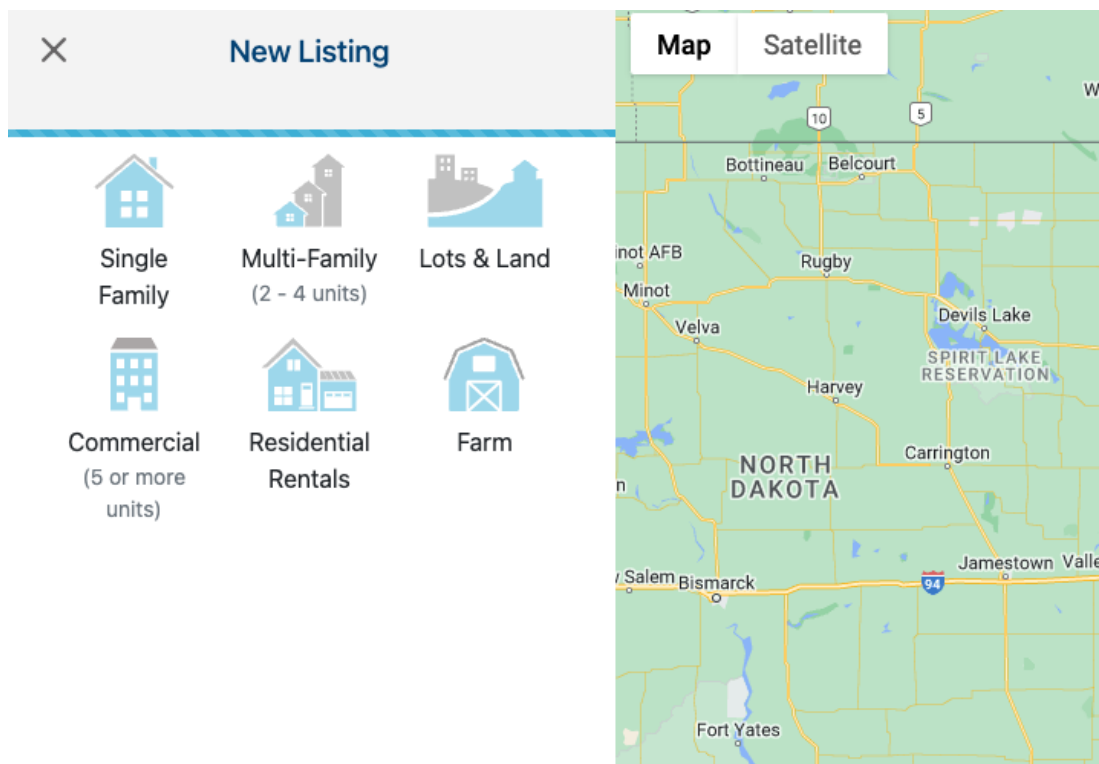**NorthstarMLS**
Information for your Success

Add a Listing Using the Add/Edit System

1. To add a new listing, click on "+" at the bottom right corner of the Add/Edit screen.

2. You are brought to a webpage with a map and property types listed. Click on the desired property type.

3. **A new listing can be added by using the bypass or auto-population function.** Using the Bypass function will create a brand-new *blank* listing where no data.

4. If the property's tax information is available in the database, the auto-population function can be used. To use the auto-population function enter the address, parcel ID, or the owner's name and search.

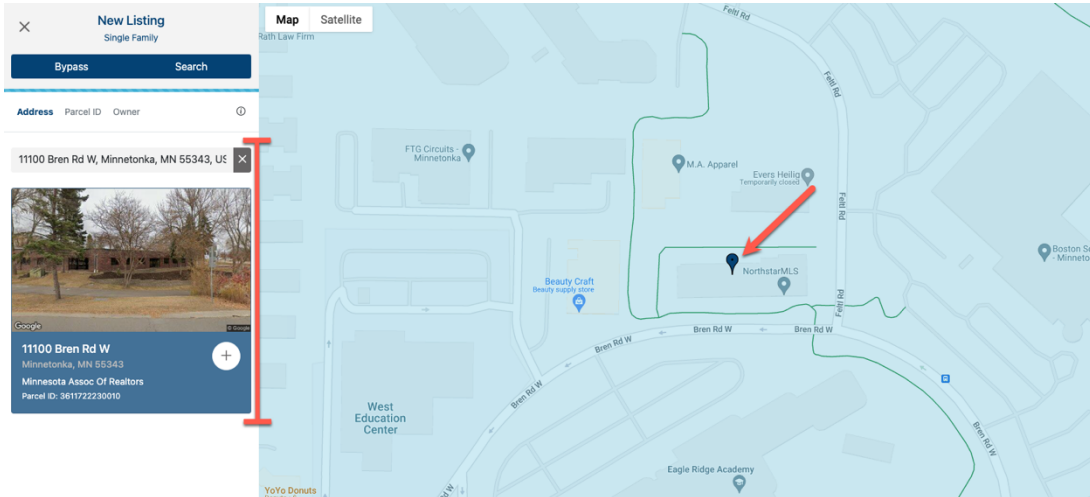5. Once the property is located, the system will provide the property information as a listing option and place a map pin on the map. Please verify that the property information is correct.

6. Click on the "+" to create a new listing with some auto-populated tax data.
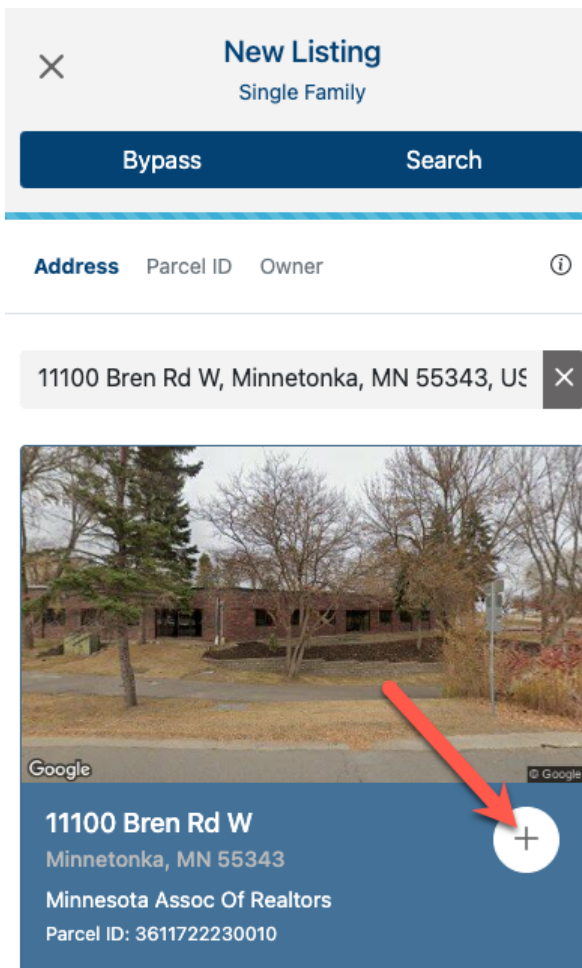
7. The newly created "Incomplete" listing can have the map pin and data fields edited.
Make sure to save your edits!

Need Help?

If you have questions not covered in this guide, you may contact our Help Desk M-F, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll free).