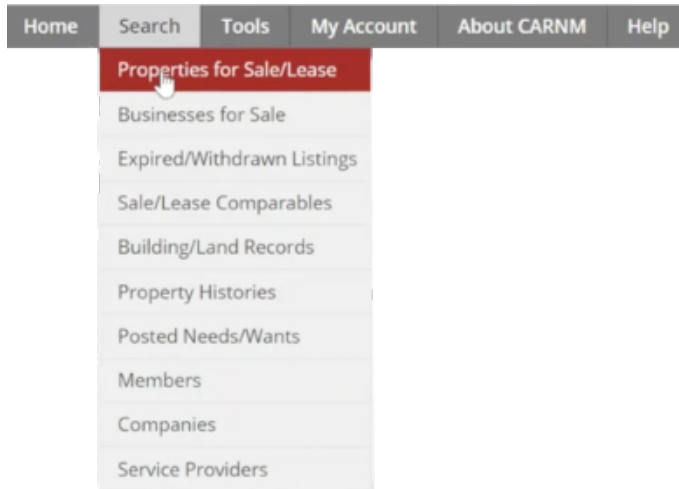




Instructions for Searching for Properties that include a Virtual Tour

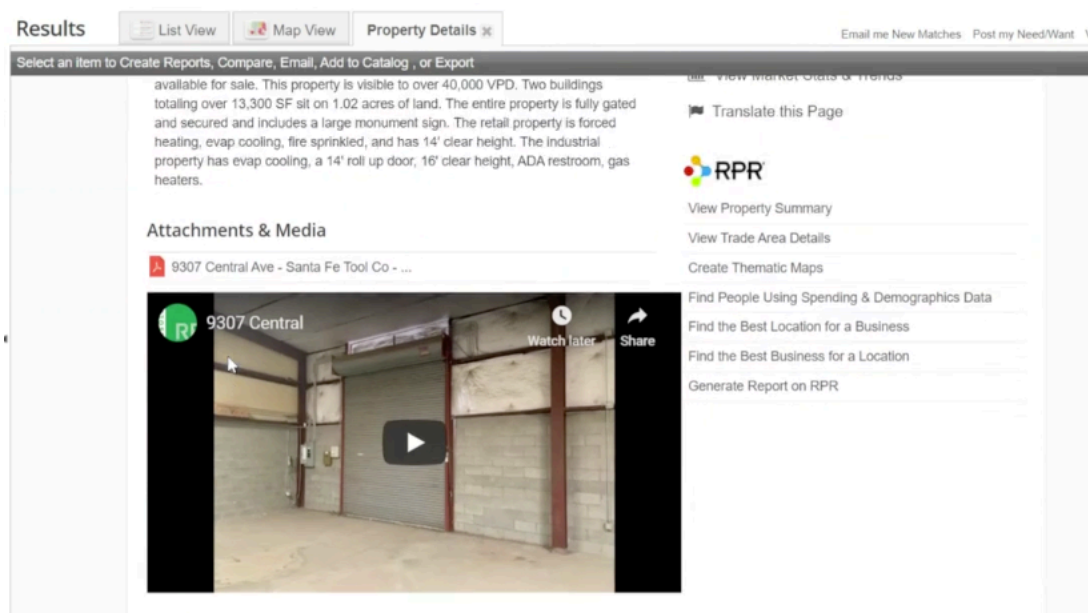
1. Log into your account and choose "Search," then "Properties for Sale/Lease" from your dashboard.



2. On the search page, enter your search criteria. Then, under "Speciality Types" select "Has Virtual Tour." Click "Search Listings."

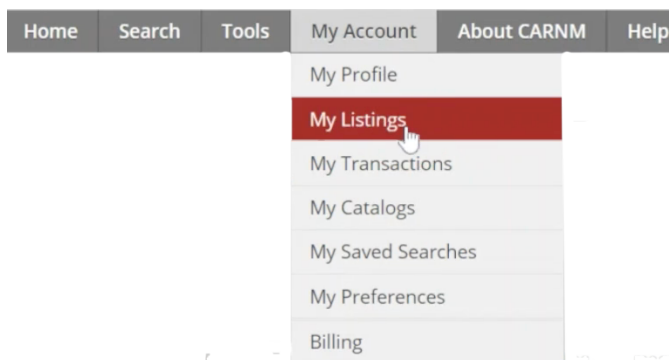
A screenshot of the "Properties for Sale/Lease" search page. On the left is a sidebar with a list of navigation options: "Properties for Sale/Lease", "Businesses for Sale", "Expired/Withdrawn Listings", "Sale/Lease Comparables", "Building/Land Records", "Property Histories", "Posted Needs/Wants", "Members", and "Companies". Below this list is a "Listing IDs" input field with a "Go" button. The main content area is titled "Properties for Sale/Lease" and contains a search form. The form includes fields for "Street Address", "Location", "Keyword", and "Size" (with "Min", "TO", "Max", and "SF" sub-fields). Below these are sections for "Property Types", "Listing Types", and "Speciality Types". The "Speciality Types" section has checkboxes for "Investment", "Price Reductions", "In Opportunity Zone", "Auctions", "Distressed", and "Has Virtual Tour NEW". The "Has Virtual Tour NEW" option is circled in red. At the bottom of the form are two buttons: "Search Listings" and "Search on Map".

3. On the next page, you'll only see listings that have a virtual tour included. When viewing a listing, the virtual tour will show under the "Attachments & Media" section.

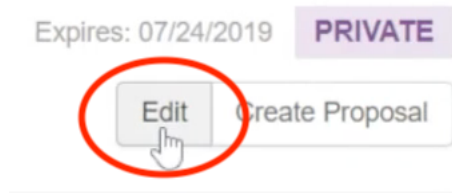


Instructions for Including a Virtual Tour

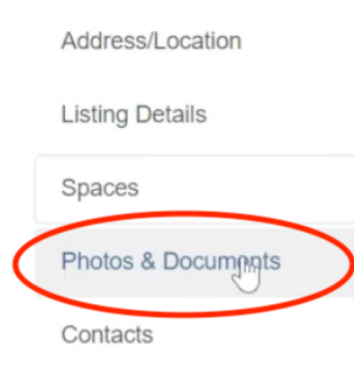
1. Log into your account and choose "My Account," then "My Listings" from your dashboard.



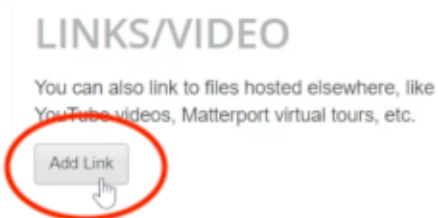
2. Next, click the "Edit" button that appears to the right of the listing you'd like to change.



3. On the edit listing page, click on the "Photos & Documents" tab on the left-hand side of the page.



4. Under the "Links/Video" section, click the "Add Link" button.



5. Enter your video URL, along with a caption or title. Once you click "Add," the video will be embedded in the Attachments & Media section of your listing.

Add a Link



Link URL

Caption/Title

Add

Cancel