

# Instructions for adding your eBrochure to NJMLS

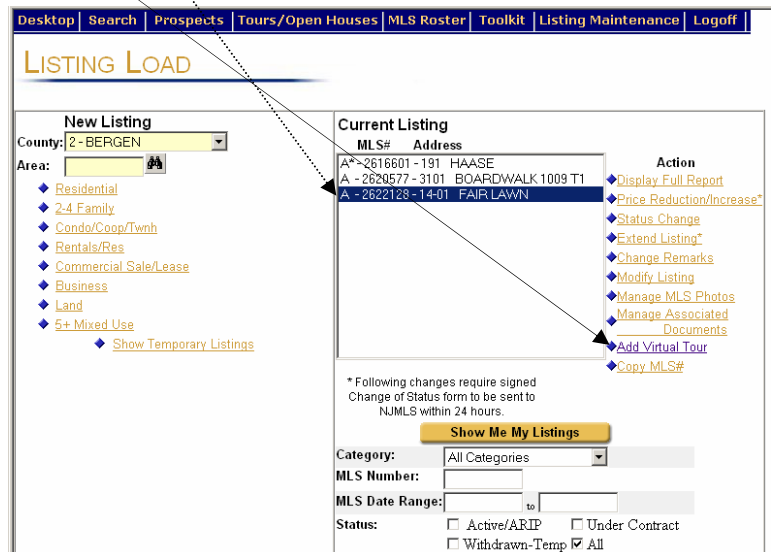
## Step One:

- ✓ Go to [www.RealTechWeb.com](http://www.RealTechWeb.com) and click on the "Realtor Listings" tab.
- ✓ Scroll down the list to find your eBrochure. Properties are listed in numeric order.
- ✓ Right mouse click on the "MLS version" link. (a shot cut menu will appear as shown below).
- ✓ Click on "Copy Shortcut".



## Step Two:

- ✓ Go to NJMLS and login.
- ✓ Click on "Listing Maintenance"
- ✓ In the Current Listings box, Click on the property to highlight it.
- ✓ Click on "Add Virtual Tour"
- ✓ \*In URL box paste the address you copied
- ✓ Click "Save" On the right it will verify your listing was saved.



\*To paste using hot keys, hold the "Ctrl and press V", or click on "edit, scroll down to Paste and click".

If you are manually entering in the URL remember it is case sensitive as shown in this example:  
<http://www.realtechweb.com/Downloads/1ChimneyAshFarmRoadMLS.exe>