

## Adding Documents Through My Tools

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

Summary

Status Report Archive Report Import/Update Admin Messages 0 new

**2324 PEACEFUL MOON ST**



Property Address: 2324 PEACEFUL MOON ST, 7, Clark County, NV 89048  
 Property Type: Residential  
 File Type: Property  
 File Status: Active  
 Phase: Pending

MLS#: 375245  
 Settlement/Exchange: unknown  
 Target Class: unknown  
 Tracking ID: 992,889,002

Create CoverSheet(s) Upload Doc(s) Create Doc Package **Add New Doc**

Documents Available to View

Name (Click to view)	Type	Comment	Upload Date	Rev	MLS
No Documents Available to view					

Documents Pending Upload

Name (Click to upload)	Type	Comment	Doc Date	Associated To Doc
No Documents Pending upload				

You will learn how to:

- Add a document through the My Tools in NTRDIS Listings

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

2. Enter the MLS number of the listing you want to add a document to and click *Edit Documents*.



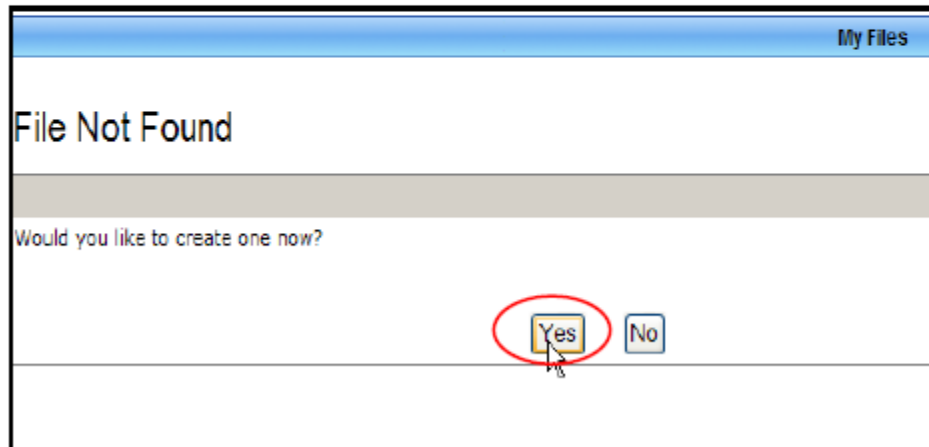
My Page

**Edit Documents**

Enter The MLS Number for Your Property

MLS Number

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*.

### Summary

[Status Report](#) [Archive Report](#) [Import/Update](#) [Admin](#) [Messages](#) [1 new](#)

**2324 PEACEFUL MOON ST**



**Property Address:** 2324 PEACEFUL MOON ST, 7, Clark County, NV 89044  
**Property Type:** Residential  
**File Type:** Property  
**File Status:** Active  
**Phase:** Pending

**MLS#:** 175045  
**Settlement/Escrow#:** unknown  
**Target Close:** unknown  
**Tracking ID:** Not Assigned

[Create CoverSheet\(s\)](#) [Upload Doc\(s\)](#) [Create Doc Package](#) [Add New Doc](#)

**Documents Available to View**

<input type="checkbox"/> Name (Click to view)	Type	Comment	Upload Date	Rev	MLS
No Documents Available to view					

**Documents Pending Upload**

<input type="checkbox"/> Name (Click to upload)	Type	Comment	Due Date	Associated To Do
No Documents Pending upload				