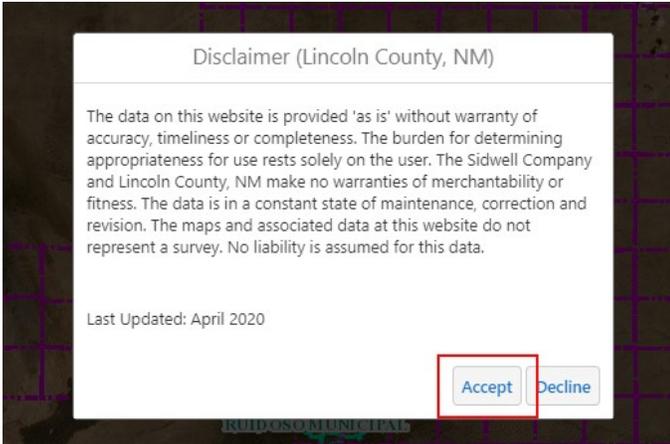


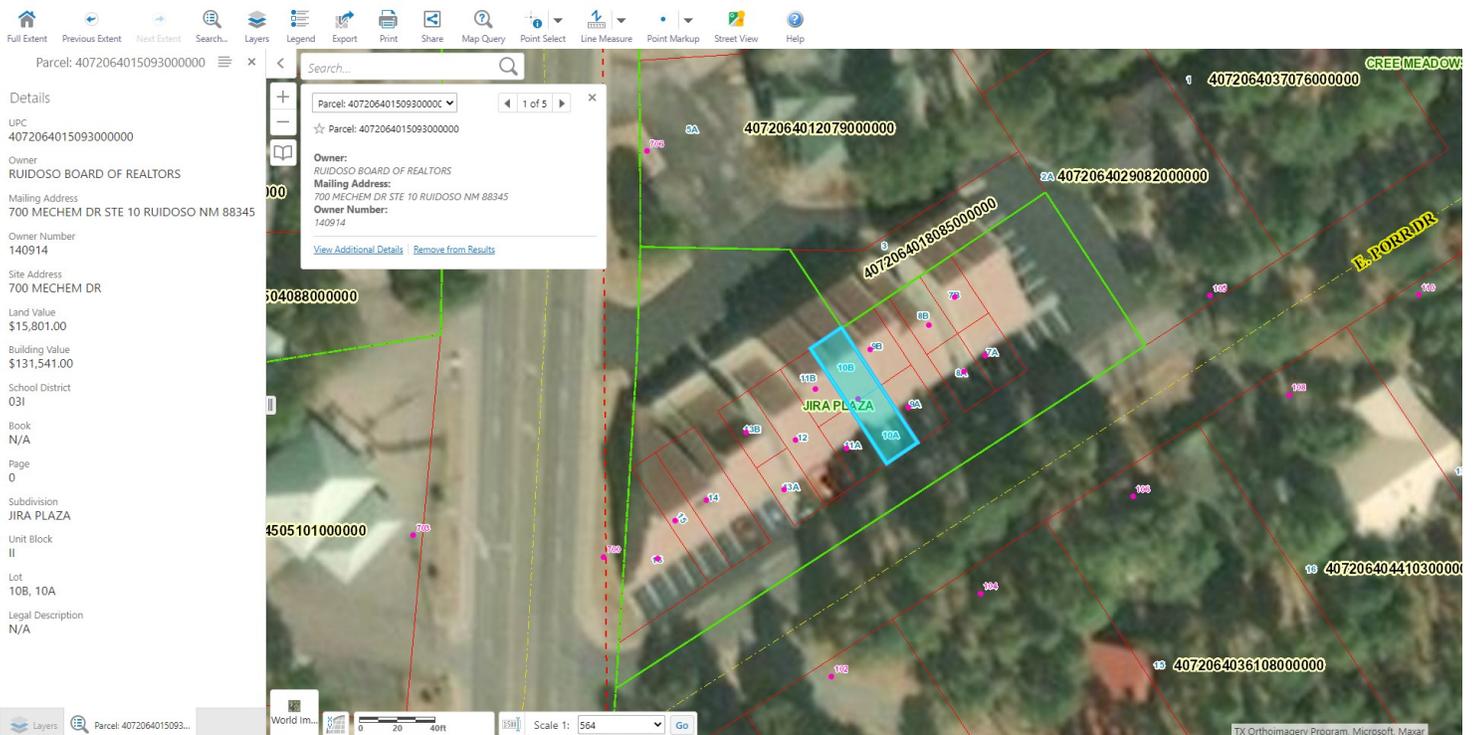
Lincoln County Mapping Program: Finding, Saving and Adding a Plat, Page 1

1. You can access the Lincoln County Mapping Program through Flex or by pointing your browser to: <https://portico.mygisonline.com/html5/?viewer=lincolnm>



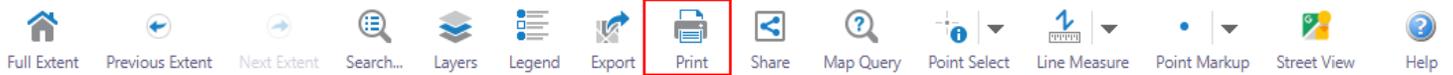
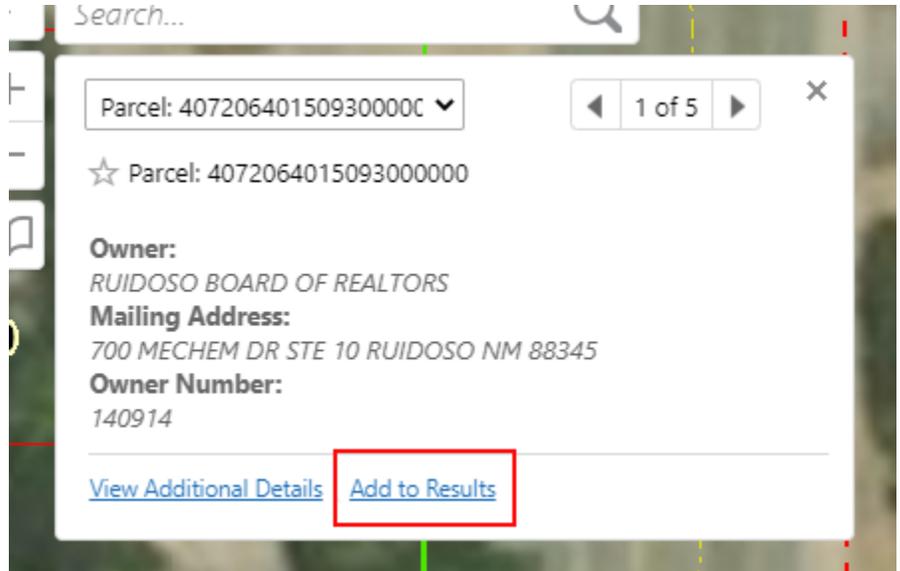
2. Accept the disclaimer

3. You can search by address, map code, owner number, name, etc.

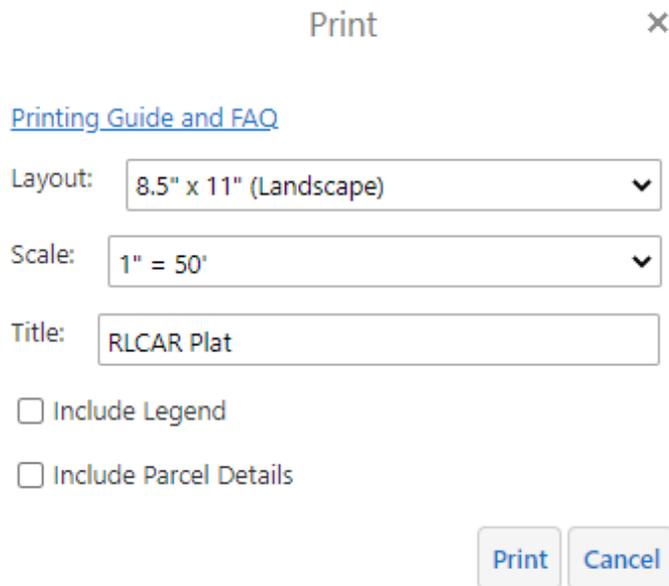


Lincoln County Mapping Program: Finding, Saving and Adding a Plat, Page 2

4. Add to Results (you can add multiple parcels to your results).



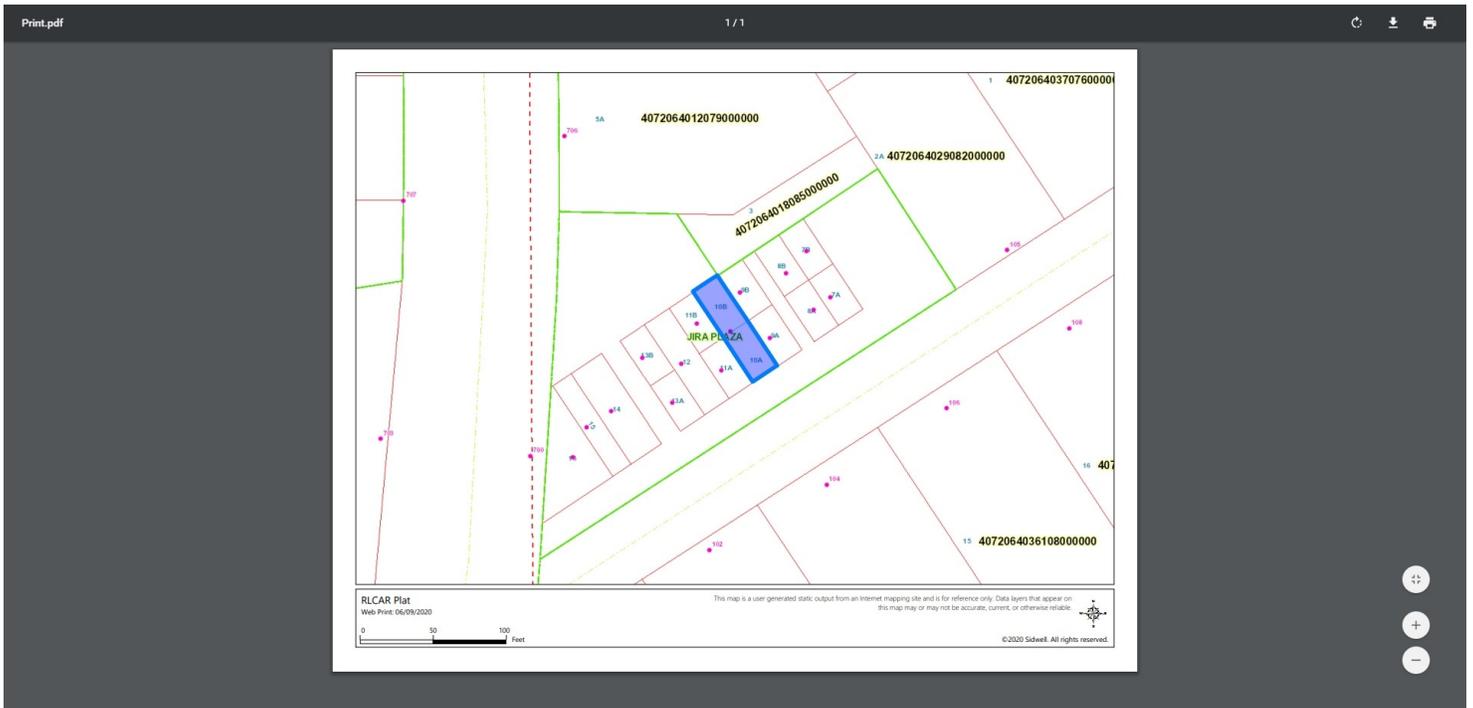
5. Click Print



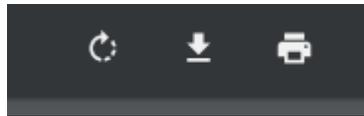
6. Change the layout (portrait, landscape), change the scale (zoom in or out), name your map. Then click "print".

Lincoln County Mapping Program: Finding, Saving and Adding a Plat, Page 3

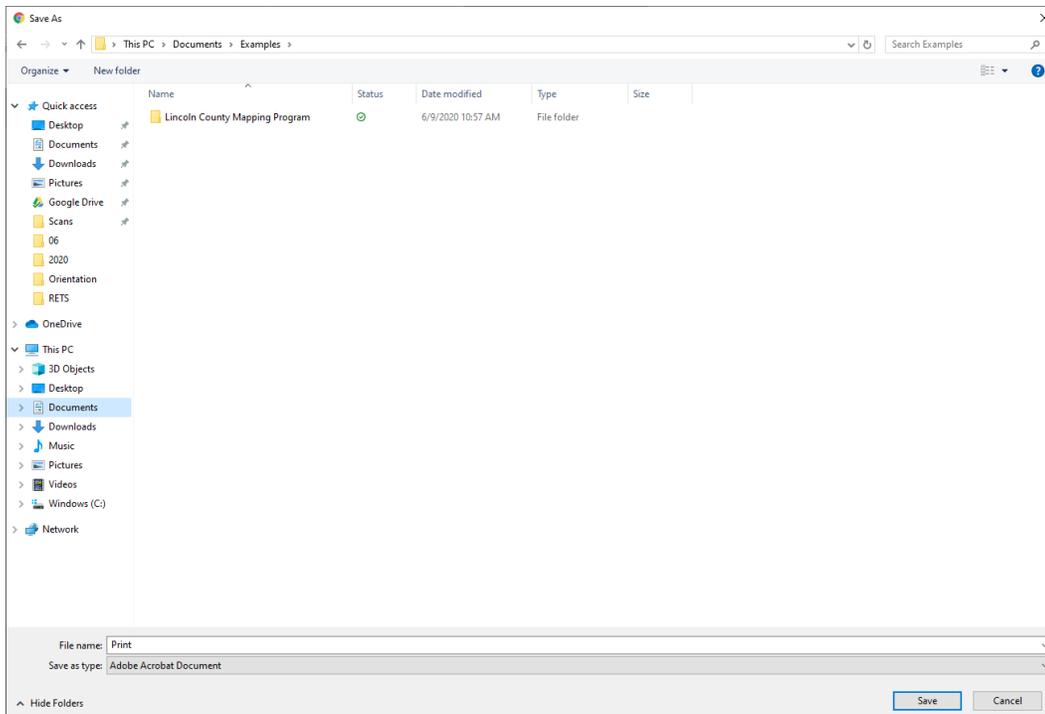
6. A PDF print preview will come up.



7. At the top right corner of the webpage you will see the option to download the file or to print it



8. Save the file to your computer so that you can upload and add it to a listing.



Lincoln County Mapping Program: Finding, Saving and Adding a Plat, Page 4

1. The **Documents** link in the Media section of the Change Listing page opens the document library for the listing.



The image shows the "Add Document" form. It includes a "Document File" field with a "Choose File" button and "No file chosen" text. Below that is a "Description" field with a dropdown arrow. Underneath is a "Document Is:" section with radio buttons for "Public" and "Private". At the bottom right is an "Add" button.

2. In the left pane, the Added Documents list shows which documents have been uploaded to the listing. The Required Documents list shows the documents that are required before the listing can be added to the MLS. A green check mark is displayed next to required documents that have already been uploaded.

To add a new document to a listing, click **Add Document**. Then click **Choose File** and navigate to the document that you want to upload. Type a description for the document or use the drop-down list to select a document description provided by the MLS.

Note: In order for Flexmls to recognize a required document, you must select the predefined document description from the list. If you type a document description that does not exactly match the predefined document, the requirement will not be met.

Add Document

Please use drop-down menu to select document type. If not on the list, please enter document type in the description box.

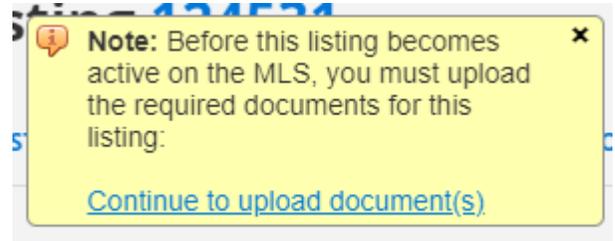
This image is a closer view of the "Add Document" form. The "Description" dropdown menu is open, showing a list of document types: "Documents", "All Septic or Wells documents", "Estimated Taxes/Taxes", "FIRPTA", "Lead Based Paint Disclosure", "Plat", and "Seller's Disclosure/Disclosure". A red arrow points to the dropdown arrow on the "Description" field.

You can upload .pdf files or, as allowed by your MLS, document image files (.png, .bmp, .gif, or .tif). Files should be approximately 750 x 1000 pixels and a minimum of 300 dpi. The maximum file size for a listing document is 10MB.

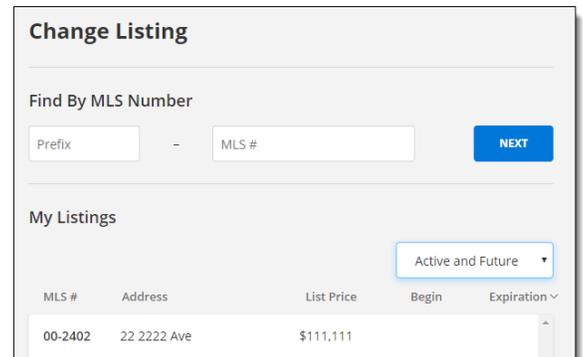
3. Click **Add** to finish adding the document to the listing. You can attach as many documents as necessary. Change the order of the documents by using the arrow controls on the left side of the document editor, or by dragging and dropping the name of the document.

Flexmls: Adding a Required Document, Rejected Listings, Page 5

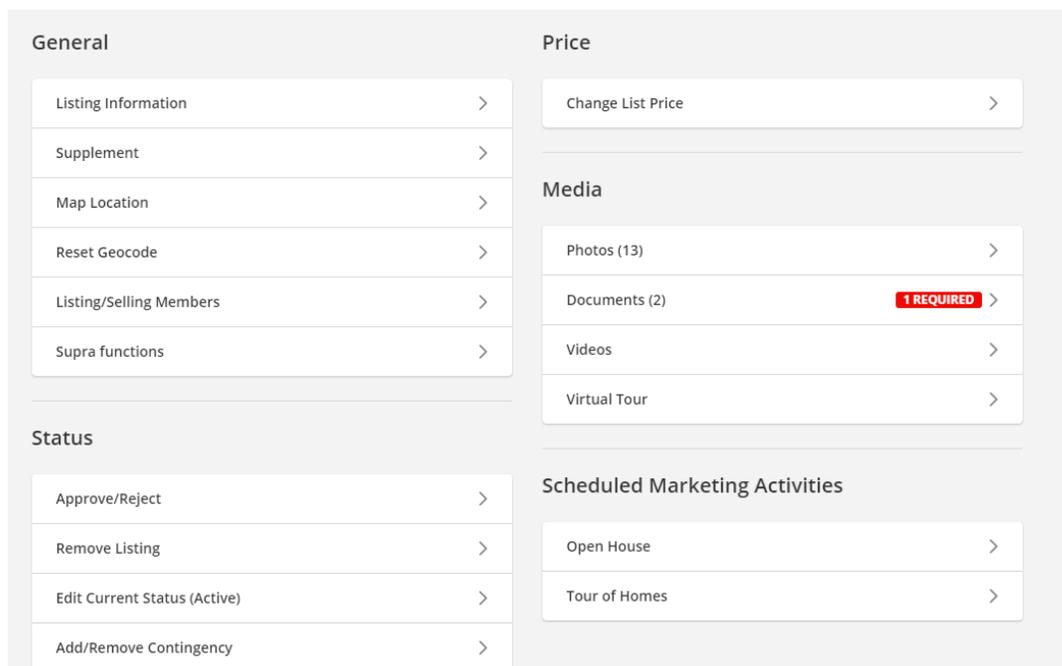
RLCAR MLS requires a plat to be uploaded to all listings. If you Add a Listing without the required document you will get a warning. Rejected listings can be viewed only by the listing member and approvers.



1. To locate the "rejected" listing, click **Change Listing** under Add/Change on the menu. For your listings on a search results page, you can also click the drop-down arrow next to the MLS number and click **Edit Listing**.
2. To find the listing that you want to change, on the Change Listing page, type the MLS number or click an MLS number in the list. By default, the My Listings panel shows Active and Future listings. Use the drop-down list to select another status.



The "Change Listing" interface includes a search section with "Find By MLS Number", a "Prefix" input field, a hyphen separator, an "MLS #" input field, and a blue "NEXT" button. Below this is a "My Listings" section with a dropdown menu set to "Active and Future". A table lists listings with columns for "MLS #", "Address", "List Price", "Begin", and "Expiration". One listing is shown: MLS # 00-2402, Address 22 2222 Ave, List Price \$111,111.



A sidebar menu for listing details, organized into sections: "General", "Price", "Media", "Status", and "Scheduled Marketing Activities".

- General**
 - Listing Information >
 - Supplement >
 - Map Location >
 - Reset Geocode >
 - Listing/Selling Members >
 - Supra functions >
- Price**
 - Change List Price >
- Media**
 - Photos (13) >
 - Documents (2) **1 REQUIRED** >
 - Videos >
 - Virtual Tour >
- Status**
 - Approve/Reject >
 - Remove Listing >
 - Edit Current Status (Active) >
 - Add/Remove Contingency >
- Scheduled Marketing Activities**
 - Open House >
 - Tour of Homes >

Flexmls: Adding a Required Document, Rejected Listings, Page 6

The screenshot displays two main sections. On the left, a vertical pane titled 'Added Documents' contains a 'New Document' button and a 'Required Documents' section. The 'Required Documents' section is highlighted with a red box and lists 'Plat' with a green checkmark. To the left of this pane is a vertical label 'Drag Name To Reorder' with green arrows. On the right, the 'Add Document' form is shown. It includes a 'Document File' field with a 'Choose File' button and 'No file chosen' text. Below is a 'Description' field with a dropdown arrow. At the bottom of the form are radio buttons for 'Document Is: Public Private' and an 'Add' button.

3. In the left pane, the Added Documents list shows which documents have been uploaded to the listing. The Required Documents list shows the documents that are required before the listing can be added to the MLS. A green check mark is displayed next to required documents that have already been uploaded.

To add a new document to a listing, click **Add Document**. Then click **Choose File** and navigate to the document that you want to upload. Type a description for the document or use the drop-down list to select a document description provided by the MLS.

Note: In order for Flexmls to recognize a required document, you must select the predefined document description from the list. If you type a document description that does not exactly match the predefined document, the requirement will not be met.

Add Document

Please use drop-down menu to select document type. If not on the list, please enter document type in the description box.

This close-up shows the 'Add Document' form with the 'Description' dropdown menu open. The menu lists several document types: 'All Septic or Wells documents', 'Estimated Taxes/Taxes', 'FIRPTA', 'Lead Based Paint Disclosure', 'Plat', and 'Seller's Disclosure/Disclosure'. A red arrow points to the dropdown arrow on the 'Description' field.