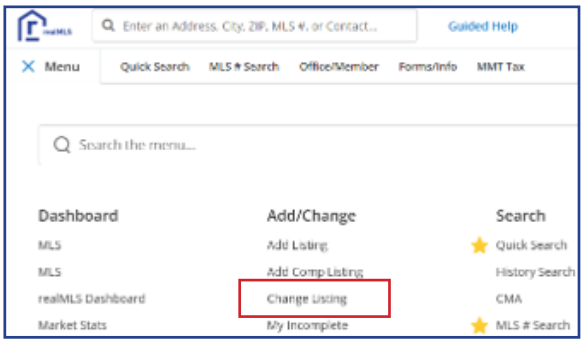
EXTEND OR EXPIRE A LISTING

Step 1

Start at the *Menu* and click on *Change Listing*.

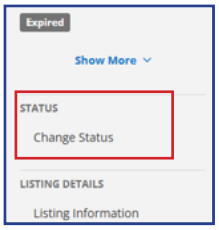


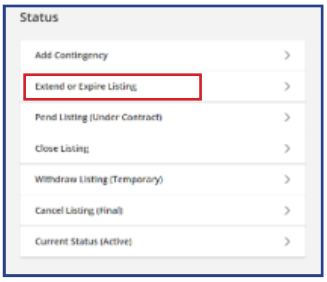
Step 2

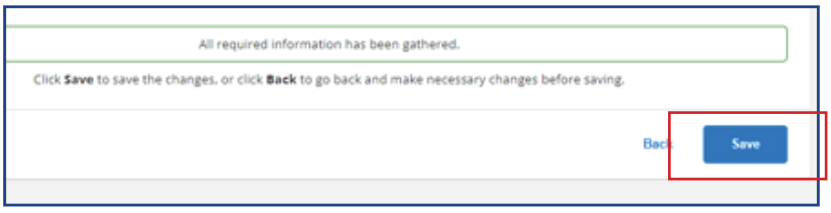
Find your listing by the MLS # and click *Next*.

Step 3

Now click on *Change Status* then click *Extend or Expire Listing.*





Step 4

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