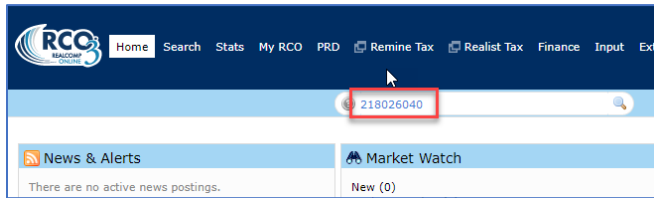# Adding Documents to a Listing on RCO3 Using Docs+ (Assistants)

1. From the homepage, search the address of the listing in the speed bar, using the street number and street name or MLS number, and press Enter to search.



2. When the search results appear, change the display to "Single Line" or "Grid Single Line", if that is not what is already showing. You can make this your default display by clicking the gear icon to the right if desired.
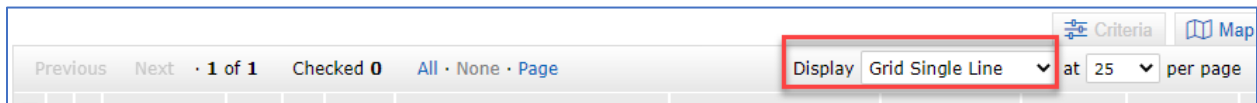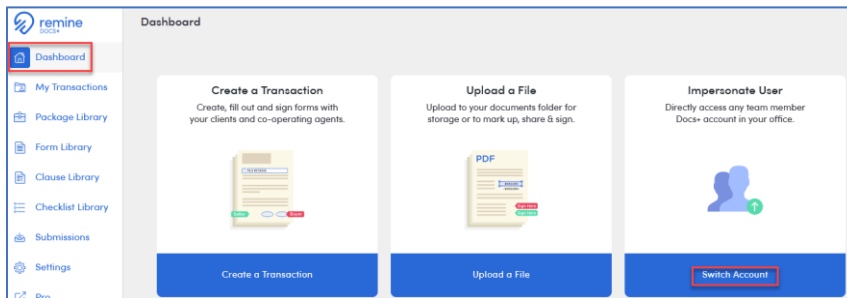


3. Click the Upload Documents link on the far-right side of the line. This will take you to Docs+.
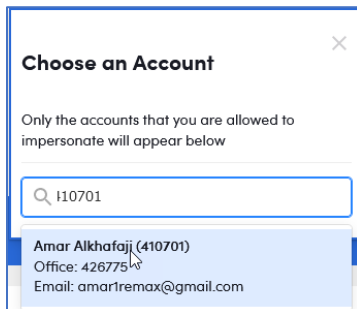


4. This will take you to your Transactions page. Since you are loading documents for someone else's listing, you need to impersonate them in Docs+. Click Dashboard at the top of the left menu.

5. In the Impersonate User widget, click the Switch Accounts link.



6. Enter the agent's Realcomp ID and click their name when it appears below the box.

7. You are now logged in to Docs+ in the agent's account. Click My Transactions in the left side menu.

8. Open the desired transaction from the list, if they already have a transaction for this listing, by clicking on the transaction name. If they do not have a transaction for this listing, click the New Transaction button at the top of the page to start a transaction for this listing.
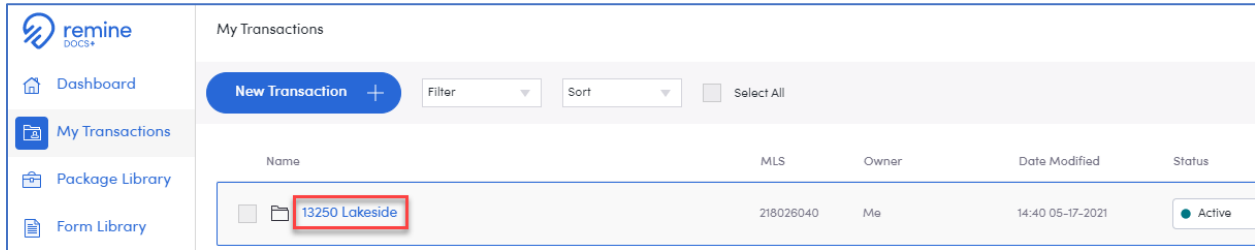


9. When the transaction opens, click the Upload button to upload the completed and signed document to their listing. Navigate to where you have saved this document and select it to be uploaded.

10. Once the document is uploaded click Continue on the File Upload window.
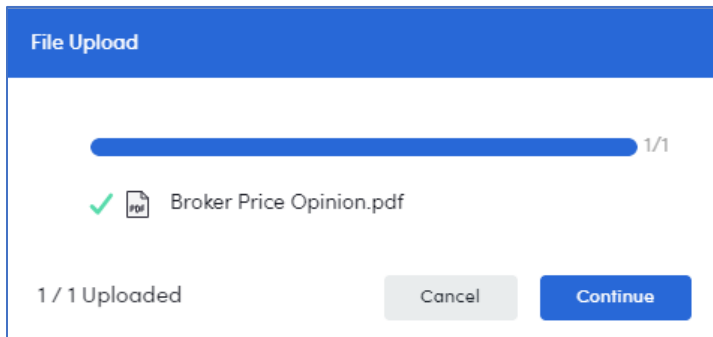


7. To make this document visible (attached) on the listing, click the three-dot menu on the right side of that document's line and select MLS Visibility.
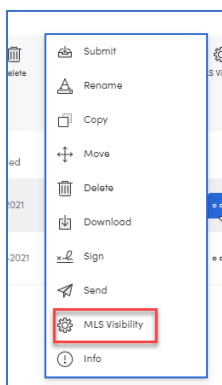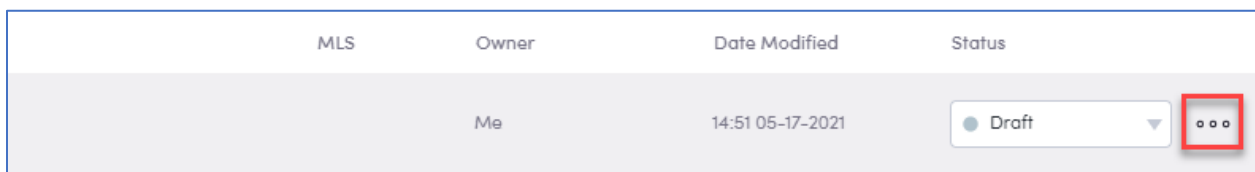
8. In the MLS Visibility window enter the MLS number, select Shared and click Update for this document to be available to other agents on the MLS listing.

**MLS Visibility**  ✕

Enter MLS number

218026040

Document Security:

○ Private (Visible to me)

● Shared (Visible to all MLS agents) 👥

By setting MLS visibility you are only making the current version of your file(s) available, which will overwrite any previous versions you have made available.

Cancel    **Update**

If you have questions, please contact Customer Care at (866) 553-3430, seven days a week.