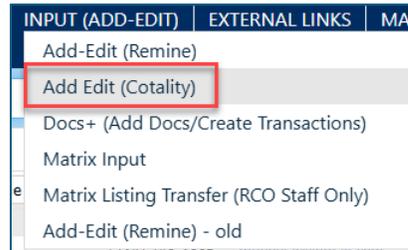
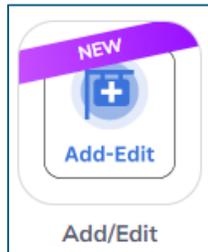


## Uploading and Editing Documents on Your Listing in Add Edit

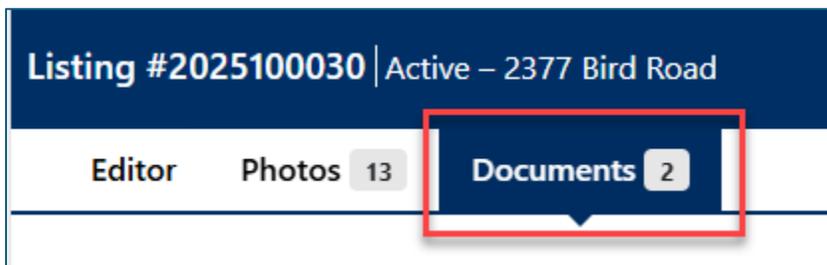
Once you have entered a listing, you will want to upload your documents such as a seller's disclosure or lead-based paint disclosure. To access Add Edit, select the Add Edit icon from the Realcomp Dashboard or select Add Edit from the Input (Add-Edit) menu on RCO3.



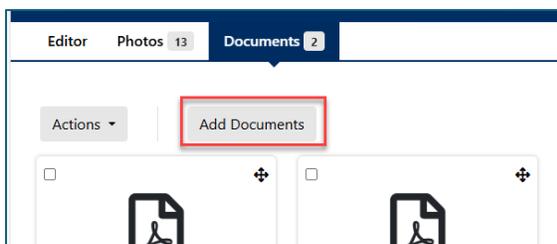
If your listing is displayed on the dashboard of Add Edit, click the Edit button to the right side of the desired listing's line. If it is not displayed, use the search box to search for the MLS number and then click Edit when it displays.



Click the Documents tab on the upper left to access the listings photos.



To add a new document, click the Add Documents button.



Click Choose to open the browse window to locate the document and select it. When the document is ready to upload, the name of the document will appear next to the Choose button. Click Upload to add this document to your listing.



Add supplement (10MB max)

Description

Lead Based Paint

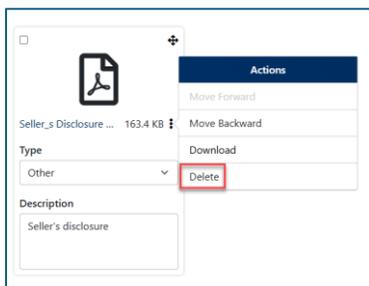
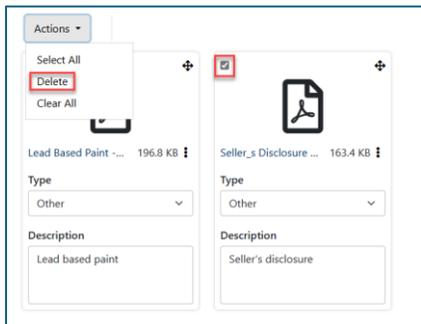
Type

Other

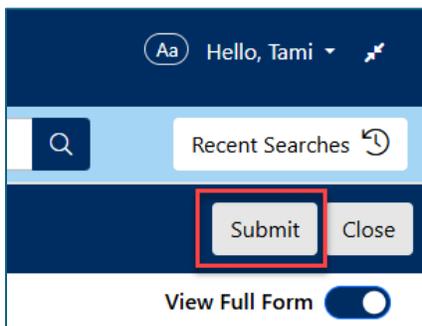
File

Choose Lead Based Paint - Seller\_s Disclosure Form (1).pdf Upload

Documents can be deleted by checking the box in the upper left corner and selecting Delete from the Actions menu, or by selecting delete from the three-dot menu on the right side of the photo you want to delete.



When you are finished, click Submit in the upper right to save your changes.



If you have questions, please contact Realcomp's Customer Care at (248) 553-3430.