

How to
Add a Document



Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tucson, AZ 85716

www.mlssaz.com | info@mlssaz.com

(520) 382-8800 opt. 3

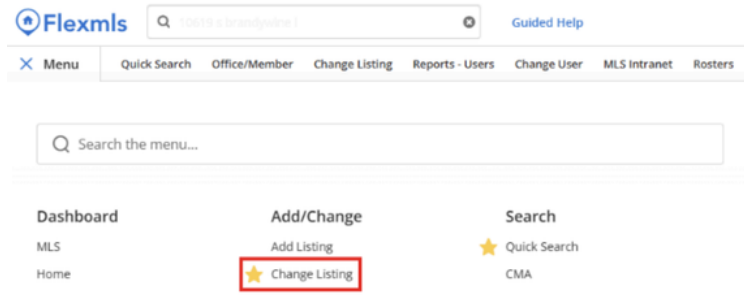


How to Add a Document

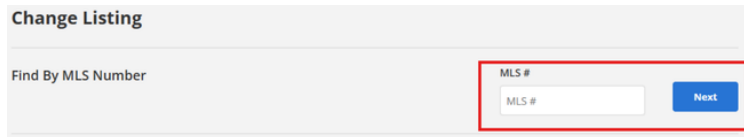
Step by Step Instructions:

1. Login to your MLSSAZ account, go to FlexMLS and open the menu and select “Change Listing”

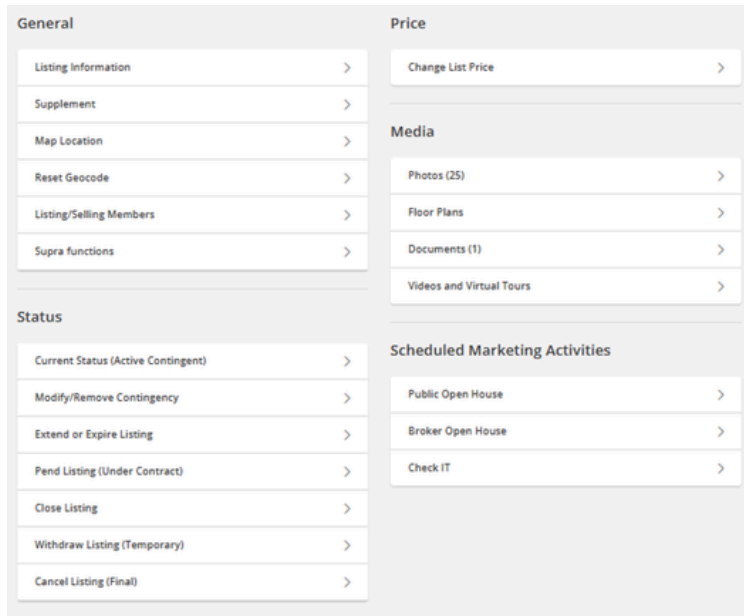
a. If this is not at the top of your taskbar, you can favorite this to add to your taskbar by selecting the star that appears to the left of it



2. Input listing number in the MLS# space and select “Next”



3. All options available for selection or editing appear onscreen



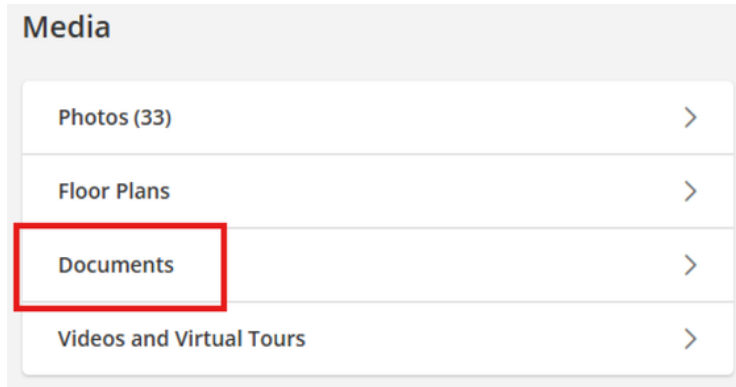
Instructions continued on the next page



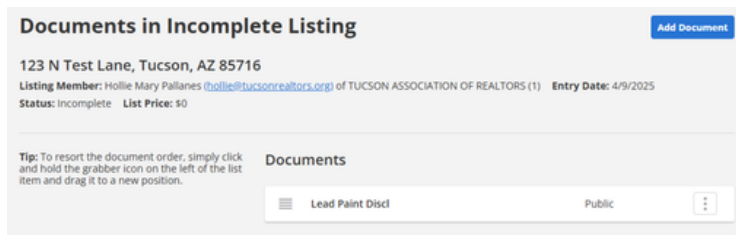
How to Add a Document

Step by Step Instructions (cont.):

4. Select "Document" under "Media"

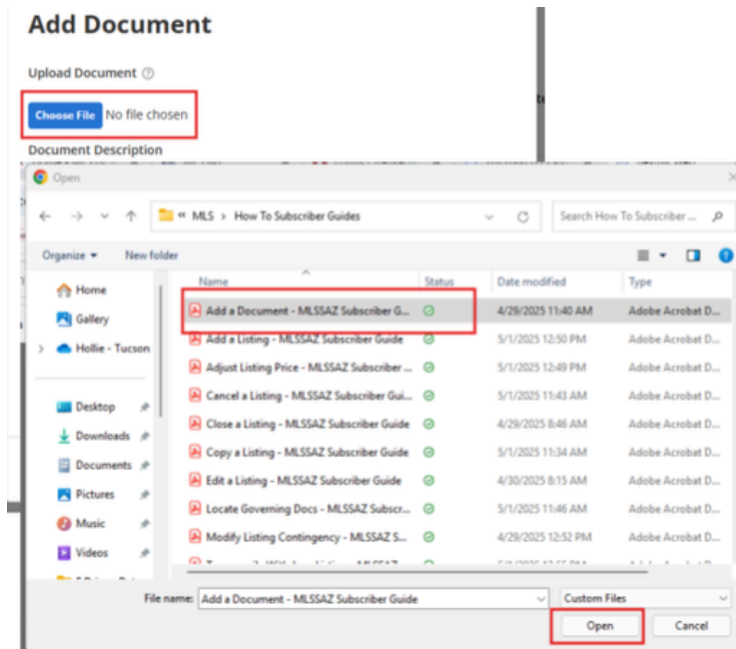


5. Select "Add Document" on the top right corner



6. Select "Choose File" and select document to be uploaded and click "Open"

a. Note: You can only upload one document at a time



Instructions continued on the next page



How to Add a Document

Step by Step Instructions (cont.):

7. Select a description from the drop down menu choices or type your description and select "Save"

Upload Document ⓘ

Choose File No file chosen

Document Description

When adding a Lead Based Paint Disclosure, you must select the Lead Based Paint Discl option from the Description drop down box. Manually typing the Description will result in your listing remaining in the Unapproved status.

Select a Description ▼

Documents

- Green Documents
- Lead Paint Discl
- Seller Disclosure
- Other

Docur

Public Private

Cancel **Save**

8. After saving, you will see your document listed to the right. If you are unhappy with the order of the documents, you may reorganize them by clicking and holding the icon to the left of the document description and drag it to your desired location.

Tip: To resort the document order, simply click and hold the grabber icon on the left of the list item and drag it to a new position.

Documents

- Public

9. You may review how your documents appear on the Detail Report at the top under "Documents"

Report History Property Report Mortgage Info **Documents** Public Open House Search Comparables CMA Report Demog

AGENT FULL DETAIL REPORT

Documents Public Open House Search Con

Documents

- Lead Paint Discl (Public)
- HOAAddendum (Public)

View/Print Checked Documents