



Attach a Document to Your Listing

Important Information:

Documents attached in NTREIS Listings are **not** replicated to Rapattoni, they must be manually added.

You may fax in your document or upload directly to Rapattoni using documents in .pdf version.

Instructions

Login to NTREIS RapMLS.

Select the **Listings Tab**, then click **View/Revise Listings**.



Your Listings will then be pulled up on the page, to Revise your listing click on the icon next to the right of the MLS Number. (See below example)

Sorted by Price 1 Listing(s) found.

Status: Active (1) From Date: Thru Date:

Include only listings with without the criteria below

Pictures Virtual Media Open House Attached Documents

Sort as Selected
Delete Unchecked Hide Unchecked

Active Checked: 1 of 1

Lots & Acreage

Listing #	Status	List/Sell \$	DOM	Address	Subarea	Lot	Acre		
(1) 10369816	Active	\$20,000	21	1234 NTRIS TEST LISTING	079-01				<input checked="" type="checkbox"/>

Public/Client Hits: 0 [Reset](#) Agent Hits: 0 [Reset](#)

Statistics	Listing \$	DOM
Average (1 listings)	\$20,000.00	21

Blue address listings (1) belong to your office Checked: 1 of 1

Delete Unchecked Hide Unchecked
 Sort as Selected

1 listing(s) found.

The next screen will look like this: Click on **Attach External Document**

Listing Information

- [Listing Information](#)
- [Status Information](#)
- [Mortgage Loans](#)
- [Open House Dates](#)
- [Virtual Media \(0\)](#)

Pictures

- [Upload \(0\)](#)
- [Copy Pictures](#)

Other

- [View Listing Detail](#)
- [View Property History](#)
- [Delete Listing](#)
- [Reverse Prospecting](#)
- [Attach External Document](#)
- [Reset Agent Hits \(0\)](#)
- [Reset Public/Client Hits \(0\)](#)
- [Loaded By:](#)

Staff Only

- [Price Change Indication](#)
- [Status Change Indication](#)

[View/Revise Your Listings](#)

[Quick Change](#)

[Manage Offices & Listings](#)

[Copy Listing](#)

[Enter New Listing](#)

Reports


E-mail

Map

Below are the options for attaching an external document.

Attach External Document

► Select a document type, then click "Print Cover Sheet" to fax the document or "Upload PDF" to attach a document in PDF format.

	Document Type	
<input type="checkbox"/>	Disclosure	
<input type="checkbox"/>	Escrow	
<input type="checkbox"/>	Inspection Protocol	
<input type="checkbox"/>	Property License	
<input type="checkbox"/>	Other1	
<input type="checkbox"/>	Other2	
<input type="checkbox"/>	Other3	

Print Cover Sheet

Upload PDF

[Revise Listing](#)