

Adding Listing Photos

To upload photos to one of your listings, log in to Catylist Research and navigate to the My Listings page one of the following ways:

- Click "Manage my Listings" on your dashboard
- Click your name in the top right-hand corner of the page, then click "My Listings"
- Click "My Listings" at the top of the page:

| | Q Search | | | Help | My Company |
|--|--------------------------|-------------------------|------|--------------------------------------------|-----------------|
| | Search by keyword | | Q | Tutorials & Guides | 🕒 Log In as Lau |
| | Search Properties | Search Transactions | | View my Profile Change Email/Password | Geisler |
| | For Lease | Sold | | | |
| | For Sale | Leased | | | |
| | For Sale/Lease | | | | |
| | New Listings (7 days) | | | Keep an eye out for leads from | |
| | All Properties | | | Commercial Exchange | |
| | | | | Your listings are getting free exposure on | |
| | 🖶 My Listings | | | Catylist's national listing marketplace. | |
| | | | | | |
| | Manage my Listings | | | 🕼 Catylist | |
| | View Traffic | | | | |
| | View Leads | | | Share Your Profile | |
| | | | | | |
| | 🛪 Broadcast Email | D Reports | | | |
| | Send a Listing Broadcast | Generate a Report | | | |
| | Post a Need/Want | Download Quarterly Repo | orts | Learn More 🗠 Share Profile | |

Next, click to show the spaces you have listed under this address:



Office
 General
 Existing Bldg status

43,100 SF Total Available 567,481 SF Building 2.00 Acres Land



Then, click "Edit" by the listing you'd like to add photos for:

| | Camelback Esplanade I 2425 E Camelback Rd, Phoenix, AZ | Office General Existing Bldg status | 43,100 SF Total Available 567,481 SF Building 2.00 Acres Land | Hide 2 Spaces A |
|--------|-----------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------|
| Active | Floor 1, Suite 103 1,300 SF | Office For Lease John Smith | \$13.00 Annual/SF | Edit View Promote See Traffic |
| Active | Floor 2, Suite 2500 5,000 SF | Office For Lease John Smith | \$8.75 Annual/SF | Edit View Promote See Traffic |

Catylist

Scroll down towards the bottom of the page and look for the photos section. Click "Submit Replacement" to add a new default (or "main") photo; otherwise, click "Edit Photos" to add new listing photos.



On the next screen, click "Add Photo" in the bottom right-hand corner of the prompt, then locate the photos on your computer.

IMPORTANT: Only upload photos you own. You will need to check a box confirming you own the photos or have written permission to use them. Any photos containing watermarks will be removed. When you're ready, click "Submit."

| Upload Photos | | | | |
|--------------------------------------------------------------------------------|---|--|--|--|
| aerial.png | | | | |
| exterior.jpg | | | | |
| floorplan.png | | | | |
| interior.jpg | | | | |
| Add more photos | | | | |
| I own these photos or have written permission from the owner to share them. | | | | |
| Cancel Submi | t | | | |

| Confirm changes Are you sure you want to submit? | ? | \otimes |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------|-----------|
| Make changes to this Listing ava Only Me My Company Everyone | ilable to: | |
| You're submitting an official ch Customizations you make will be immediately with limited visibilit | ange e available ty. | |
| [| Cancel | Submit |

Lastly, click "Save" on the left side of the Edit Listing page to submit your updates to Researchers.

Make your changes available to "Everyone" if you'd like the photos to be visible publicly.