

Instructions on How to Upload Supplements (Including Virtual Tour Links) to NorthstarMLS

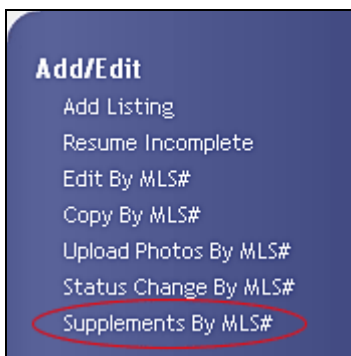
Supplements Requirements:

File Type: .TXT (text file), .RTF (rich text format file), .PDF (Adobe® Acrobat® file)

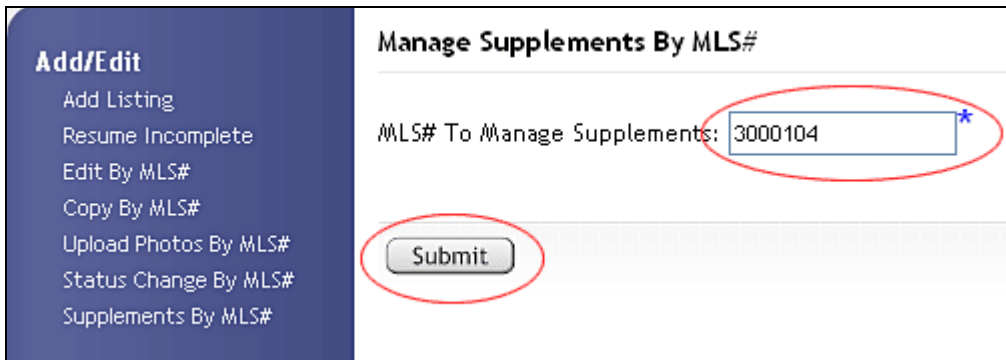
Maximum File Size: 1.5 megabytes per supplement

Unbranded Virtual Tour Web Addresses can be uploaded through the "Edit By MLS#" link

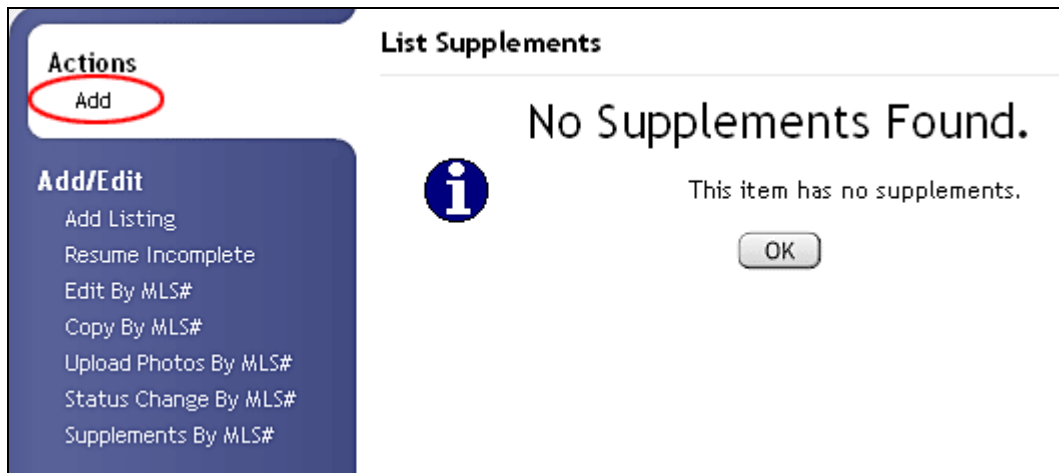
1. Log on to NorthstarMLS Home Base (click the "Home Base" tab in NorthstarMLS Matrix or click the Home Base link on NorthstarMLS.com). Your ID and password for NorthstarMLS Home Base is the same as you use for NorthstarMLS Matrix.
2. In the blue navigation menu (left side of screen), click the link "Supplements By MLS#."



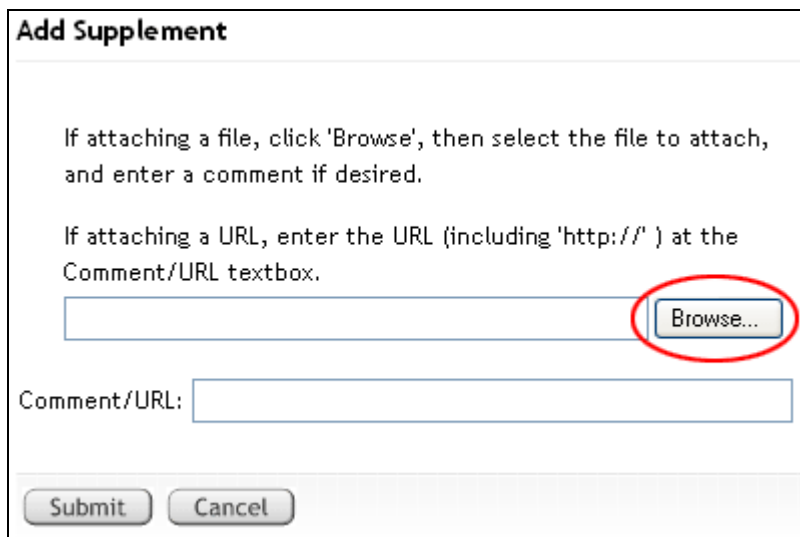
3. Type in the MLS# for the listing to which you want to add supplements. Click the "Submit" button.



4. In the upper left portion of the screen, click the "Add" link (under the **Actions** header).



5. Click the "Browse" button. In the pop-up box, find the supplement file on your computer and double click the file name.



- The file name will appear in the box next to the browse button. If you choose, you may type a description in the Comments box (up to 250 characters). Any description you type here will appear on MLS displays below the link to the supplement. Click the "Submit" button to upload your supplement.

Add Supplement

If attaching a file, click 'Browse', then select the file to attach, and enter a comment if desired.


If attaching a URL, enter the URL (including 'http://') at the Comment/URL textbox.

C:\files\updates.pdf

Comment/URL:

- A confirmation screen will inform you that your supplement has been saved. Click the "OK" button.

Edit Supplement



Supplement Saved

Your supplement was successfully saved.

- This will take you to the "List Supplements" screen where you have several options.

Actions

- View
- Add
- Edit
- Delete
- Get Supplement

List Supplements

Print | Help | Log Off

1 Supplements found.

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AttachedToType	AttachedToID	Index	Type	Filename	Comment	Timestamp
<input type="checkbox"/>	Listing	3000104	PDF	updates.pdf	Home updates since 2003	1/1/0001 12:00:00 AM

Click the checkbox next to the supplement and then select one of the actions on the **Actions** menu on the left.

- View:** Opens a window embedded into the List Supplements screen where you can view your supplement.
- Add:** Upload another supplement to the listing.
- Edit:** Replace the selected supplement with a different file or add/change/delete the comment.
- Delete:** Remove the supplement from the listing.
- Get Supplement:** Open the supplement in a full window.