

1 Login to your personal Builders Update portal by Clicking on the Builders Update link on the Search Page.

After logging in, you will see the main Search screen. It will be prepopulated with search data based on your current geographic location.

NOTE: Upon first time login, go to "My Profile" and verify that your photo and city/state are correct, and then upload your logo to ensure your personal information will appear on every property detail sheet.

2 Start by drawing a search area on the map with the Radius or Polygon tools. Or, enter your desired search parameters using the search filters.

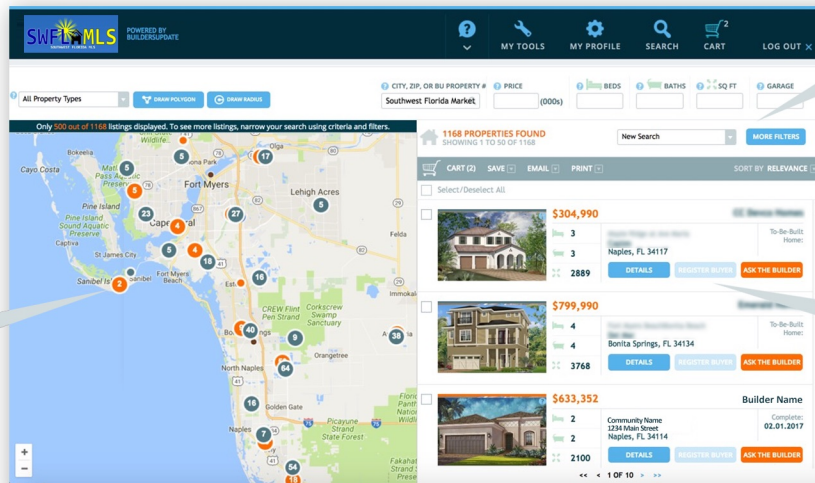
Search results will update automatically in the EZ View Window to the right of the map.

Use the **Radius** or **Polygon** tool to draw a custom area on the map.

DRAW RADIUS **DRAW POLYGON**

Use your mouse to scroll or zoom the map. Properties are shown as colored dots.

- = current inventory
- = to-be-builts
- 5 = X number of properties in this location. Zoom in to expand them.
- = non-participating. Community info only



Narrow your search results by location, price, number of beds/baths, square footage, etc., with the filters.

Click on **More Filters** to show additional filters, like school district or builder.

MORE FILTERS

Search results appear in the **EZ View Window**. The total number of properties is shown at the top of this pane.

1168 PROPERTIES FOUND
SHOWING 1 TO 50 OF 1168

3 Review and refine your search results in the EZ View Window.

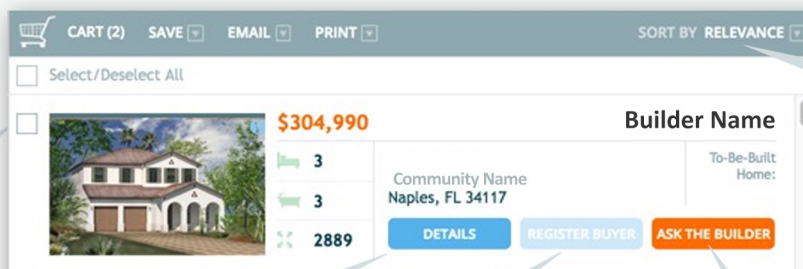
Too many properties to review? Make your search area smaller with the Radius or Polygon tools and/or modify your search filters to shorten the list.

Select a property or multiple properties that you want to take action on.

Save them for review at a later time.

Email them to your buyers (but with only your contact info on them).

Print detailed, one-page Property Details sheets.



Click **Details** to see detailed info on a listing.

Click **Register Buyer** to pre-register your buyers with builders.*

Click to **Ask The Builder** questions about a listing.

Sort properties by price, square footage and builder with the **Sort** tool.

- SORT BY RELEVANCE**
- Relevance
 - Featured
 - Price
 - Square Feet
 - Builder

* Select Builders