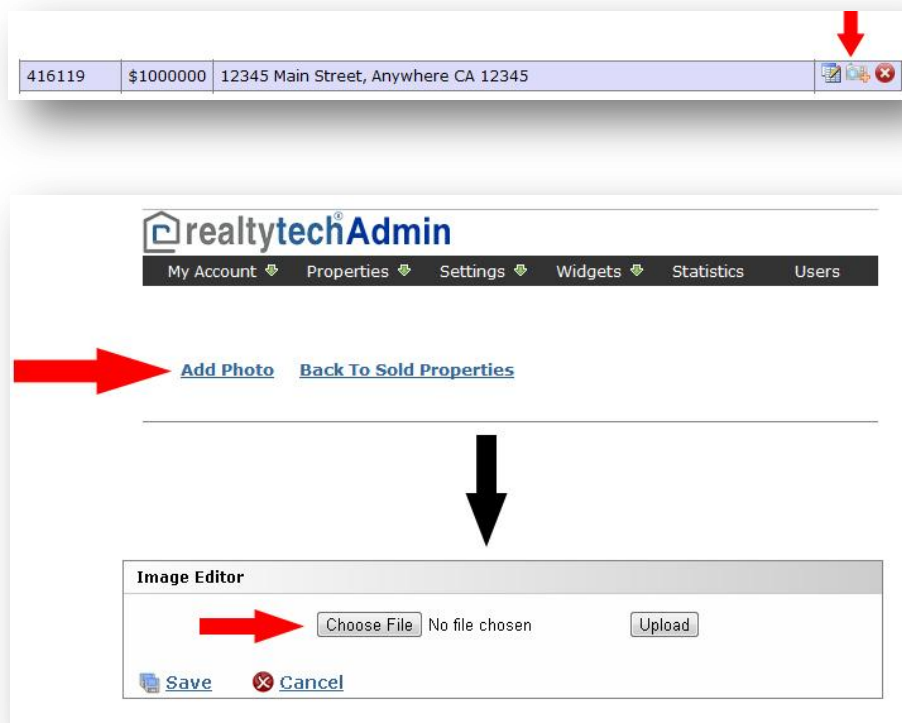**Save Property** | Cancel

Sold Listings Key:

 Click here to edit your listing

 Click here to add photos to your listing

 Click here to delete this listing from your Sold Listings page

6. Your listing will now be added to your list of sold properties highlighted in purple. Next, click on the camera icon to manually add photos to the listing. Click on "**Add Photo**," then "**Choose File**" when prompted. Browse your computer for the photo that you want to use, then click "**Open**" and finally "**Upload**." Crop your photo as necessary, and click "**Save.**" Continue this step and add as many pictures as you need!

| 416119 | $1000000 | 12345 Main Street, Anywhere CA 12345 | |