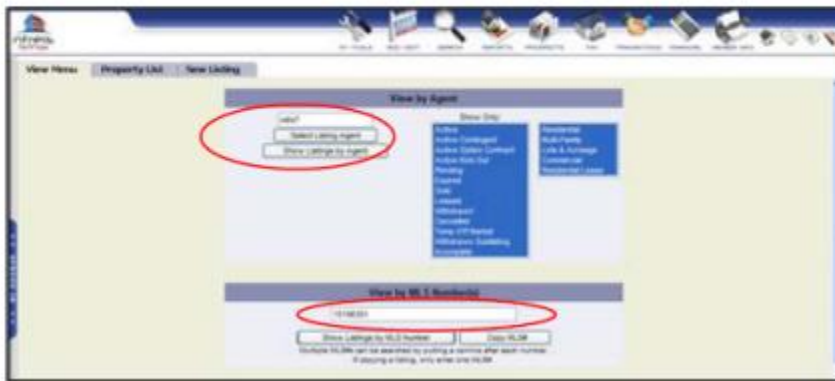


## Adding Documents Through Add/Edit

1. On the *Add/Edit* menu in Tempo search by agent or by MLS Number to find the listing you want to add documents to.



2. Once you have selected your listing click the new *Add/Edit Document Storage* link.

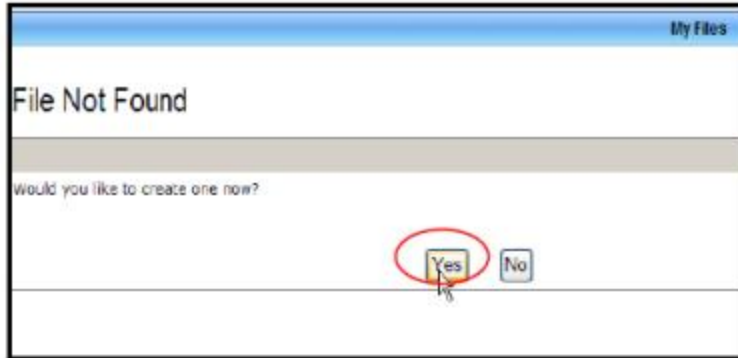


You will learn how to:

- Add a document through the Add/Edit in NTREIS Listings.

Your REALTOR® Association can provide more support/training.  
[Contact your Association](#)

3. If a document folder exists you will be taken to the Summary page in step 4. If a document folder does not exist a new window will open asking if you would like to create a folder. Click the **Yes** button.



4. Congratulations! Your file has been created. To begin adding documents click the **Add New Doc link**.

