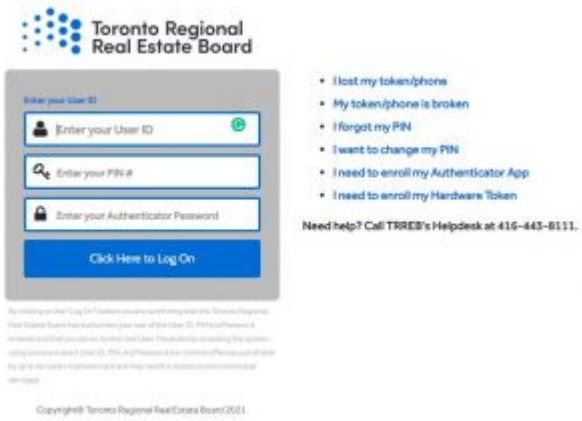

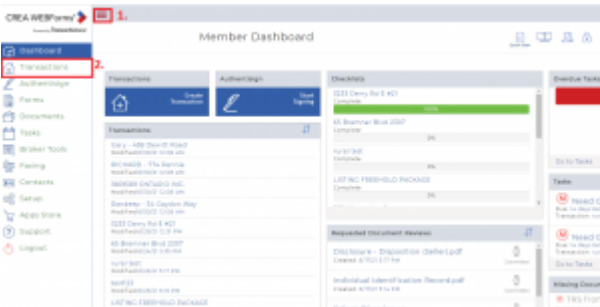



How to Upload a Listing

Welcome to Homelife Miracle's Guide to Uploading a Listing. Follow these steps to prepare your Listing Package.

<p>1.</p>	<p>Login to TorontoMLS (http://www.torontomls.net/) and Navigate to "WEBForms/Authentisign"</p> <p>You will be presented with the TransactionDesk Dashboard</p> <p>Click on "Transactions" From Left Menu Bar</p>	 <p>TREB Login</p>	 <p>TREB Homepage</p>	 <p>Transaction Desk Dashboard</p>
<p>2.</p>	<p>Click "+ Add" in the top right of the screen</p>	 <p>Click "+ Add"</p>		
<p>3.</p>	<p>You will be presented with the Create Transaction Pop Up in WebForms</p> <p>1. Enter Property Address in Name Field</p> <p>2. Select the appropriate Listing "Template" and then click "Create"</p>			

Choose from Options available in the drop down list. Examples:

- Listing Commercial for Lease
- Listing Commercial for Sale
- Listing Condo Lease Package
- Listing Freehold Lease Package
- Listing Freehold Package
- and more...

WebForms - Create Listing Transaction

Create Listing Transaction

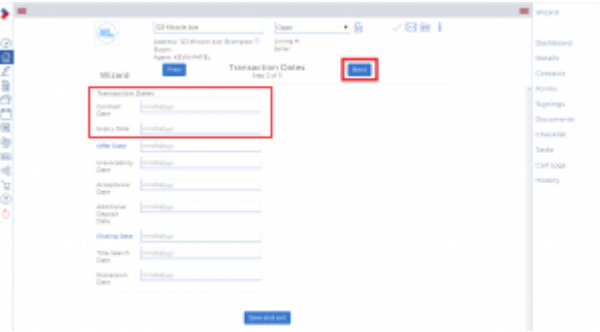
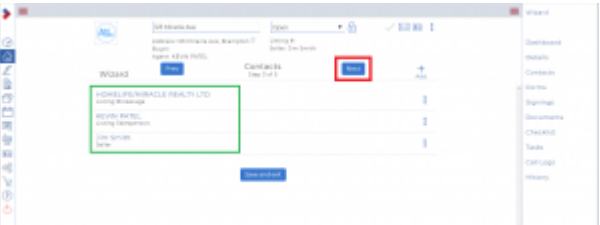
You will be presented with the **WebForms Wizard - Step 1**

4. Once the form is filled out, you may the click "Next" button at the top right.

Create Transaction Wizard - Step 1

5. You will be presented with the **WebForms Wizard - Step 2**

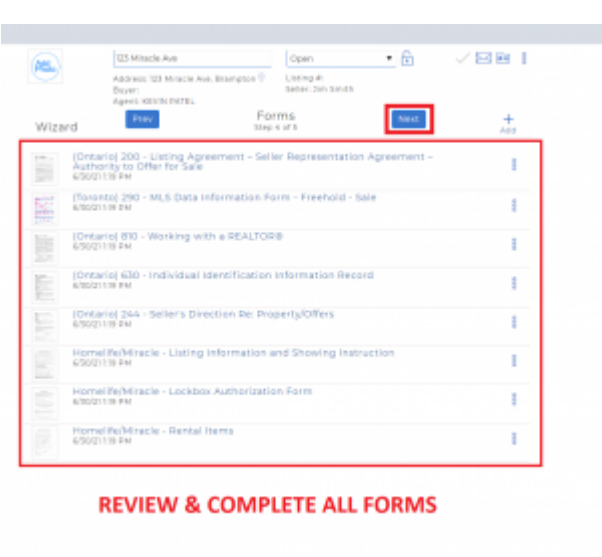
Fill out these fields based on the offer dates you require.

	<p>Once the form is filled out, you may click the "Next" button at the top right.</p> <p><i>Note: Title Search Date should be ~15 days before Closing Date</i></p>				
6.	<p>You will be presented with the WebForms Wizard - Step 3 - Contacts</p> <p>Here we will organize our contacts. We want to ensure that we have the following type of contacts added to this list:</p> <ul style="list-style-type: none">■ Listing Brokerage [Name]■ Listing Salesperson [Name, Email]■ Sellers [Name,Email] (One entry per seller) <p>Once all your Contacts have been added, you may click the "Next" button at the top right.</p>				
7.	<p>You will be presented with the WebForms Wizard - Step 4 - Forms</p>				

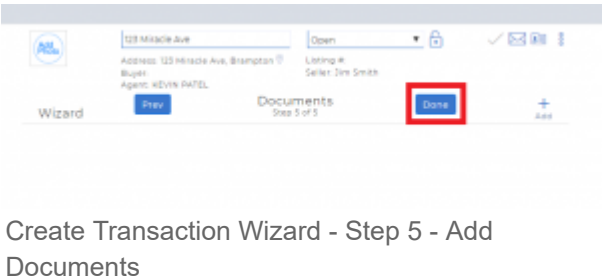
Here you will see the Forms included in your Offer Package.

We will go through each form and verify all details and add any missing details to each form by clicking on the Name of Form.

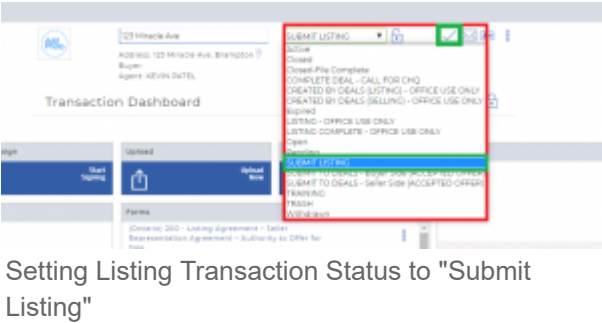
Once ALL FORMS have been reviewed, Click Next



8. We do not need Documents at this point, we can click "Done"

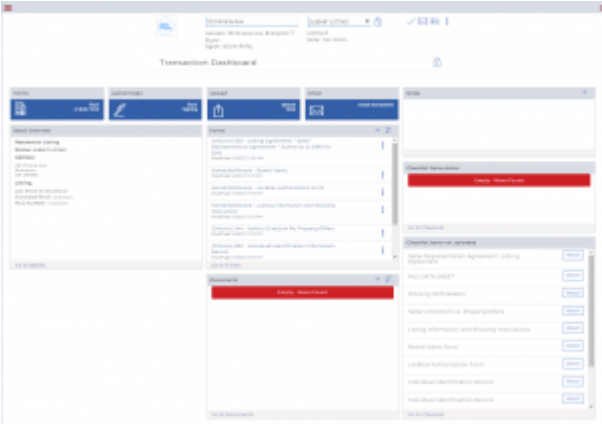


9. Change Status to "Submit Listing" and Click the Checkmark



Congratulations!
Your Listing Package Has Been Prepared!

You may Submit your package to the Office.



Listing Package Complete

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