



UPLOAD YOUR OFFICE BANNER INTO NTREIS RAPMLS

To upload your office banner into N'TREIS RAPMLS, follow a few simple steps.

(You must have broker or office manager access to upload your banner.)

While logged into Rapattoni, select **Office** and click on **Upload Office Banner**. Click the **Browse** button to locate and open your saved .jpg file (*600 pixels wide by 50 pixels) and select **Upload Picture**.

Then you will be asked "Would you like to attach this picture?"

Select "OK" or "Cancel." Your office banner will appear at the top of the screen view, flyer, some CMA Reports and the Property History Report.

Please Note: Office banners must be in .jpg format and must be 600 pixels by 50 pixels high.