

Call: 6238 5971

Homepage: www.PropertyGuru.com.sg

E-Mail: info@propertyguru.com.sg

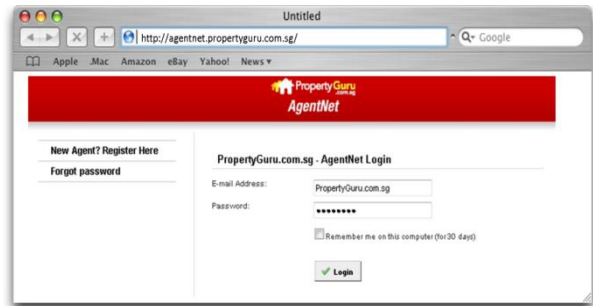
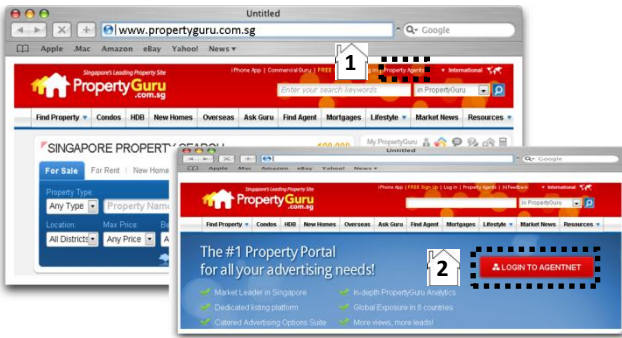




How to access Agent Portal

AgentNet is a portal for your one stop Content Management System (CMS) for you to manage your listing. You can create new and edit listings to promote your property. Moreover, you can even subscribe to discretionary products to ensure maximum exposure.

2 ways to access AgentNet

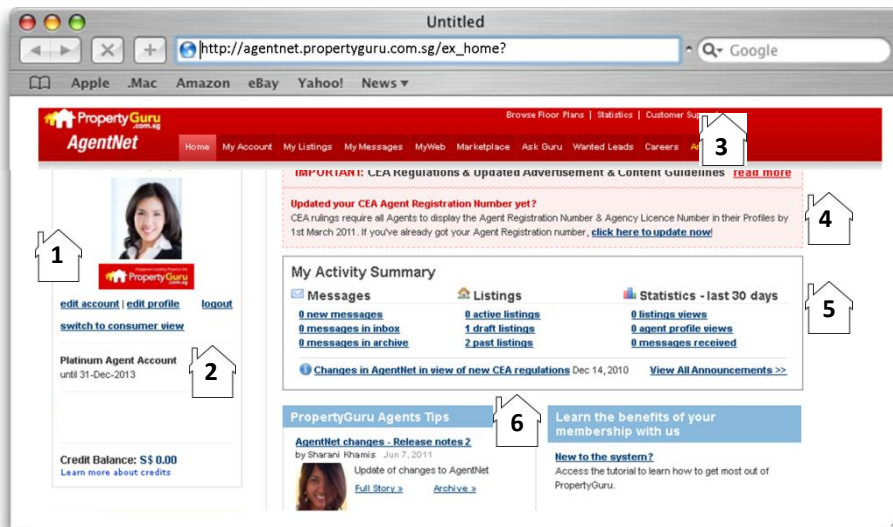


Access AgentNet by clicking on the following:

1. Property Agent
2. Login to AgentNet

Type **agentnet.propertyguru.com.sg** into the Internet browser address bar.

You will then be presented with the “Homepage” for the Agent portal as illustrated below.



1. Your profile photo will appear here
2. Account summary
3. Tabs to manoeuvre around in the site
4. Top banners: Important announcement banners
5. Activity summary
6. PropertyGuru Agent Tips: Tip on using Agentnet & Release notes on AgentNet changes

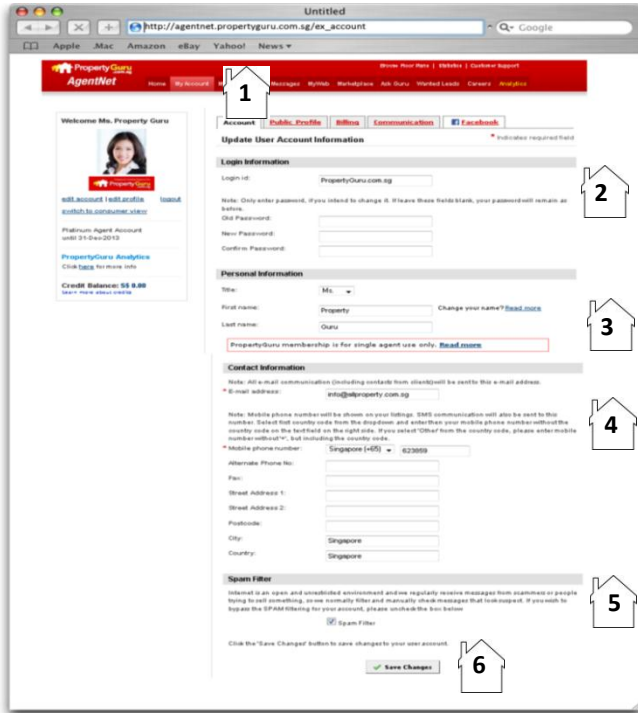




Updating your Personal Profile

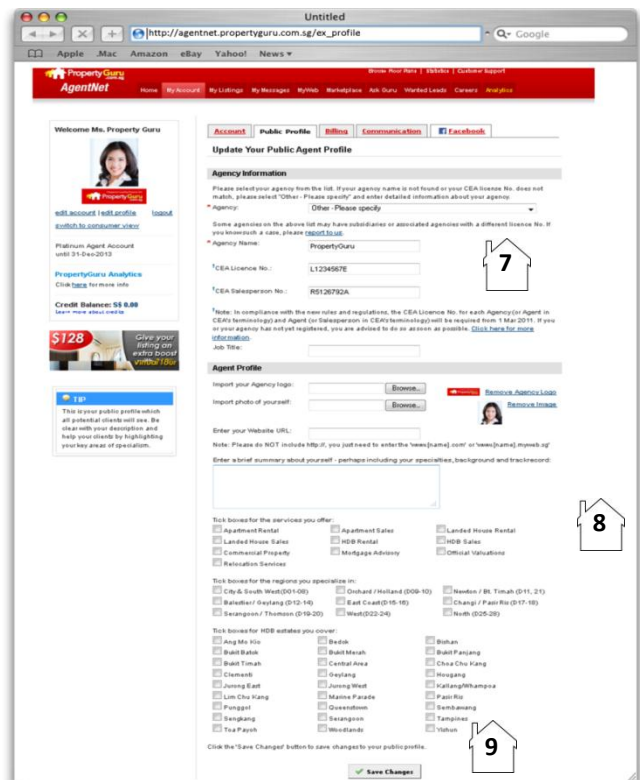
In here, you are able to update your personal profile and briefly introduce yourself to the buyers. Information such as CEA number, agency and contact details is mandatory. It will be good to provide as much information about yourself as possible so that consumers can understand your business better.

Once you have logged in, select **My Account** from the main menu. You will then be the page shown below.

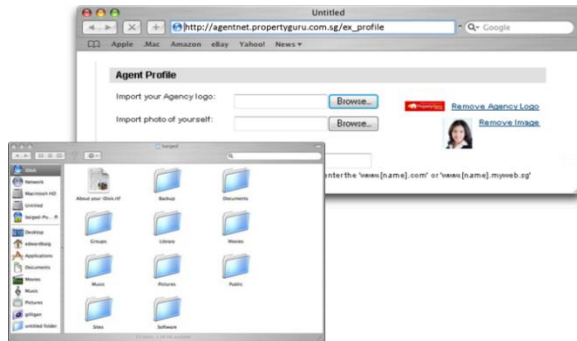


1. Click on **My Account**
2. Type in your Login ID and change your password. Login ID is your email at registration
3. Key in your personal information
4. Fill in your contact information. Your email and mobile number is mandatory. *NOTE only mobile numbers registered with CEA allowed
5. Click on the box if you want to enable the Spam Filter.
6. Click **Save Changes**

7. Click on the second tab - **Public Profile** and update your Agent Information. Kindly note that filling up your agency, CEA licence number and CEA salesperson number is mandatory.
8. Click on **Browse** to upload your photo
9. When you are done filling your profile, click on **Save Changes** before the changes will take effect.






Upload Your Photo

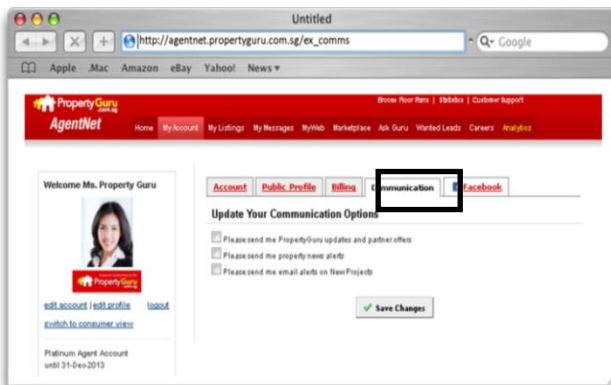
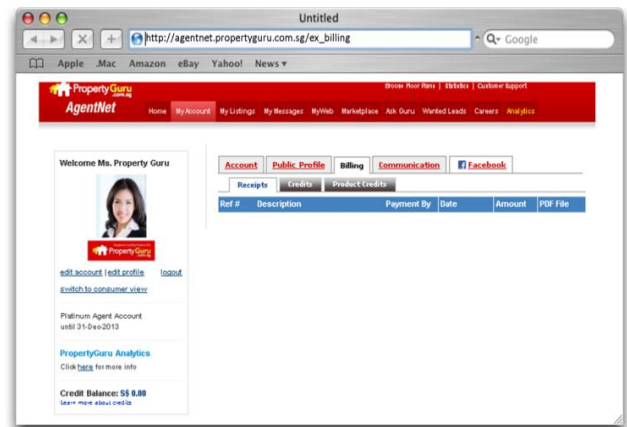


Click on **Browse** that is to the right of the box, and a mini window will appear (it will look slightly different depending on your computer). Find your agency logo photo and click on it. Repeat the same process for the photo of yourself.

The third tab will be **Billing**.

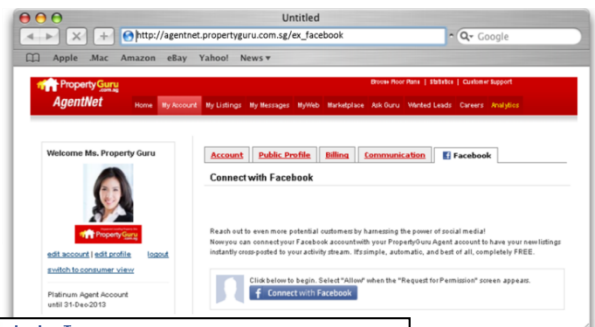
In this tab, you will be able to see your receipts, account and product credits. Any additional purchases of any packages or features will be shown here.

-  **Receipts:** Any transaction made will be under this tab
-  **Account Credits:** Credits that you can use for renewal
-  **Product Credits:** Credits that you can use to purchase discretionary products.



Under **Communication**, you will be able to choose if you would like to be updated with the latest offers and news regarding PropertyGuru and the property market. Check on the boxes that you are interested in and click **Save Changes**.

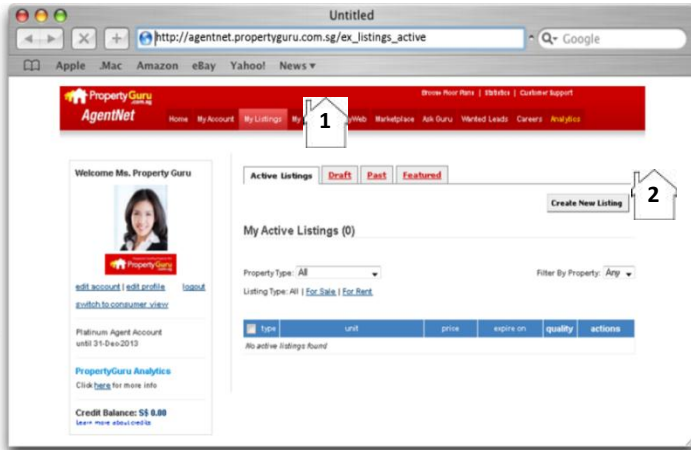
Here, you will be given a choice to connect with Facebook. This means that any listing that you post on PropertyGuru website will be shown on your Facebook automatically as well. It can save you the hassle of reposting it in another platform and your friends in your Facebook will be able to view your listing, thus increasing traffic as well.





Manage Listing - Create a New Listing

1. Click on **My Listing** located on the top red tab. You will then be presented with a new page with 4 different new tabs namely Active Listings, Draft, Past, Featured. These are tabs which show the statuses of your listings.



Active: If you currently have a listing going on, it will be under Active.

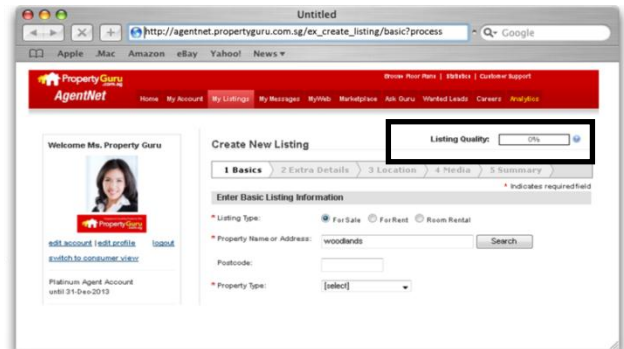
Draft: If you saved an uncompleted listing, you can find in the Draft tab.

Past: Once your listing has expired, it will be stored in the Past tab.

Featured: Featured means that your listing is under the featured listing in our website.

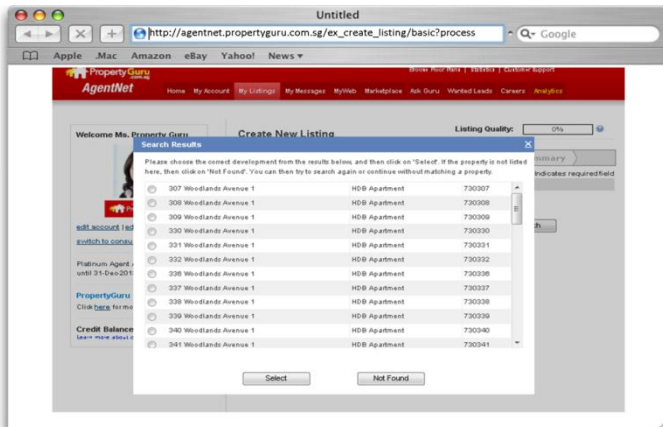
2. Click **Create New Listing** on the far right hand corner. We will proceed to learn how to create an ideal listing so that there will be higher exposure.

Once you click on the button, you will be directed to the page as shown. On your far right, you will see a bar that says **“Listing Quality”**. This is a gauge for you to see how quality your listing is. As you enter more listing information, it will increase in percentages. It is for your own information and doesn't affect listing priority.



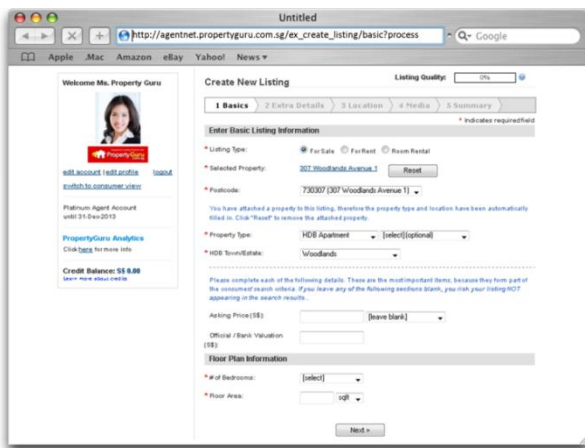
Start with the following steps:

1. Select the type of listing. (Sale, Rent or Room Rental)
2. Next, type in the property name or address and click on **Search**. This is a very important step as missing it will result in you not being able to find your listing in the website later on.
3. A new mini window will appear (as shown on left) and you can choose the exact address.



NOTE: If you could not find your address from the search results, kindly click on the **“Not Found”** button.



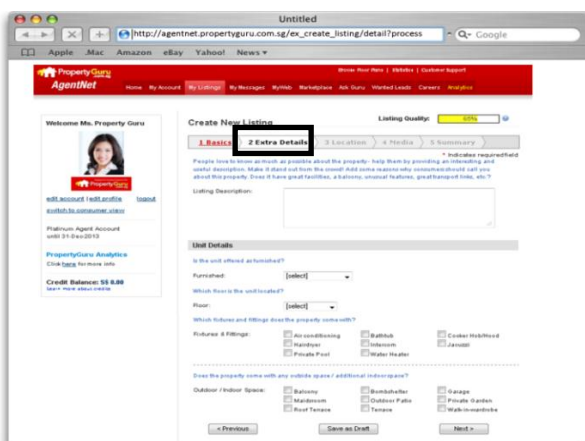
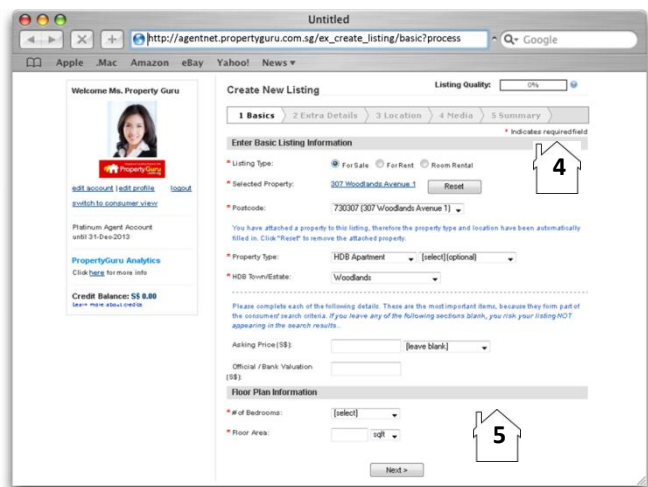


NOTE: If property/address is not found, agent can choose to proceed with listing creation. But note that the listing will not be attached to the condo directory listings page (include example screenshot). To proceed with the listing, manually enter the project name/address. **DO NOT** click on "Search".

- Once you have found your address, click on **Select**. It will then lead you back to the main page and the selected property will be underlined and in blue.
- Fill in the remaining information and click **Next**

For landed estate postcode selection, click **Others** to manually enter postal code.

- Further choose **Property Type**
- Then choose **Asking Price**
- Lastly key in the **Floor Area & No of Bedroom** (Note: sqft & sqm)



You will now be presented with the **Extra Details** page which prompts you to enter additional property information. It is a page full of details of the listing. They are all optional. However, it is always better to provide as much information as possible to help promote your listing.

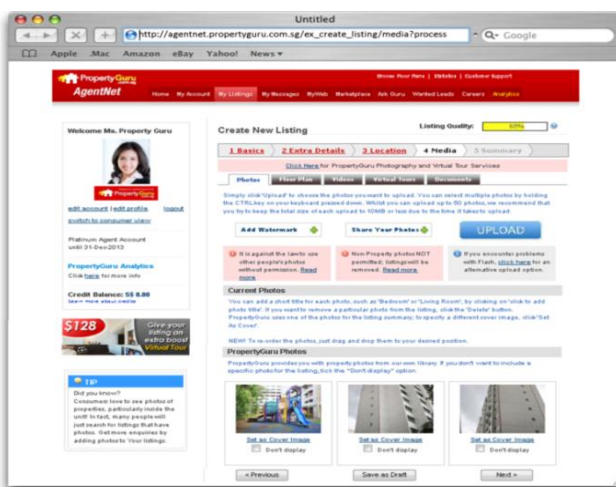
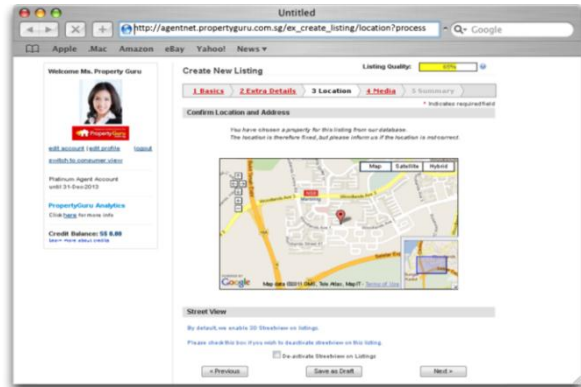
When you are done, you can either click on **Save as Draft** so as to continue later on or click **Next**.



If you selected a property from our database under “Basics” tab, the location will be fixed for you.

However, if you manually typed in a property, you will also need to manually select the district. You can also opt to include the block number, street name or postcode. Then click on **Google Lookup** or **Postcode Lookup** respectively.

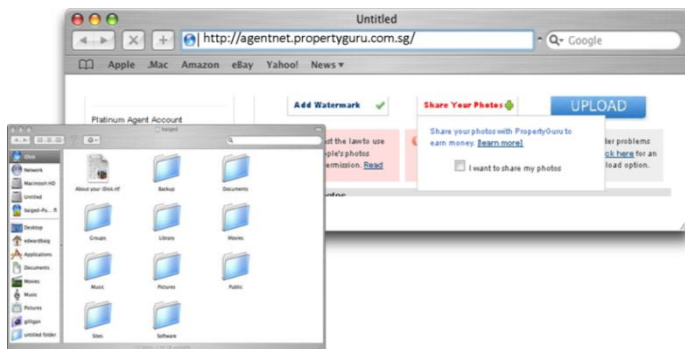
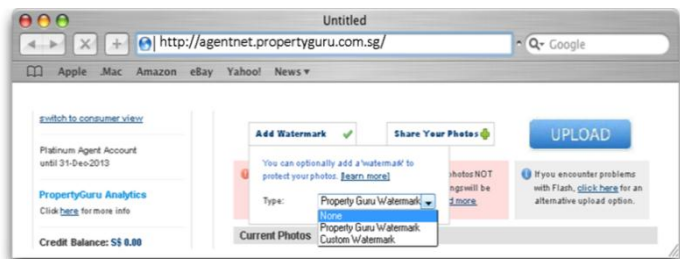
NOTE: Refer to URA website to determine the correct district. (First 2 digits determine district)
http://www.ura.gov.sg/realEstateWeb/resources/misc/list_of_postal_districts.htm



You will now be directed to the next page where you can upload videos, floor plan and videos.

You can start to upload photos, floor plan, videos, virtual tours or documents in the Media page. We strongly advise uploading as many quality photos as you have – this helps promote the property.

You can add watermarks to your photos to maintain copyright and protect your photos. Just click on **Add Watermark** and select whether you would like to use PropertyGuru watermark or your own.

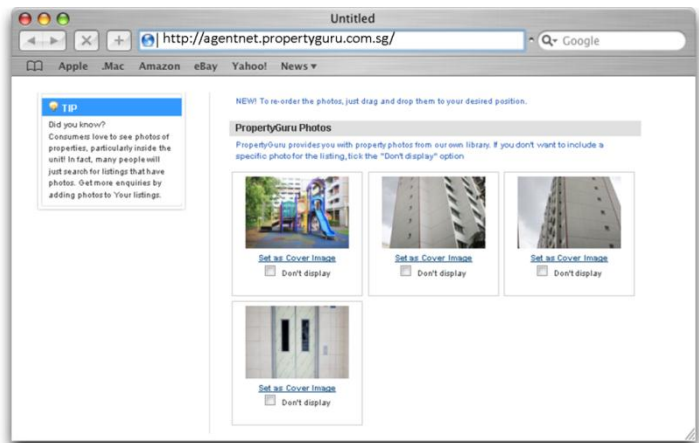


You can also share your photos with us to earn credits that would go towards your account. Simply click on **Share Your Photo** and check on the box **I want to share my photos**. Click on **Upload** to select your photos once you have completed the above steps. A mini page will open up. You can select one of more photos to upload at a time. Once uploaded, you will see small thumbnail versions of them at the bottom of the page.

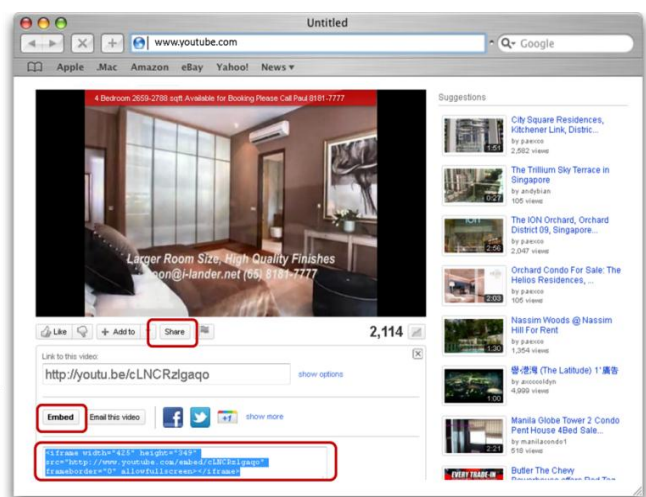
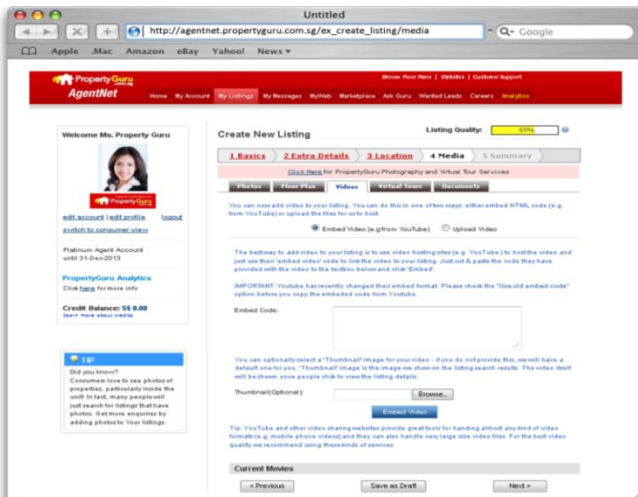
NOTE: Shared photos are subjected to approval



Under **PropertyGuru Photos**, you may see some additional photos. These are supplied by PropertyGuru free of charge, which you can decide to include with your listing, and whether you want one of them to be the “Cover Image”, which is the first image that the home-buyers see for your listing.



Upload Video



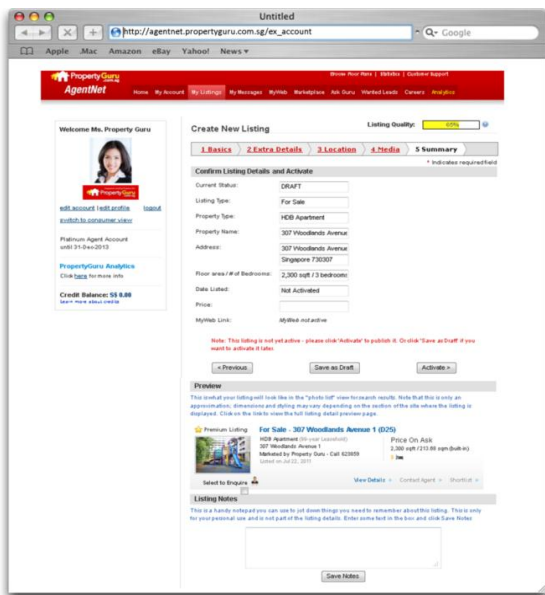
To upload videos or virtual tours, you can follow a similar process as above by either uploading a video/virtual tour file or embed one from another location (e.g. a website such as YouTube).

- To embed a file (e.g. YouTube), you will need to find the relevant code:
- Click on **Share**, then on **Embed**
- Copy this code
- Paste it into the **Embed Code** section shown above.

You can also add a thumbnail if you have one stored on your computer.

To add other documents, just follow similar steps as if you were loading a photo but select a Word or PDF file. You cannot “watermark” Document. If needed, kindly upload as “Photo”.



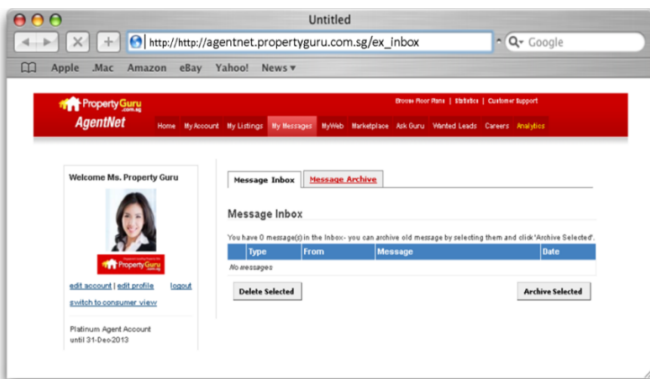


The last page **Summary** shows the summary of the listing. You should double check all details to verify that they are correct. To make it active, press the **'Activate'** button – consumers will immediately be able to view your new listing!

NOTE: You need to check all the box in the declaration box before activation. This is to show that you acknowledge the CEA



My Message



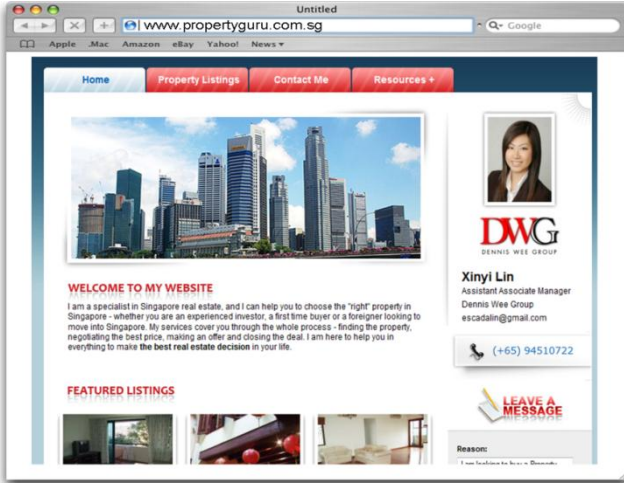
In here, you will be able to see your **Message Inbox** and **Message Archive**. This is where you will read messages left by either the agents or consumers enquiring about your listing.



My "Web" Personal Website (For Premium Agent Only)

PropertyGuru provides all Premium Agents with a **FREE** personal website, which is ZERO maintenance. See example below. You just enter the information in AgentNet and it automatically appears on your website. Unlike the PropertyGuru website (all properties and agents), your website just contains your information and listings. You can therefore promote it to your clients by adding your website address to your name cards, flyers, or newspaper classifieds!

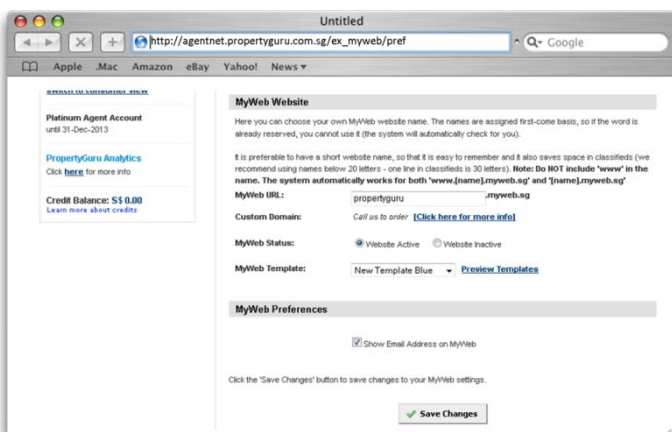
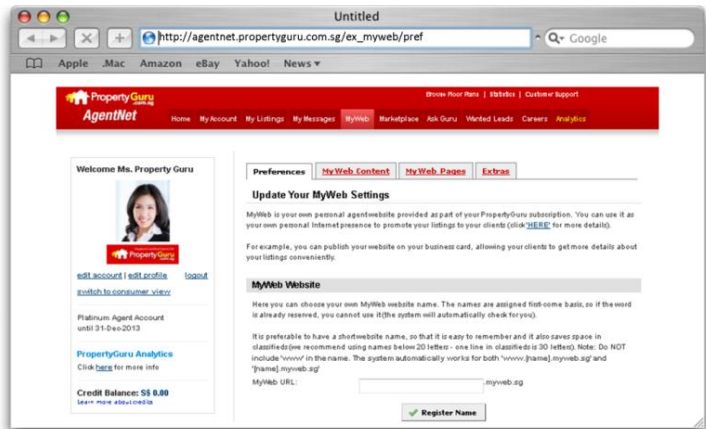




To set up your personal website, you'll need to be an existing Premium Member. In Agent Portal, select **MyWeb** tab on top.

Choose your preferred website address first (e.g. yourname.myweb.sg) then click on **Register Name**.

Note: URLs that do not end with .com OR .com.sg are not allowed to be advertised on print media. For an additional \$50 fee, you can also have a ".com" website or \$100 for a ".com.sg" website. No agency name is allowed within the domain. E.g. BenERA.com.sg is not allowed.

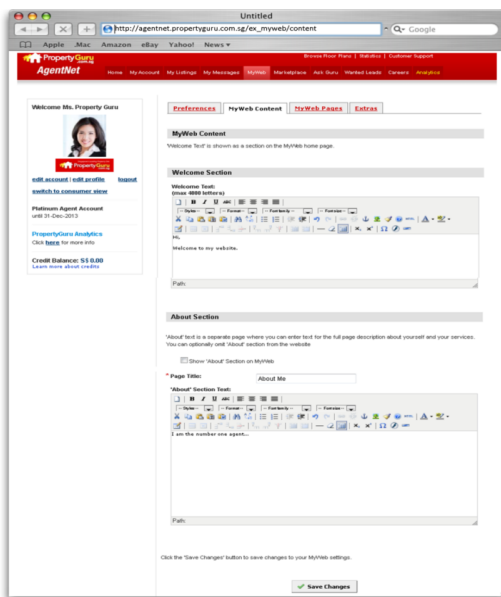


Once your website address is done, it will then prompt you to choose your web status and also the template you would like to use (as shown below).



Choose your preferred website style. To review these, click the blue Preview Templates. This opens a new window. After reviewing, close the preview window by clicking on the 'X' in the top right hand of the browser as below.

Select your preferred template by clicking the drop down menu next to "MyWeb Template". If you would like your email address to appear on your personal website, please check the box and then **Save Changes**.



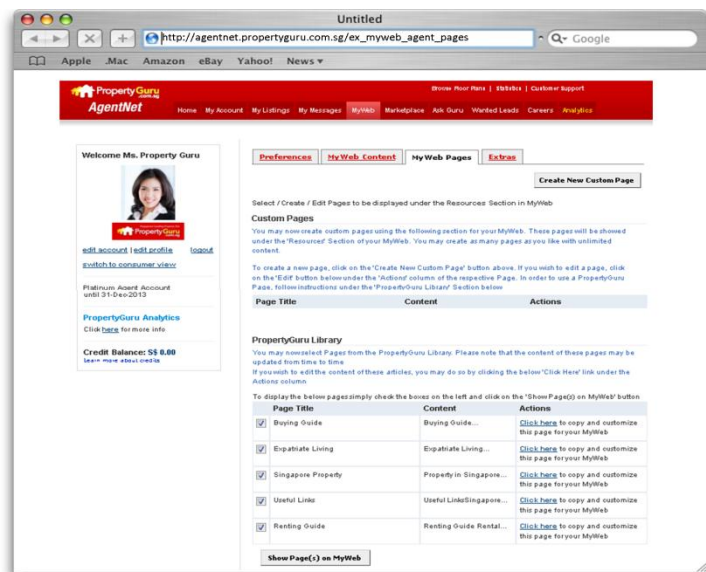
Moving on, select the **MyWeb Content** tab as below. You can add/edit details for the website Introduction - text, colours, and fonts. In addition, you can even insert pictures on your website. To see how your website looks, visit your website address.

You can include details about yourself in a new page. Select the appropriate box, add a title for the new website page (e.g. "About Me") and then add details. Select **Save Changes** when done.

Select **Extra** tab which allows **Expired Listings** and **Completed Listings** on your personal website.

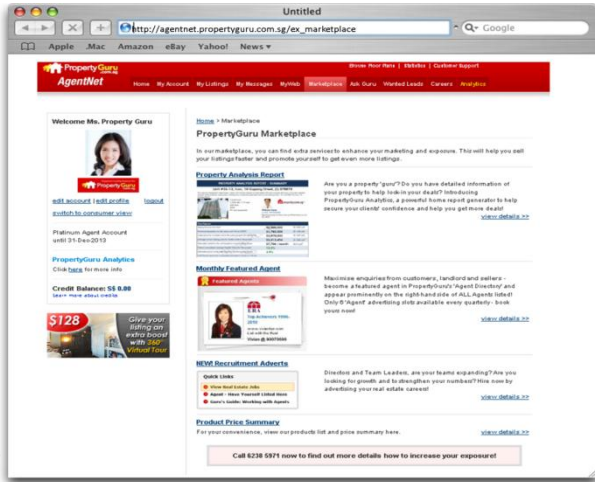
You can change the image that appears on your home page by browsing and selecting any photo on your computer by selecting **Browse**. A 'thumbnail' of the photo appears below once loaded.

The "Resources" section can be renamed by typing it in the box next to **Resources Tab Label**. You can have your "Featured Listings" on the home page displayed in 'one row' or more by selecting the appropriate option from the drop down menu.



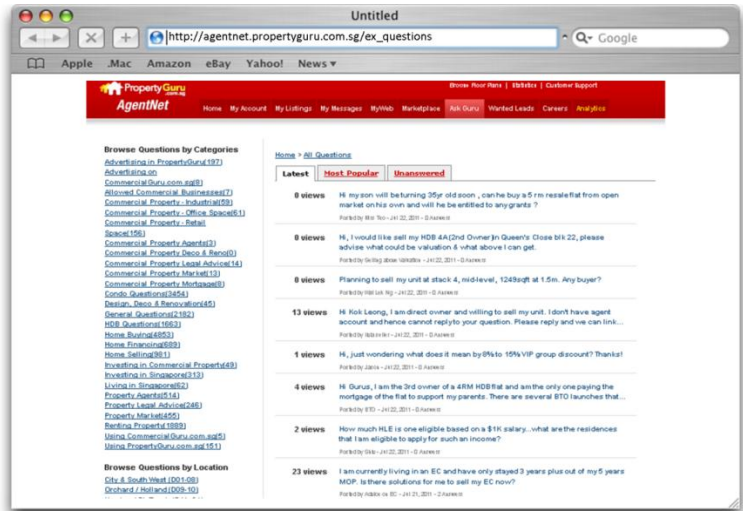


MarketPlace

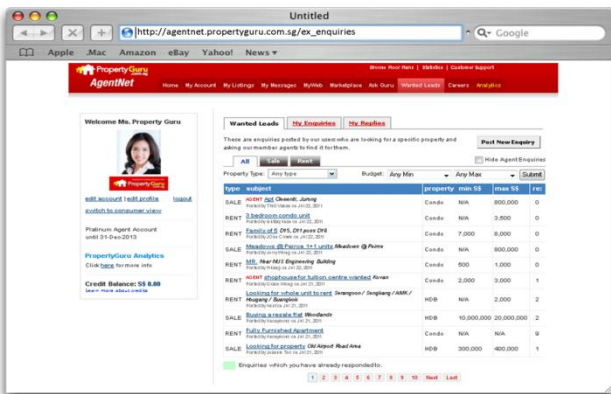


The **MarketPlace** section is where you will find extra services to give you and your listings even more exposure. Current examples are shown on the left.

AskGuru (for paid agents only) allow you to see and answer any questions that have been posed by consumers. These are categorized by type of question and location on the left and you can see the latest, most popular and unanswered questions in the middle. Your answers appear on the main PropertyGuru home page. As such, answering these questions helps position you as the expert agent and therefore get more exposure and potentially more clients.



Wanted Leads

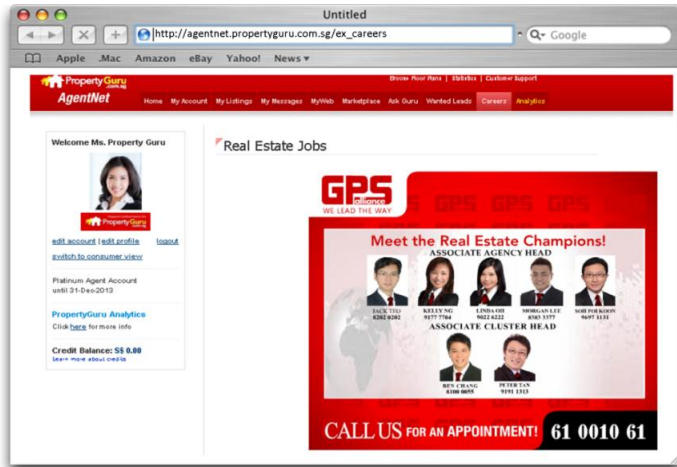


Wanted Leads (paid agents only) are posted by co-broking agents and direct buyers looking specifically for properties. To view a lead, just click on the blue title. You can then read the full details of their request and provide an answer/your contact details back.





Career in Property Industry



We also provide a page whereby you can view job opportunities in other companies as well. As such, you will know which agency is actually hiring. Agencies advertising need to include agency license number that has been registered with CEA.

