

# **New Home Listing Service**

## *Instructions to Upload Your Home(s) to HBASE Website*

### **Adding a New Home to the Listing**

1. Log in to [www.hbasiouxempire.com](http://www.hbasiouxempire.com) with your personal log in information.
  - a. Send an email to [info@hbasiouxempire.com](mailto:info@hbasiouxempire.com) to retrieve your information.
  - b. Log in information can be changed under the “Member Information” page.
2. Click on “Member Information”.
3. Click on “Update Profile”.
4. In the “Go To” drop down menu on the right hand side, select “Home Listings”.
5. Under “Add home in:” drop down menu, select “Home Listing Service” and click Submit.

### **Editing Home’s Information**

1. The top four links contain this information:
  - a. Homes
    - i. This is the main tab that shows all of the homes you have listed on the website.
    - ii. Once homes have been entered, you can go into this page to edit information as it becomes available.
  - b. Edit Home
    - i. Address, description, price, contact information, etc.
    - ii. If location of home is incorrect on the map, simply move the marker by clicking and dragging it.
    - iii. Driving directions are not required but are suggested.
  - c. Upload Files
    - i. Click on “Browse” to find the file you wish to upload to the site.
    - ii. Select the “Type” of file it is:
      1. Main image, map, builder’s photo or floor plan
        - a. Notice the file size of the document.
  - d. \* Professionals
    - i. Select HBASE Associate Members whose products and/or services were used in the new home.
      1. Choose a category and select “Add”.
      2. Select the Associate Member company.
2. After inserting this information, click “Save” at the bottom of the “Edit Home”.
  - a. This just saves the information; it does not post it online.
3. Once all information is added, click “Submit Home for Approval” at the bottom of the “Edit Home” link.
  - a. This must be clicked before the home will appear on the website.
  - b. Please allow 2 business days for your home to appear on the site.

*\* Listing Associate members who worked on the home is an added option only available when you upload the home information to the website yourself.*