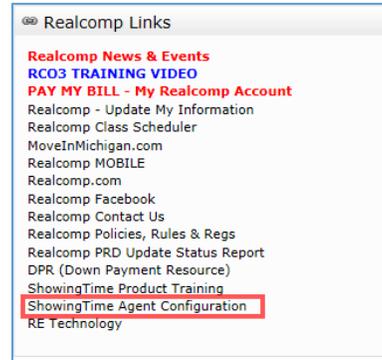




Sharing Documents through Showing Desk Web Edition (Formerly Showing Assist)

One way to share documents with other agents is through Showing Desk Web Edition (formerly known as Showing Assist) on RCO3®. This will also provide the documents to our data share partners directly through their MLS system.

1. Log into RCO3® and go to Showing Time Agent Configuration in the Realcomp Links section of the homepage.



2. Click My Listings in the left-side column and select your desired listing from your list.

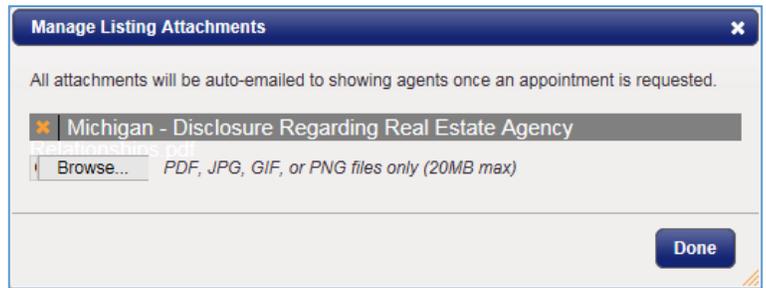


3. When the page opens for that listing, select Attachments and the Add/Remove option on the left.





4. Click the Browse button and that will allow you to find where you have the document stored on your computer to upload it. When you have the document selected, and the name shows in the box, click Done.



Removing the uploaded documents is done using the same process. Simply click the yellow x next to the document name to delete it.

If you have any additional questions, please contact Realcomp's Customer Care Department at (866) 553-3430, seven days a week.