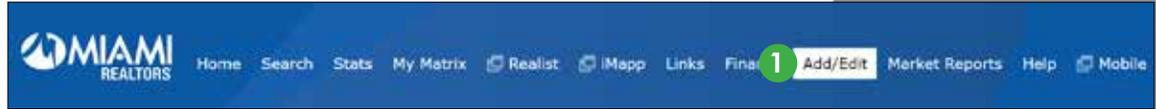


How To Approve

OK to Advertise For Your Office



1 Go to Add/Edit



2 Under **Office** Section: Enter office **Broker Code** in Quick Modify box and select **Edit**



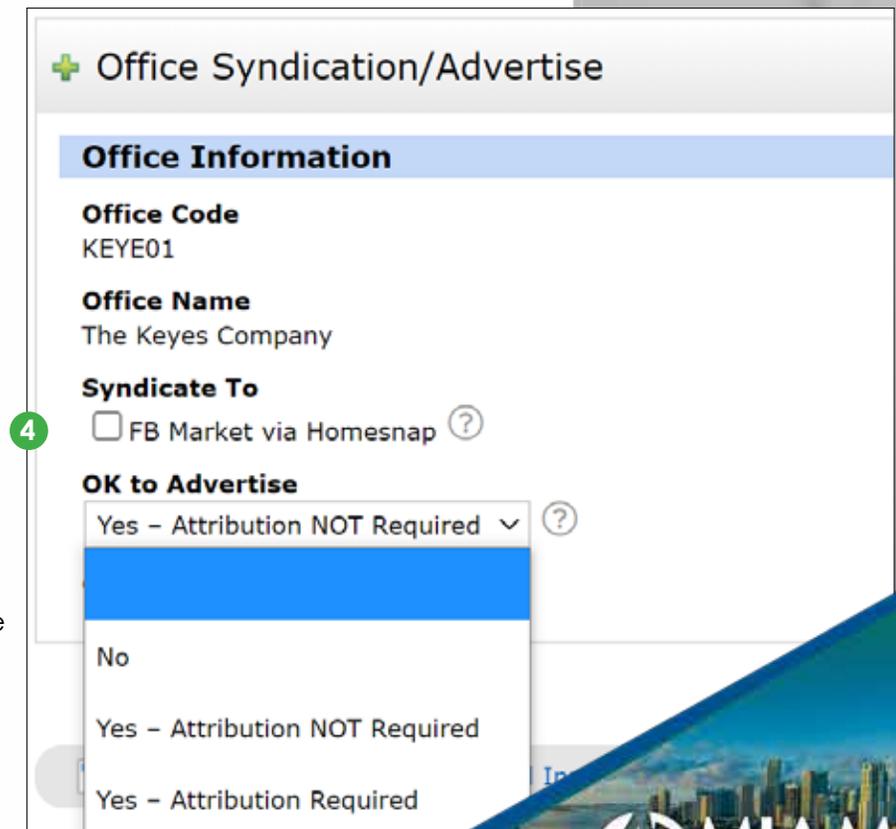
3 Select Form: "**Office Advertise**"



4 Select **NO** or either one of the **YES** choices from the drop down of the field "**OK to Advertise**".

Once you make your selection you must click the blue button labeled "**Submit Office**" to save your selection.

1. Broker makes decision for office
If Broker indicates **NO**...then **NO** advertising by other agents allowed for any listings
2. **If Broker indicates YES – Attribution NOT Required** (Name of listing firm not required)
3. **If Broker indicates YES – Attribution Required**
Attribution: Must identify the Name of the listing firm, in a similar size font in a reasonably prominent location on the advertisement
4. **If Broker indicates either YES** options - Agents can choose for each of their individual listings:



- A. **YES** - other agents can advertise this listing
- B. **NO** - other agents CAN NOT advertise this listing
- C. Advertising of this listing requires Broker's Written Approval