

SIGN UP NOTES

- During the signup process... **Red letter** requests... indicate missing info. You should see the word "**Completed**" in **Black** when finished.
- RECCOMENDED NOT TO USE: Yahoo, Hotmail or Google free email accounts. These accounts have hugh servers that take tremendous amount of time to receive your activation code (maybe days). For Best results, Please use your direct account from your dedicated Internet Service Provider.
- After submitting the info for your Webpage, you will receive an activation code. **You must submit** the activation code when prompted to Post and go Live with your Webpage. If you do not submit the activation code... your property will not be seen.
- After submitting info you will see the following statement: "Congratulations... your listing is now active."

PICTURE UPLOADING

- Take Digital pictures and store them to a file that you can "Easily Find" on your hard drive.
- If you do not have a digital photo, scan the photo into your hard drive and submit it that way. You can get your regular photos scanned at any copy center.
- When prompted to upload your pictures, click on the Browse button to find your pictures that you saved to your computer.
- After finding your picture, Click the Send File button.
- Click Yes to accept Image and continue.

EDITING YOUR WEBPAGE

- Once you have entered your info, your web page can be changed or upgraded to show more photos.
- EDIT YOUR PICS:
 - 1) Log in from "Client Log In" Button located at the lower left corner of the website.
 - 2) Enter your email and password.
 - 3) Click on "Edit Images."
 - 4) On Picture you want to change, Click on "Upload a picture of your house."
 - 5) Click browse, find your new photo and Click it.
 - 6) Upload New Images.
- UPGRADED ACCOUNT
Log in from "Client Log In" Button located at the lower left corner of the website.
Click on "Edit Images."
Upload your 6 Images.
When done, click Back to Welcome Screen.
- EDIT YOUR "DESCRIPTION" or "PRICE"
 - 1) Log in from "Client Log In" Button located at the lower left corner of listme for free.com.
 - 2) Under column "Manage your listing" click "Edit your Listing."
 - 3) Make Changes and Save.
 - 4) **NOTE:** Once you have made your changes... you are done. **Do not** Click Go Live at this point. If you do... you will be forwarded another activation code and will have to activate your listing again.

FINAL

Any further questions... email us at help@listme for free.com. We will respond within the same or next business day.

Thank you!