



Using the REALTOR.com[®] Marketing System

Login to the Control Panel

1. Visit <http://solutioncenter.realtor.com>
2. Enter MLS City (SWIllinois), MLS Identifier (i.e. B1111 or E1111) and Password.
3. Click **Submit**.
4. Click **Yes** to accept the Terms and Conditions.

Editing Your Agent/Office Information

1. From the menu on the left, select **Account Information**.
2. Select **Agent/Office Info** from the gray submenu.
3. Complete form with current information.
4. Click the photobox to add Agent Photo (or Office Logo).
5. Click **Save Changes**.

How To Add Photos To Your Listings On REALTOR.com[®]

NOTE: If this is the first time you have added photos to listings you will get an ActiveX permission message. You must accept this and grant permission to install the applet on your computer in order to add photos to your listings.

1. Login to the Control Panel.
2. From the menu on the left, select **Enhance My Listings**.
3. Click **Select a Listing** from the gray submenu.
4. Click the **Edit** link that corresponds with the listing you wish to enhance.
5. Click **Edit Listing Photos**.
6. Click on the photobox to locate the photo on your computer.
7. Select a **.jpg** or **.bmp** file and click **Open**.
8. Click in the Caption box next to the image and type a 25 character caption to appear beneath the photo.
9. Repeat for each additional listing photo.
10. Click **Save Changes**.

To Add A Headline To Your Listings

1. Login to the Control Panel.
2. From the menu on the left, select **Enhance My Listings**.
3. Click **Select a Listing** from the gray submenu.
4. Click the **Edit** link that corresponds with the listing you wish to enhance.
5. Click **Edit Headline**.
6. Enter desired headline (up to 50 characters) for listing.
7. Click **Save**.

To Add Text Descriptions To Your Listings

1. Login to the Control Panel.
2. From the menu on the left, select **Enhance My Listings**.
3. Click **Select a Listing** from the gray submenu.
4. Click the **Edit** link that corresponds with the listing you wish to enhance.

5. Click **Edit Text Description**.
6. Enter desired REALTOR.com® description (appears on REALTOR.com® *Listing Detail Page*) and/or Website Description (Appears on your REALTOR.com® personal web site under the *View My Listings* tab).
7. Choose which description you would like to view for each description area.
8. Click **Save**.

To Add Scrolling Text To Your Listings

1. Login to the Control Panel.
2. From the menu on the left, select **Enhance My Listings**.
3. Click **Select a Listing** from the gray submenu.
4. Click the **Edit** link that corresponds with the listing you wish to enhance.
5. Click **Edit Scrolling Text**
6. Enter desired text to be displayed moving across the listing detail page above your custom property description on REALTOR.com®.
7. Choose desired font, style, color and size.
8. Click **Save**.

Logout of the Control Panel

1. Click **Sign Out** in the upper right hand corner of the Control Panel window.

Realtor.com Customer Service 800-878-4166 8 to 8 central