

Pitt Meadows Economic Development Corporation Commercial Property Search User Manual

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Establish & Activate a User Account

Step 1 - Provide Contact Information

To establish your account, complete the information in the table below and forward to Pitt Meadows Economic Development Corporation (PMEDC) by:

Tel: 604-465-9481

Fax: 604-465-4986

Email: edinfo@pittmeadows.bc.ca

*indicates required fields

First Name*

Last Name*

Company*

Company Telephone*

Company Fax

Company Cell

E-mail*

Website (www.yourwebsite.com)

Username (NOTE: this will not appear in your listings)

Step 2 - Receive Password

Once PMEDC receives and enters your information into the Property Search Database system, an email will be sent to you from webmaster@pittmeadows.bc.ca titled "New Broker Account."

This email will contain your "Username" and an automatically generated "Password." So it is easy for you to remember your password, it is recommended that you personalize your password.

Step 3 - Update/Personalize Password

Please note you can continue to use the Username and Password contained in the email you received. If you wish to personalize your password, follow the instructions below.

1. Navigate to the Realtor Login page
<http://www.pittmeadows.bc.ca/propertylistings/login.aspx>
2. Enter "username"
3. Enter your "temporary password"
4. Click on "LOGIN"
5. Click on (edit)
6. Scroll down to password, clear the field, enter a new password, click on SUBMIT. Make sure you keep this password in a safe place.
7. The following message should appear: **Your profile has been updated***
8. From here, you can add a property, or log-out of the system.

*If you experience any difficulties while updating/personalizing your password, please contact edinfo@pittmeadows.bc.ca

Create a Listing

1. Navigate to the Realtor Login page
<http://www.pittmeadows.bc.ca/propertylistings/login.aspx>
2. Enter "username"
3. Enter your "password"
4. Read the Disclaimer. Please contact edinfo@pittmeadows.bc.ca if you have any questions.
5. Click on "LOGIN"
6. Click on "Add Property"
7. Enter/upload information into applicable fields
8. Once complete, click on "SUBMIT" – your listing is now live.
9. Add additional properties by clicking "Add Property" or click on "LOG OUT"
10. Once you log out, you may wish to visit the site from a visitor's perspective to ensure the information you uploaded is displayed correctly.

NOTE: Your listing will not expire, therefore it is your responsibility to edit and delete your listing as needed.

Edit a Listing

1. Navigate to the Realtor Login page
<http://www.pittmeadows.bc.ca/propertylistings/login.aspx>
2. Enter “username”
3. Enter your “password”
4. Click on “LOGIN”
5. Find the listing you wish to edit.
6. Click on Edit on the right hand side of the page.
7. Make necessary changes.
8. Once complete, click on “SUBMIT” – your edited listing will now be live.

Delete a Listing

1. Navigate to the Realtor Login page
<http://www.pittmeadows.bc.ca/propertylistings/login.aspx>
2. Enter “username”
3. Enter your “password”
4. Click on “LOGIN”
5. Find the listing you wish to delete.
6. Click on Delete on the right hand side of the page.
7. A prompt box will appear asking: Are you sure you want to delete this listing? If so, choose OK.
8. Your listing has now been deleted from the Property Search database.

Share Your Listings

To help market your properties, the City of Pitt Meadows’ website is full of resources including a Community Profile, Site Selector Database, OCP development area information, Key Sector information, and our recently debuted marketing tool, the Property Search Database – let us be your ally in helping you get the exposure your listings deserve and spreading the word that Pitt Meadows is the Natural Place to invest.

Copy, paste, and share this Property Search website with your clients and colleagues today.

Share at: <http://www.pittmeadows.bc.ca/propertylistings/default.aspx>

Before you share it, be sure to add your properties to the Property Search database!

Register by email: edinfo@pittmeadows.bc.ca

Add a property at: <http://www.pittmeadows.bc.ca/propertylistings/login.aspx>