

## Entering a Listing into the MLS Directly from Online Forms

### Accessing the profile form from within a transaction:

Once you have set up your transaction and saved it, go to the Transaction Overview page and click the name the Listing Form from the list of forms included in the transaction.

**Transaction:** 19774 ELKHART ST  
**Transaction Code:** [Email Transaction information to another TransactionDesk User](#)

**Transaction Wizard**  
Use the step by step wizard to work on this Transaction. [Click Here.](#)

I would like to:

**Transaction Information** [Edit](#)

Address: 19774 ELKHART ST  
HARPER WOODS, MI 48225  
MLS Number: 27015616  
List Price: \$99,900.00      Purchase Price:  
List Date: January 24th, 2007      Purchase Date:  
Expiration Date: January 24th, 2008      Closing Date:

Contacts		<a href="#">Edit</a>	InstantForms		<a href="#">Edit</a>
<a href="#">RIVERPOINTE REALTY CO, INC</a>	Listing Broker	↑	<a href="#">Listing Form - Residential / Site Condo</a>		
<a href="#">TAMARA SMITH</a>	Listing Agent		<a href="#">Michigan - Exclusive Right To Sell Contract</a>		
<a href="#">TAMI CUMMINGS</a>	Selling Agent		<a href="#">Michigan - Lead-based Paint Sellers Disclosure Form</a>		
<a href="#">REALCOMP II LTD. MLS</a>	Selling Broker		<a href="#">Michigan - Protect Your Family From Lead In Your Home</a>		
<a href="#">Deb Cummins</a>	Buyer	↓			

Be patient. There may be a delay of a few seconds before the data appears in the form after the form itself displays. When the form and prefilled information displays, fill out all the additional information and click the  button at the top of the form to enter the listing into the MLS and get your new MLS number. If you missed a required field, the system will alert you. You will not be able to obtain a MLS number until all the required fields have been completed.