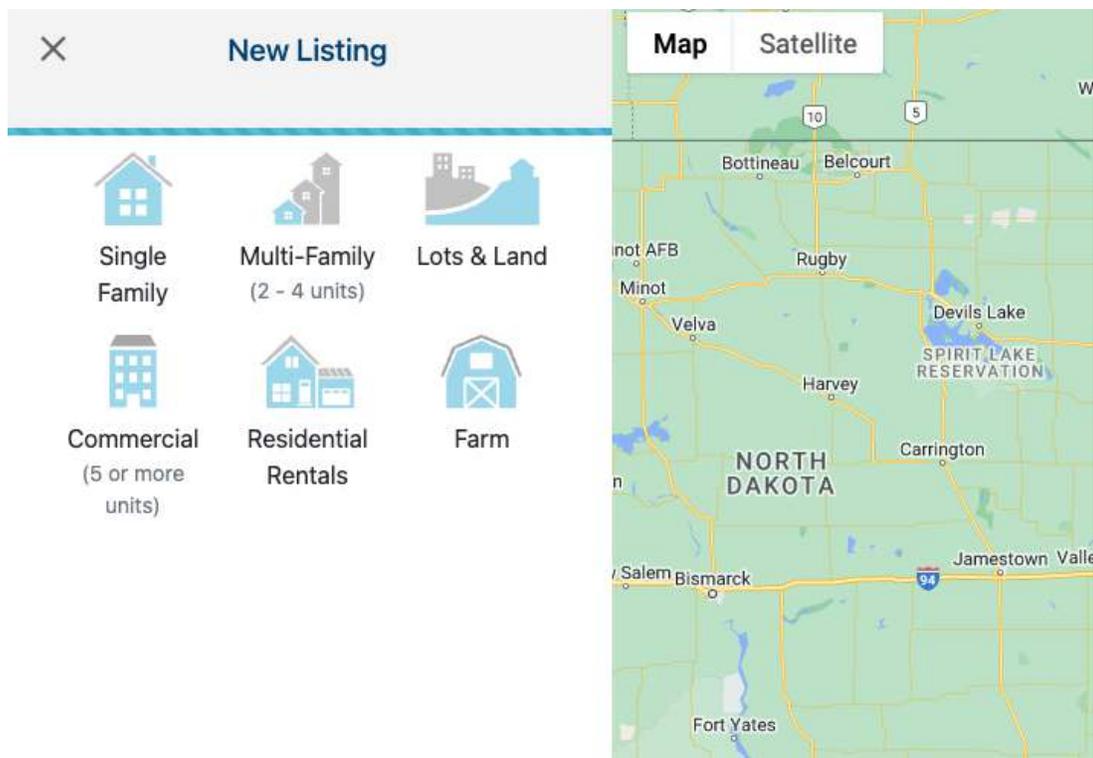


## Add a Listing Using the Add/Edit System

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 with no data.

**New Listing**  
Single Family

**Bypass** **Search**

**Address** Parcel ID Owner ⓘ

Search for an address

A valid address is required.

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.

**New Listing**  
Single Family

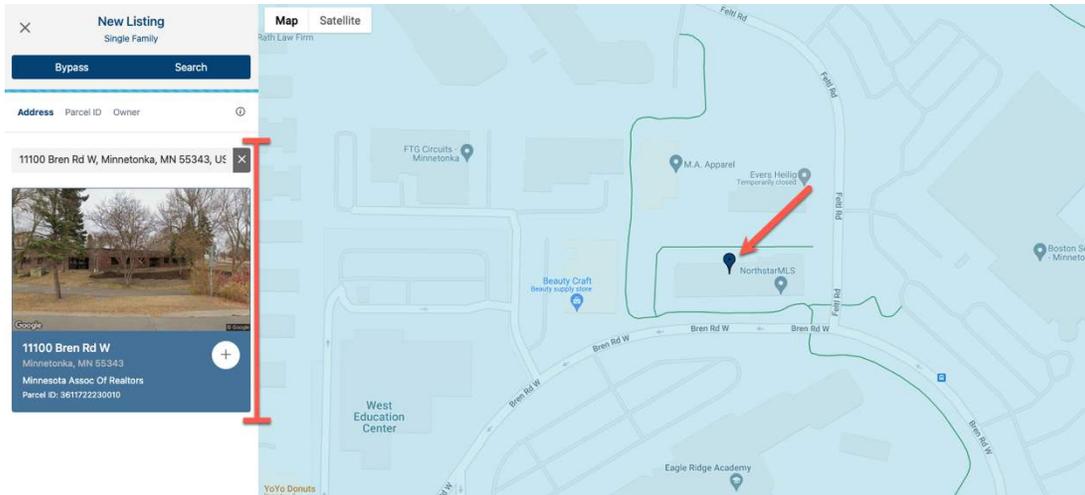
**Bypass** **Search**

**Address** Parcel ID Owner ⓘ

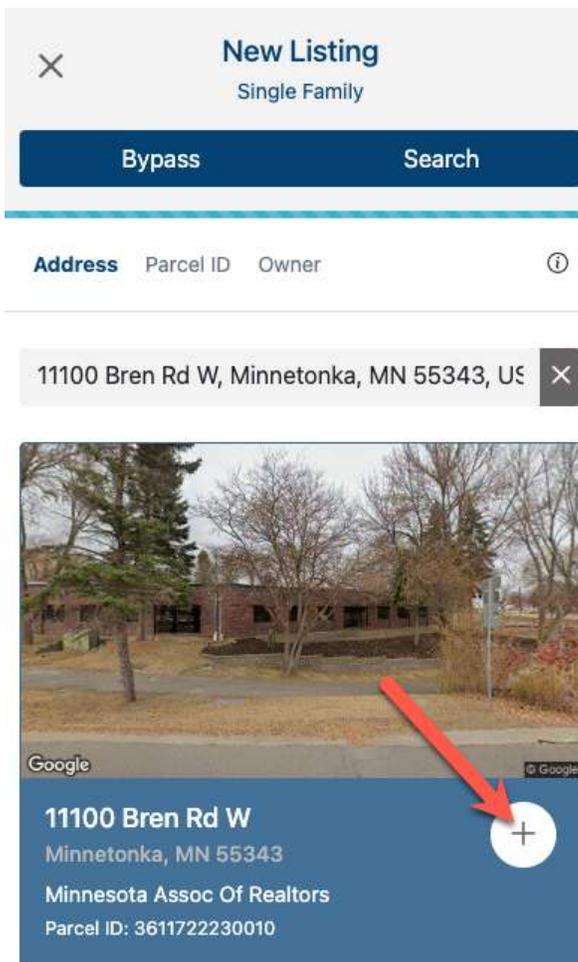
Search for an address

A valid address is required.

- 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.



- 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!**

×

Edit Single Family: Incomplete #6405480  
11100 Bren Rd W

Errors Save

Jump To Select a section

Map

Search for an address...

Map Satellite

Latitude Longitude

44.901824 -93.418495

Status

### **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](mailto:help@northstarmls.com) or 651-251-5456 (1-877-251-5455 toll free).