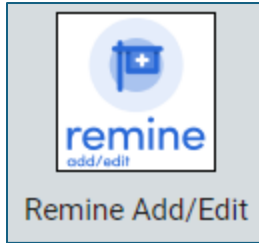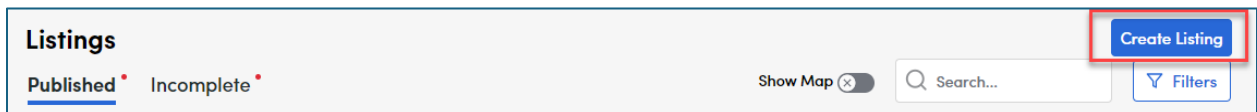# Entering a Listing Using Remine Add/Edit

Listings are added to the MLS using Remine's Add Edit. You can access Add Edit by clicking the Add Edit icon on the dashboard.

To start a new listing, click Create Listing in the upper right corner.

If you are an agent, your name and agent ID will be prefilled. If you're an admin, you will need to enter the name or ID# of the listing agent. Complete the information on this page and click Next in the lower right corner og the page.

Choose a property type and then click Next in the lower right corner.

Enter your listing address and select it from the drop-down box that appears.

Once the address information and the map location have been verified, scroll to the bottom of the page, click Confirm. If the map is not correct, you can click and drag the red pin to the correct location.

Proceed to enter your listing.

Use the menu on the left side of the page as your guide.

Items that display a means you are missing required information.

Items that display a means you have entered the required information.

*Please note some fields show Remarks, Photos. You will/should add this information. *

Remine Add/Edit will alert you if you're missing information or have errors.

When you have entered all of the listing information and you have no red marks on the left side, you can save the listing as Active in the MLS on the Dates and Status page.

If you have questions, please contact Customer Care at (248) 553-3430.