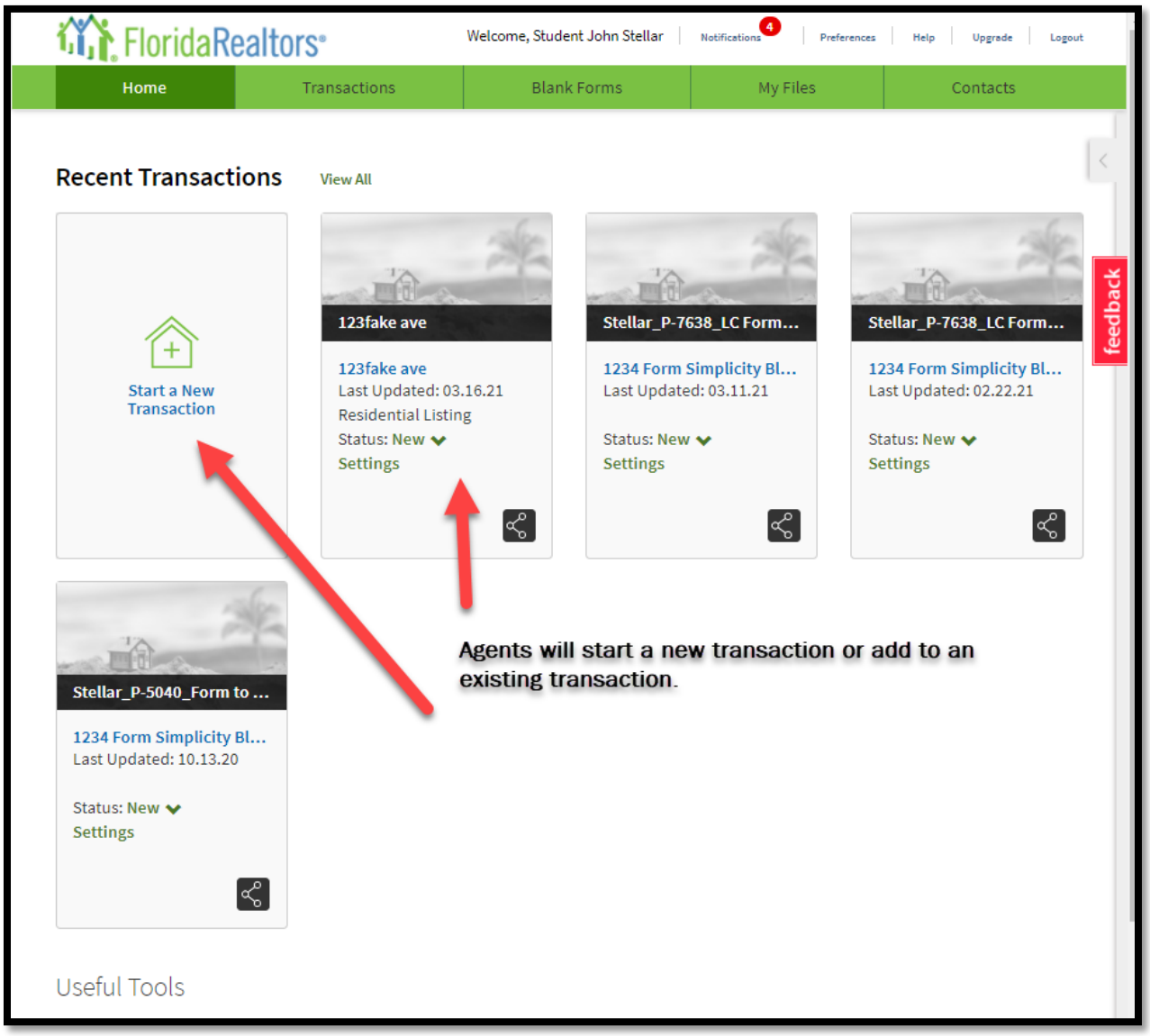
How to Activate your listing using the Form Simplicity and Matrix integration.

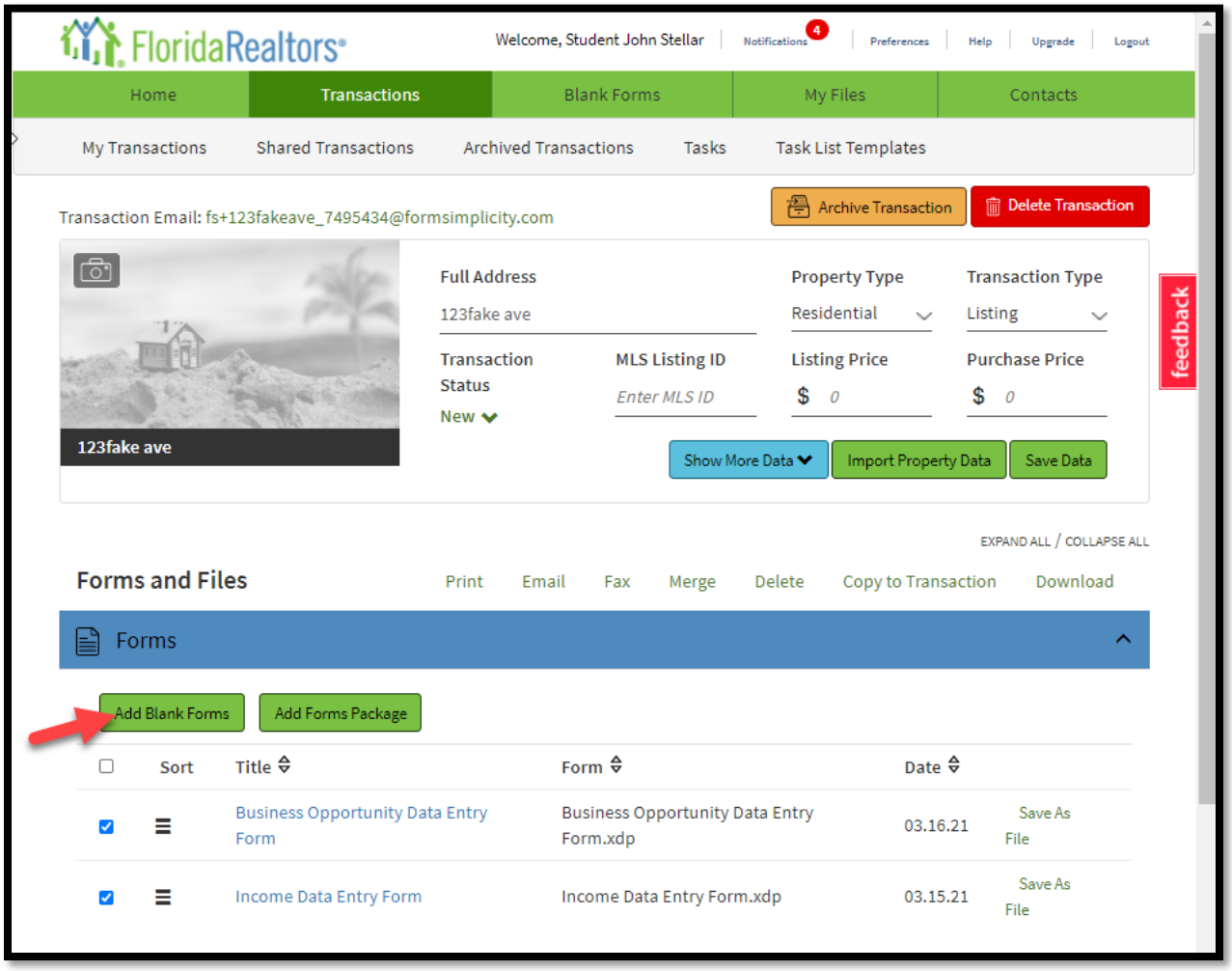
1. Go to www.stellarmls.com and login to the Dashboard.

2. Click on the Form Simplicity tile under the Association Resources section.

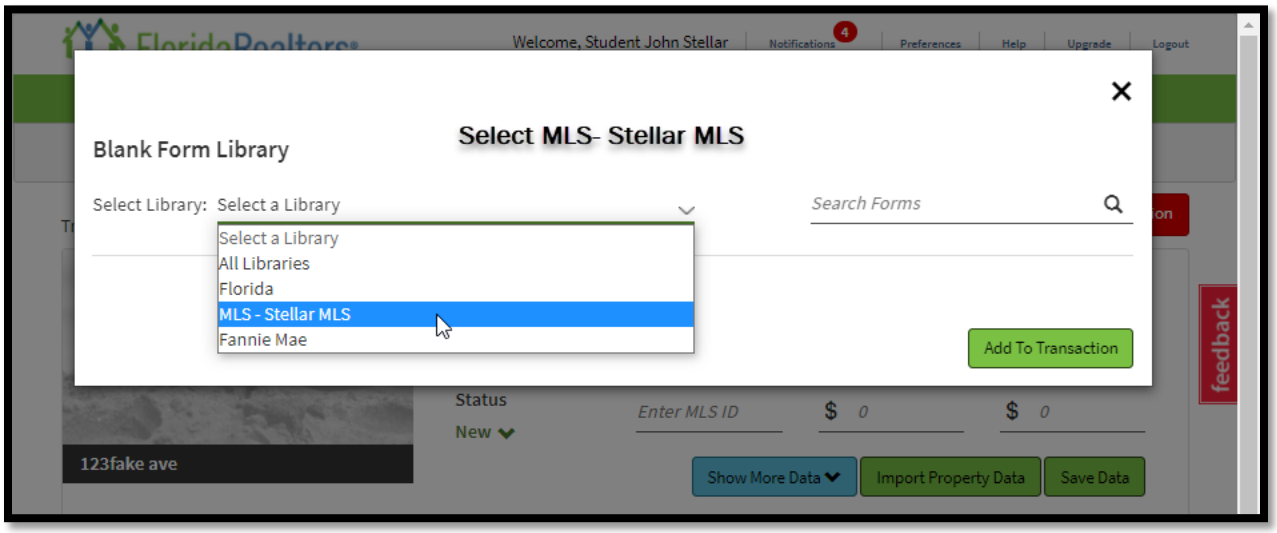
3. Create a new transaction or add to an existing transaction.



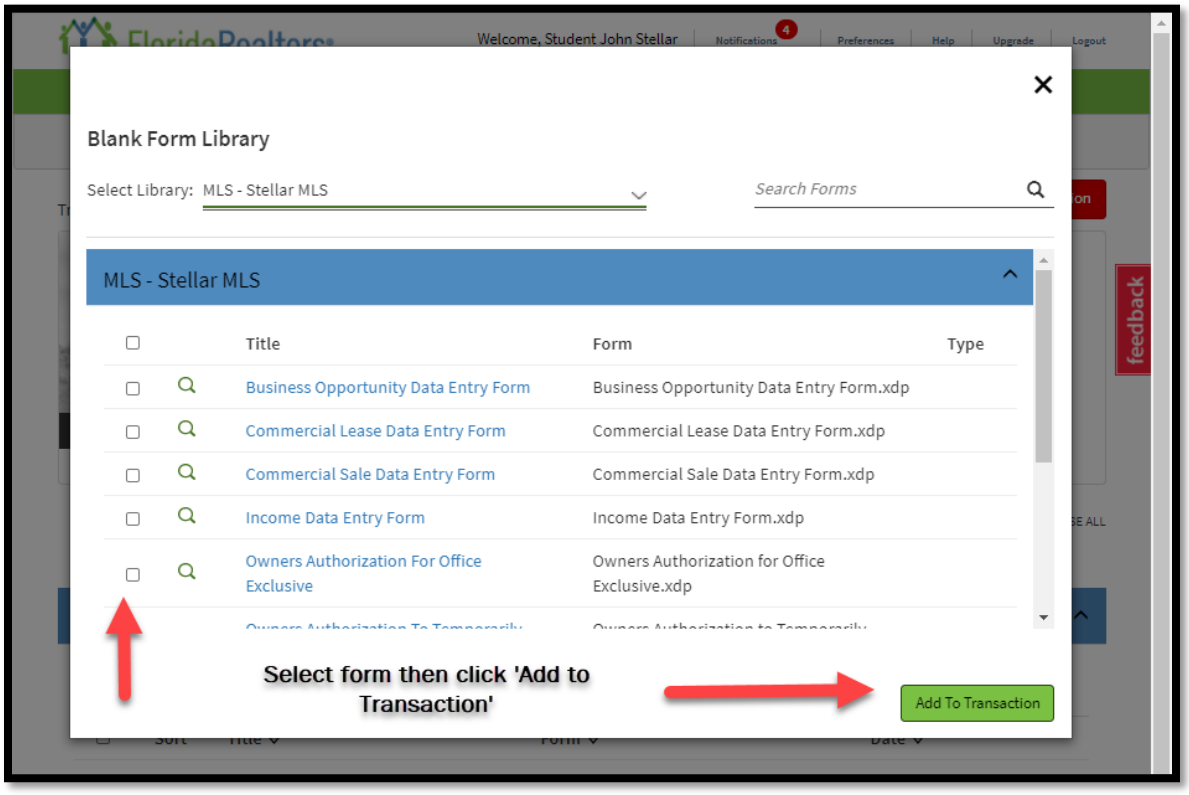
4. Click on “Add Blank Form” within the transaction.



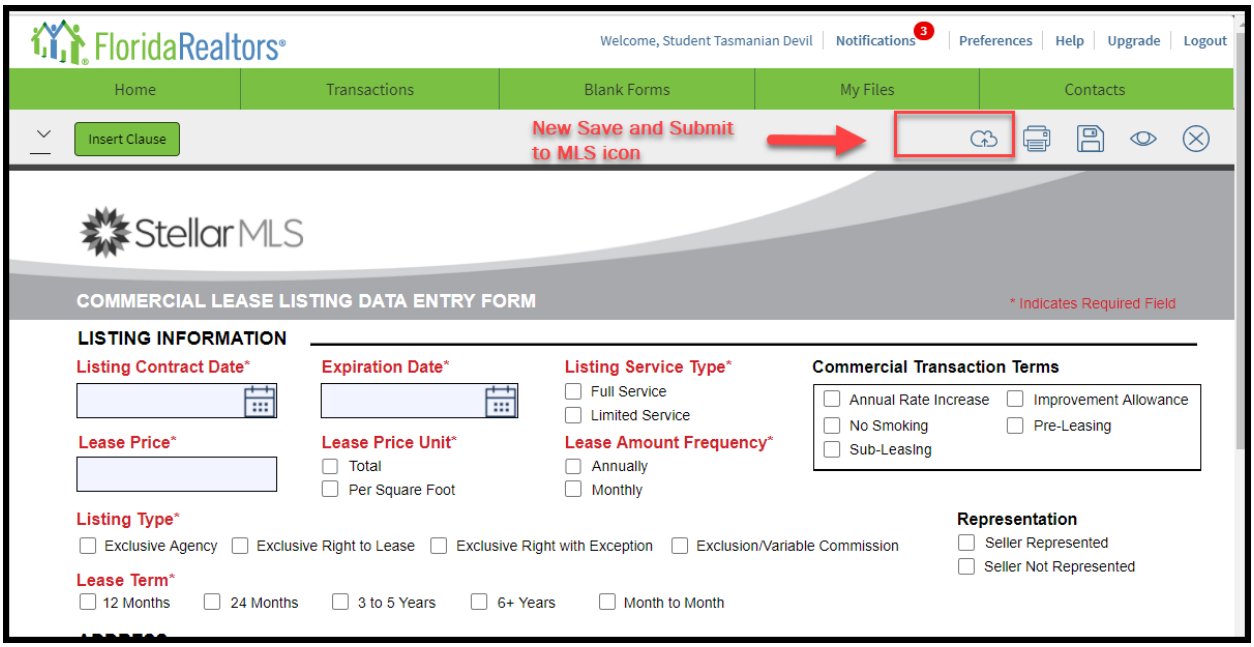
5. Select “MLS- Stellar MLS”.



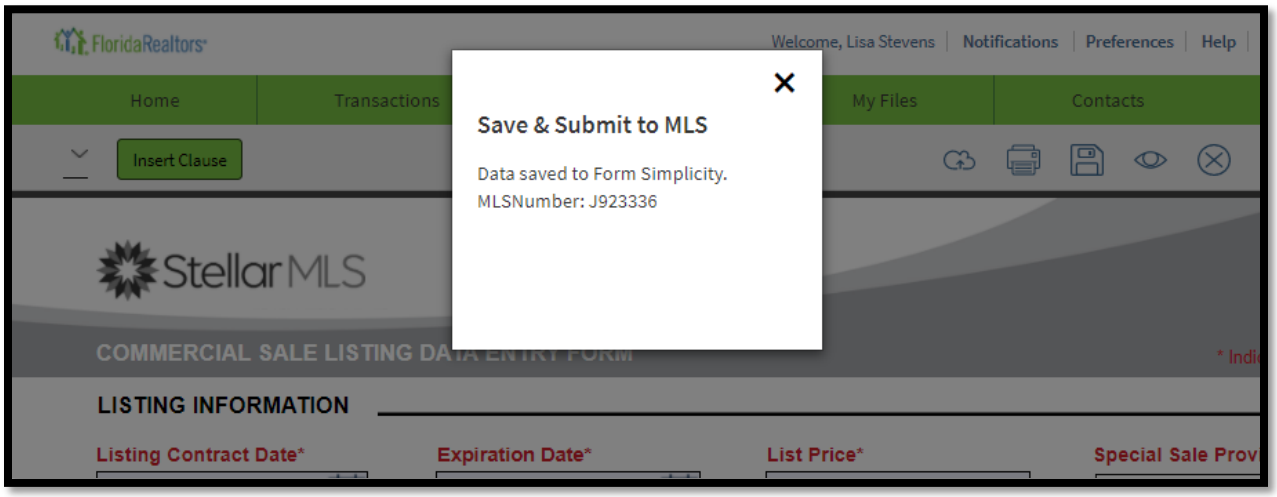
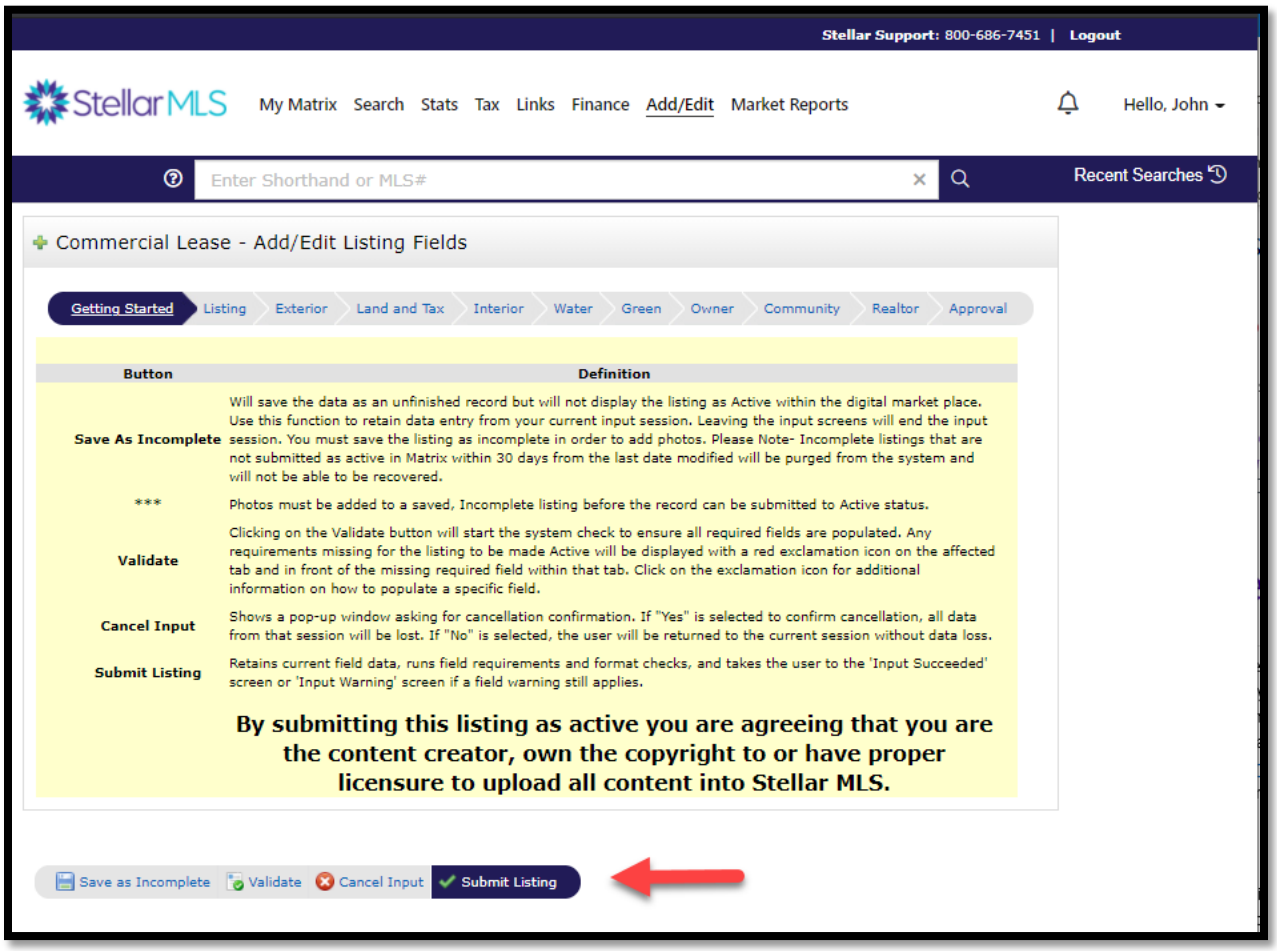
6. Select which input form with the correct property type.



7. Complete form and click the new “Save and submit to MLS” icon.



8. You should receive a similar dialogue box.



9. You should now be able to find the incomplete listing in Matrix by going to Add/Edit. From here, you must upload photos to activate your listing.