

## <sup>1</sup>How to Create a New Altos Report Subscription for a Lead

1. Go to the Altos website - <https://altos.re>
2. Log-in on your account
  - Enter your Username
  - Enter your Password
3. When you log into your account, this will be your landing page. You'll see that it says **REPORTS**.
4. When you first log in, you'll be prompted to add that first report. If it is not your first time, you can go over to our **NEW REPORT** button. It is located on the upper right-hand corner.
5. Click the **NEW REPORT** button. (This button can be utilized to add additional reports as well).
6. Once you click it, you will **SEARCH** for any City or Zip Code. - i.e. Palm Springs and then click the magnifying glass icon to search.
7. It'll bring up every Phoenix report we have regardless of what state. (So you can see that there's plenty of different cities with that title).
8. You can choose to add a citywide or zip code specific:
  - **Zip code specific** - will only take into account the active inventory for that said zip code.
  - **Citywide report** - that will take into account the active inventory for every zip code within i.e. Palm Springs
9. Select on the specific report and then click on the **ADD REPORT** button.
10. Once you click it, it will now be added to your report list.

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<sup>1</sup> Altos Report - How to Create a New Altos Report Subscription for a Lead - June 20, 2024 - Prepared By: Joe Castillo  
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