## 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.

» Listing	gs Manager										A	dd 🔻
View Editable Listin	gs (default) 🗸								Listing Id	Q	<b>=</b>	
	Listing # \$	Type \$	Status \$	Address \$	Price \$	List Date 🗢	List Agent \$	List Office MI	s Id \$			
	2025100030	RESI	ACT	2377 Bird Road	\$350,000	04/15/2025	TAMIC/TAMI CUMMINGS	Realcomp			Edit	:

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	Туре	
Lead Based Paint	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.

Select All Delete Clear All	
Lead Based Paint 196.8 KB	Seller_s Disclosure 163.4 KB
Other ~	Other 🗸
Description	Description
Lead based paint	Seller's disclosure

<b>F</b> J	Actions
	Move Forward
Seller_s Disclosure 163.4 KB	Move Backward
Туре	Download
Other N	Delete
Description	
Seller's disclosure	

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.