

Creating a Manual Listing

1. Go to the <https://exprealty.okta.com>
2. Enter your credentials:
 - Username
 - Password
3. After putting in your credentials, click on the **SIGN IN** button.
4. From the eXp Dashboard, locate a Title that says “**eXp LUXURY LISTING SITE**” and go ahead and **CLICK** it.
5. Once you are in the eXp Luxury dashboard, on the left-hand side menu, click the **MY LISTINGS** menu.
6. Then click the sub-menu - **ACTIVATE LISTINGS**. (That’s underneath the My Listings menu).
7. It will show you all your **CURRENT ACTIVE LISTINGS**.
8. If you **DO NOT HAVE** an active listing showing, you can click “**CLICK HERE TO ADD A LISTING MANUALLY**” hyperlink.
9. If you’re adding a **MANUAL LISTING**, you can go ahead and just **FILL IN** the rest of the fields and information.