Go to UpstarMLS.com

STEP 2

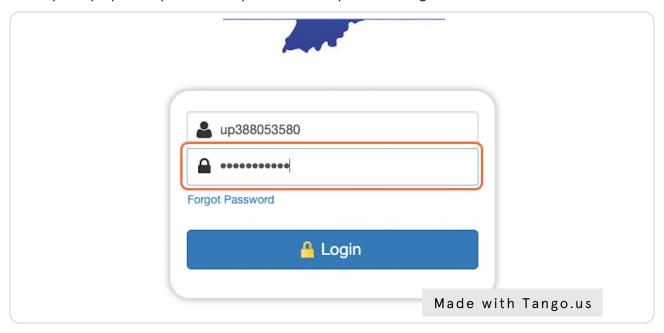
Type in your username (this is your UP388... # that you got in your intro Upstar email)





Type in password (this would also be in your Upstar email as well if you have never logged in)

It will prompt you to pick a new password on your first log in.



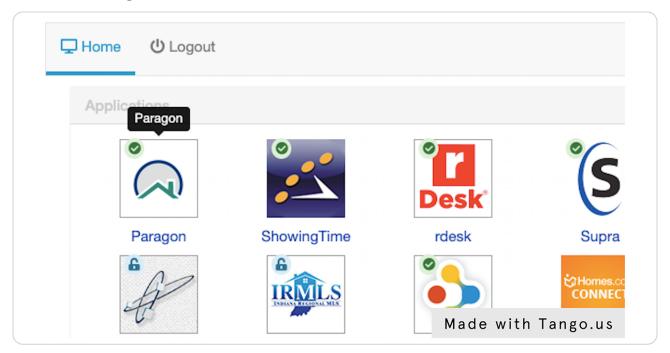
STEP 4

Click on Login



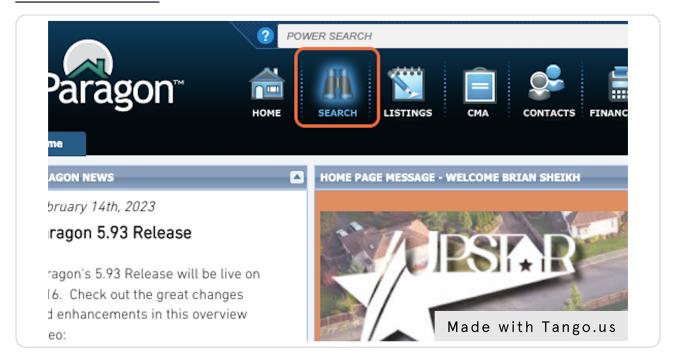


Click on Paragon



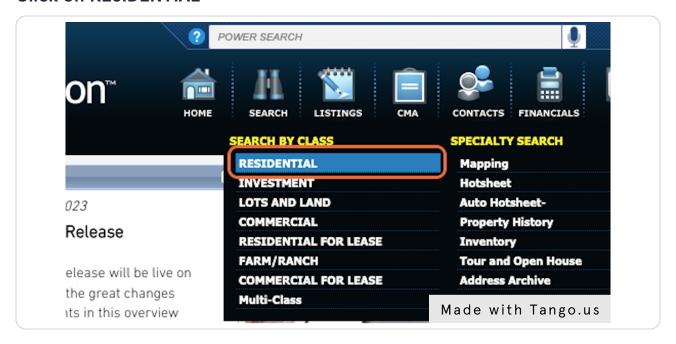
STEP 6

Click on SEARCH





Click on RESIDENTIAL



STEP 8

Fill in the various criteria for your client's search

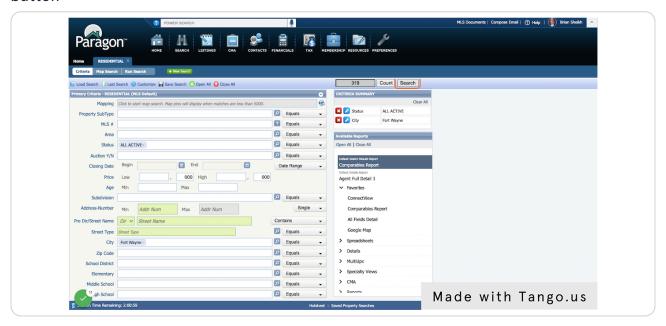
Word of caution - be careful of using too many criteria as you may miss a great home option by using too many criteria





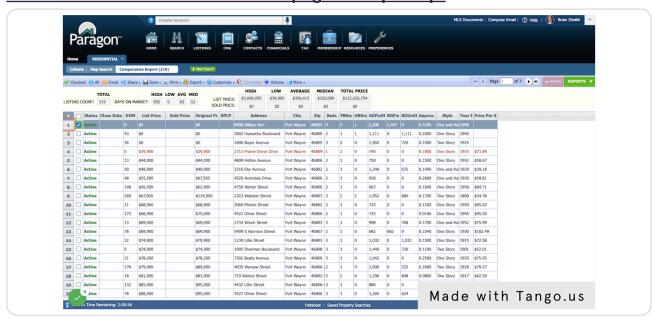
Click on Search

You can see the number of homes that match your criteria just to the left of the SEARCH button



STEP 10

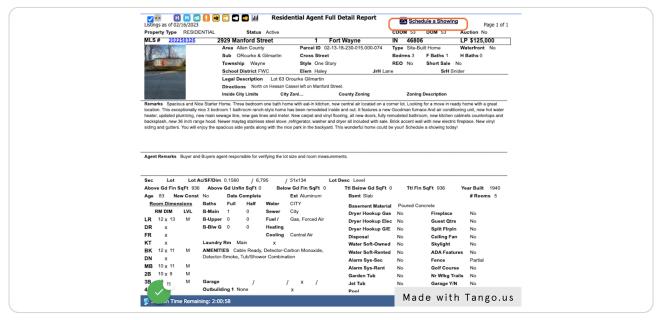
You will see a list of homes that match your criteria. If you see one you like, double click on it and the Details page will open up.





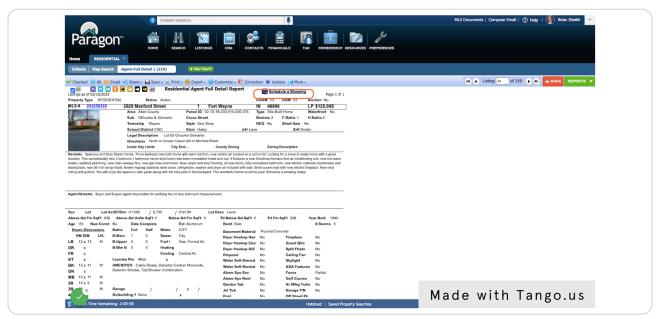
Review all the details on the home here - price, bedrooms, marketing remarks, photos, etc

To see the photos of the home, click on the photo in the top left corner and it will open up the photos of the home so you can scroll through them.



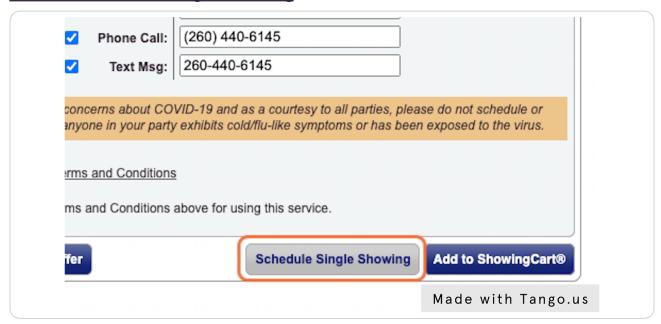
STEP 12

If you are interested in setting up a showing, Click on ShowingTime





Click on Schedule Single Showing



STEP 14

Select your time and date

Once you do this a box will pop up - review details and if all looks good - click REQUEST APPOINTMENT. You will get an email & text when it is requested then another email & text when confirmed

