EXPIRED TO ACTIVE

Step 1

Start at the Menu and click on *Change Listing* under the Add/ Change heading.

Step 2

Find your listing by the MLS # and click *Next*.

Step 3

Now, click on Back on Market.



Change Listing				
Find By MLS Number	(MLS # x0000000X		Next
My Listings	Liet Drice	Pegia	Active	v

Status		🛃 Ena
Remove Listing	>	
Pend Listing (Under Contract)	>	
Close Listing	>	
Back on Market (Active)	>	

Step 4

Enter your updated expiration date, then click *Save*. On the next screen, click *Save* again.

Step 5

Your listing will now return to Active status and have the "Back on Market" banner.





