# EXPIRED TO ACTIVE

#### Step 1

Start at the Menu and click on Change Listing.

## Step 2

Find your listing by the MLS # and click Next.



Q Enter an Address, City, ZIP, MLS #, or Contact... Gi

Ouick Search MLS # Search Office/Member Add Listing

Add/Change

Search

Quick Searc

History Sear

MLS # Sear

Q Search the menu..

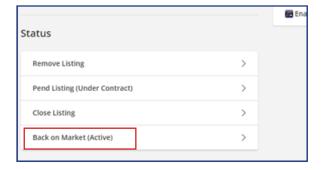
Dashboard

Original Home

realMLS Dashboard

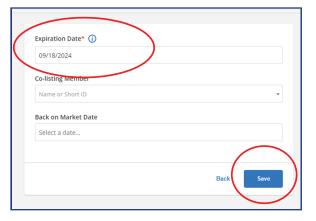
#### Step 3

Now click on Back on Market.



#### Step 4

Enter your updated expiration date. Then click Save, on the next screen click Save again.



### Step 5

Your listing will now be back to Active status and have the Back on Market banner.



