

## Add Supplements

1. To add supplements, click the large blue circle with the plus sign in the lower right of your screen.
2. **Select supplements.** In the file manager pop-up window, navigate to where your supplements are stored. Click to highlight the supplement you want to upload. Use the Shift key on your keyboard to select more than one supplement. Supplements may be in .pdf, .txt or .rtf format. Each supplement must be less than 20 MB.
3. **Viewable By.** After confirming your supplement selection, you will be asked whether the supplements may be viewable by Agents Only, or by All (including clients and consumers). The default is set to Agents Only. If the supplement contains any branding or contact information (either for yourself, your company or other third-party), then leave the supplement marked as Agents Only. If there is not branding or contact information, you may mark it as viewable by All (it will then be available on client portals, agent/broker websites and third-party websites).

4.

Viewable By

Agents Only

All

Note: Any supplement that contains logos, branding or contact information must be marked as Agents Only.

5. **Add Supplement.** Click the “Save” button in the upper right corner of the screen.

Save

## Manage Supplements

**Select Supplement.** To select a supplement, click the circle in the lower left corner of the supplement.

Empty circle indicates unselected:



Filled circle indicates selected:



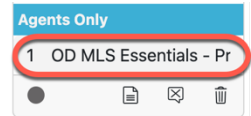
**Delete Single Supplement.** Click the Trash Can icon in the lower right corner of the supplement. Click the “Delete” button to complete the delete (or click the Cancel button to undo).



**Delete Multiple Supplements.** Select the supplements you want to delete. Click the Trash Can icon in the toolbar at the top right of the screen. Click the “Delete” button to complete the delete (or click the Cancel button to undo).



**Add Supplement Descriptions.** The file name of the supplement automatically appears in the “Add Description” section below the supplement. We encourage you to replace this with something more descriptive, as it will appear in the MLS below the link to the supplement. **Alternate Method:** Click anywhere on the supplement to go to Edit view. Type in the “Add Description” section below the supplement. When you are finished, click the “Save” button in the upper right of the screen.



**Edit View.** Click on any supplement to open the Edit view. Here, you may preview the supplement, change who can view it (Agent Only or All) and add/edit the Description. When finished, be sure to click the “Save” button in the upper right to save your changes.



## **Supplement Specs and Getting Help**

Click the “i” icon at the right side of the screen for supplement specs and help guide. You may also contact our Help Desk M-F, 8:00 to 5:00 at [help@northstarmls.com](mailto:help@northstarmls.com) or 651-251-5456 (1-877-251-5455 toll-free).

