



## Creating Your Listing on Buymplace.com.au

1. Create your account
2. Add basic property details
3. Click on 'My listings' in the top left-hand corner
4. Click 'Edit' on the property
5. 'Create your listing' by adding all of your property information and details
6. Property photos – please note- the photo uploader is limited to one image until admin enables your account
7. You will also need to complete ID compliance by adding ID and Proof of ownership.
8. Admin will now enable your account – *please allow up to an hour within normal operating hours.*
9. You will receive email notification and you will then be able to complete adding the rest of your images.
10. Your listing will be ready to publish.

### ***Optional***

1. Once you have listed all property details you can click on 'See your campaign options now'
2. You will need to choose the 'Build your own' campaign at the bottom of the page
3. You are welcome to go through the extra products and services that we have on offer
4. You will need to wait for Admin to enable your account before you are able to buy add-ons

**Any questions please call 1300 289 697**