Knowledge Base Article

Article ID: **4258**
Subject: **Most Frequent Asked Question – ViewMyListing.com Free Account**
Last Modified: **March 26, 2010**

Applies to: **ViewMyListing.com Free**

Purpose: **The purpose of this article is to provide an easy and concise frequents asked questions by users of an account on viewmylisting.com.**

ViewMyListing.com FAQ's (Frequent asked Questions)

How did I get an account on ViewMyListing.com? You were listed as an agent in your office software system called ProGold i2. ProGold i2 automatically created your account and is the origin of listings data supplied to "Real Estate for Sale" tab.

What if I'm no longer with the Real Estate Office that created my account on www.viewmylisting.com**, can I still use this system?** Yes, simply login to your account, change the necessary information on your Profile. Be sure to change company name, company phone numbers and your password. This will terminate the ties to your previous company.

Why I'm I getting emails from ViewMylisting.com? All emails from ViewMyListing.com have all necessary login information to quickly login to your account. You will receive weekly status updates on your ViewMylisting.com postings as well as reminders to any missing property or personal profile information necessary to obtain top ranking on Google, Yahoo, and MSN.

Is my account on ViewMyListing.com free to use?   Yes.

Does this service generate leads for me? Yes and there is no charge. To date, ViewMyListing.com has delivered **205,749** leads to real estate agents and it continues to grow.

What else does this service offer me for Free? A web Site, Your listing inventory listed on Google, Yahoo, MSN, AOL and many other Search Engines, Real Estate Related News, Local Weather, Local Real Estate Statistics.

What does this ViewMyListing.com offer me if I am not paying for the premium service of 9ae? Your objective is to attract internet visitors, who are looking for properties for sale or for a real estate agent. You want to optimize your pages for top search engine ranking so that you attract targeted visitors to your ViewMyListing.com web pages. Taro Systems, Inc. will include your Web Pages into a site map and automatically directs the search engine spiders or crawlers to your web pages.

How do I add or edit my open house information? Simply go to www.viewmylisting.com and use the 'Log In" link in the upper right section of your screen. Use your unique username and password. Once signed in, select the Go to My menu option in the upper right section and click the My PURL option in the dropdown. **To edit:** Select the "Open Houses" tab, scroll to the desired listing and click the "Edit Open Houses" button. **To add:** Select the "Real Estate For Sale" tab, scroll to the desired listing and click the Open Houses button.

How do I add or edit my listings? Simply go to www.viewmylisting.com and use the 'Log In' option at the upper right section of your screen. Use your unique username and password. Once signed in, you will be at the dashboard page**. To add/edit:** View the "Real Estate Summary" section to find your properties. Click the "Edit" option on the property that you would like to edit. Click on the "Upload Photo" link. Use the "Browse" button to search for a picture to upload to ViewMyListing.com. Double click on the desired photo. Click the "Upload" button to save the photo to ViewMyListing.com. Once the photo finishes uploading, you will return to the real estate information page. Click the Home option on the toolbar to return to the dashboard page.

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How do I get my username and password? There are two ways of getting a username and password:
Option 1: Simply hit the 'Forgot Password' on the 'Login' webpage. An email will be automatically sent to your email address on file in ProGold i2 the office management System uses to create your account.
Option 2: Select the 'Create Free Account" link at the top of the home page of www.viewmylisting.com and follow the online instructions.

Can I change the Banner picture on my PURL? No, the banner picture (bridge) is controlled by your U.S. zip code. There are currently only 10 unique bridge pictures at this time.

How do I delete or Opt-Out a Property Listing? Simply go to www.viewmylisting.com and use the 'Log In' option at the upper right section of your screen. Use your unique username and password. Once signed in, you will be at the dashboard page**. To edit:** View the "Real Estate Summary" section to find your properties. Click the "Edit" option on the property that you would like to edit. Remove and un-check the box marked "Show Property On Internet (SEO)". Click the "Save Listing" option. Click "Save" button on the "Save Options" screen.

Related articles: 4130, 4131, 4194, 4140, 4227, 4234

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