

1. Find the listing and click on it
2. Click on Update Details

MLS #	LISTIN...	PROPERTY ADDRESS	OFFICE	STATUS	CREATED BY	CREATED ON	LAST UPDATED BY	LAST UPDATED ON
18200...	VC5546	0 Basel Drive , Reed City	001				TFS239037	8/11/2017 5:36 PM
18202...	SQWJLH	00 Truesdale Lane , Manton	001				Team Where to Live	12/27/2017 3:46 PM
18202...	8WS76V	0 Truesdale Lane , Manton	001				Team Where to Live	1/15/2018 7:35 PM
18224...	BNC8G5	00 May Road , M 72... kaskaska	001				TFS239037	8/11/2017 5:35 PM
18225...	BBKCG8	00 M-115 , Cadillac	001				Team Where to Live	1/10/2018 9:50 PM
18228...	4PWHT5	0 E 34 Road , Cadillac	001				Team Where to Live	9/14/2017 11:35 PM
18237...	WC8EFK	0 Bus... -131 , Cadillac	001				Team Where to Live	10/4/2017 2:07 AM
18239...	F3GY9F	13661 SW Grand Kal Road , Fife Lake	0010 - 2721 Sunnyside Drive, Cadillac	Active	Team Where to Live	10/4/2016 7:36 PM	TFS239037	8/11/2017 5:40 PM
18254...	NMDBCE	0 S Old Us-131 , Cadillac	0010 - 2721 Sunnyside Drive, Cadillac	Active	Team Where to Live	11/17/2016 7:28 PM	Team Where to Live	12/7/2017 2:40 AM
18255...	METLVR	23351 Bluegill Road , Sears	0010 - 2721 Sunnyside Drive, Cadillac	Active	Team Where to Live	11/22/2016 6:26 AM	Team Where to Live	1/1/2018 5:19 AM

3. Check mark Global Luxury

PROPERTY INFORMATION

NO OF BEDROOMS *

NO OF BATHS Full 1/2 3/4 1/4

BUILDING AREA Sq. Ft.

LOT SIZE Acres

ANNUAL TAX AMOUNT TAX YEAR

PROPERTY NAME -- SELECT --

SPECIAL PROGRAMS

Global Luxury

Coldwell Banker Mortgage

Coldwell Banker Home Protection Plan

4. Click Save

5. If within 24 hours your listing is still not appearing on Coldwellbankerluxury.com, or if the Global Luxury button was checked you will need to open a ticket at the Coldwell Banker Help Desk 1-877-426-5393. KEEP the ticket number and check 72 hours later. If it is not resolved, contact Jeff Greenway with the ticket number.

jeff@schmidtfamilyofcompanies.com

6. If your property id not appearing on any of the Global Luxury partner sites, please open a ticket.
7. On trick that may help is to go into the listing, change one field and re-save. Sometimes this forces it out to the correct sites.