# Fax-In Listing Attachments

As many of you know you can currently scan and upload a document i.e. (Seller's Disclosure, Paint Addendum, Survey Reports, and others) into the MLXChange system. A new function has been added to facilitate this process for many of you. You now have the ability to fax a document directly into the MLXChange system and into your Listing. One of the big advantages is that you don't have to fax any of these records to other agents anymore. Anyone with Access to the MLXChange system (and only those with access) will be able to see and print the documents you uploaded. Here is how it works:

1. **Find and go to the edit your listing section by going to**
   a. **Tools > Listing Manager > Listing Maintenance**
   b. **Enter the MLS Number of YOUR Listing and click on the Green Arrow.**
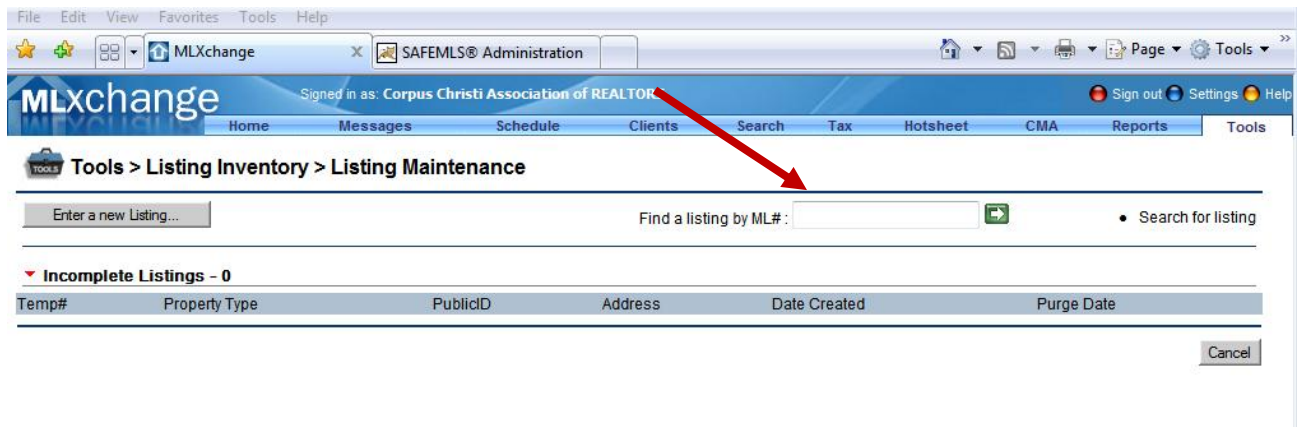
2. **You should now see the Edit Screen and a list of menu items on the left side. Click on Attachments.**
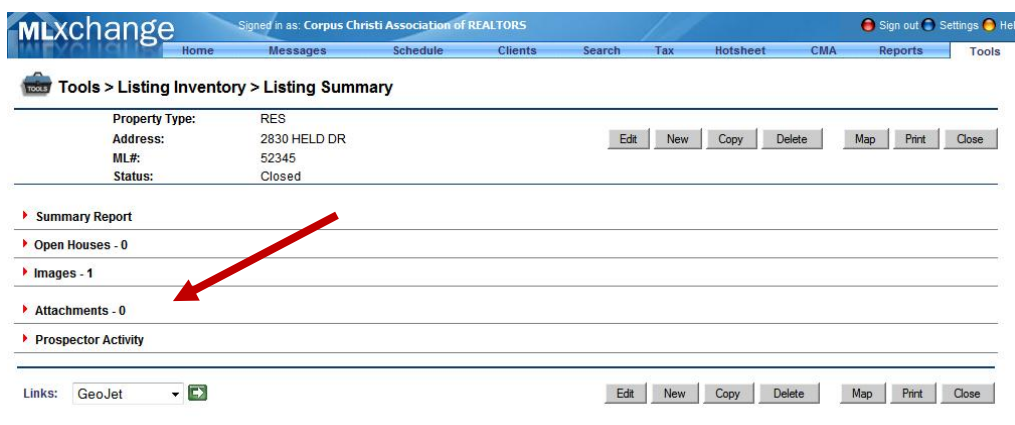
3. You will see the Attachment Menu expand. Below you will see the Action Drop Down Bar. It should read "Add New Attachment" Click on the Green Arrow.

4. A pop-up window will appear. Click on Fax Document.

5. **The first pop-up gets replaced by another pop-up. Click on the type of attachment you would like to upload and type in a short description of the attachment. Then click on Print Cover Sheet.**
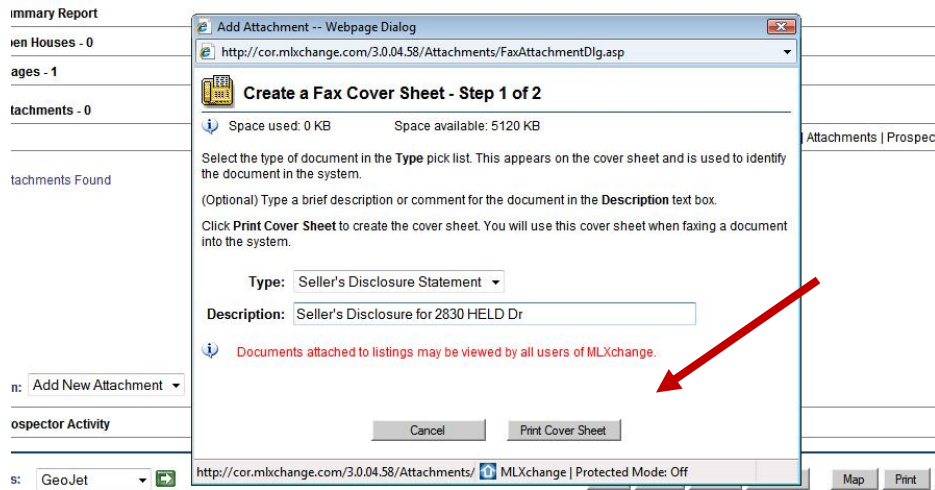
6. **A cover sheet comes up. Print it and follow the instructions on it. You will fax it to 716-923-4146. This will automatically enter it into your listing. Normally it takes about 2 minutes to show up on your listing. You must get out of your listing edit menu and and then come back to the same edit screen to check to see if it has been uploaded.**
(The fax number displayed below is an example from another site.)
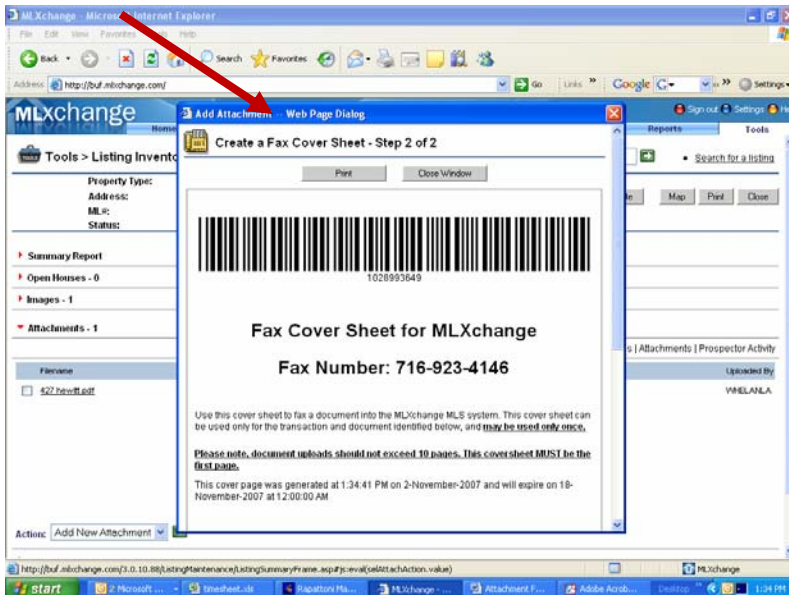
7. Your listing will show up on the Details Screen (Total Listing Report) in the MLS. Click on the Attachment s Link.