

Dear Agents,

You have access to online marketing tools through our company's affiliation with ListHub. To take advantage of these resources, you must create a free account.

WHAT YOU GET:

Free exposure for your listings- See all the sites where your listings are distributed for exposure to millions of potential buyers. The feeds are completely automated so there is no effort required by you! If you enter a new listing or make a change in the MLS, it is automatically updated on all the Web sites

ListHub Channel Scorecard – This is the tell-all report that contains everything you want to know about all of the real estate Web sites.

Technical Support – Ever have trouble finding your listing online? ListHub's help desk is free and they will help you troubleshoot problems like this, and answer any other questions you have about your online listings!

Even better, ListHub offers an exclusive upgrade package which our firm has chosen to purchase for the entire company! We believe that Internet marketing is one of the major keys to success in real estate today and in the future. That is why we want you have the tools to understand the results of your listings on these sites, as well as the ability to access tools that will help you to explain our program in both listing presentations as well as to seller clients. ListHub has marketing pieces, reports for you and your sellers, and much more!

You cannot sign up until you have your first active listing, once you have one sign up immediately to get your listing marketed. To create your Listhub agent account follow the instructions below.

INSTRUCTIONS:

1. Visit www.ListHub.com
2. Click "Create an Account"
3. Follow the on-screen prompts
4. Your account will be ready instantly!

Attend a Free Educational Webinar – On Listhub's Educational calendar you will find times and dates for their webinars for agents entitled: "ListHub for Agents: My company purchased the ListHub Upgrade, Now What?" Here's a link to the educational calendar on their site.

<http://www.listhub.net/education-calendar.html>

If you have any questions about ListHub and what they do for our company, you can find out more at www.ListHub.com.

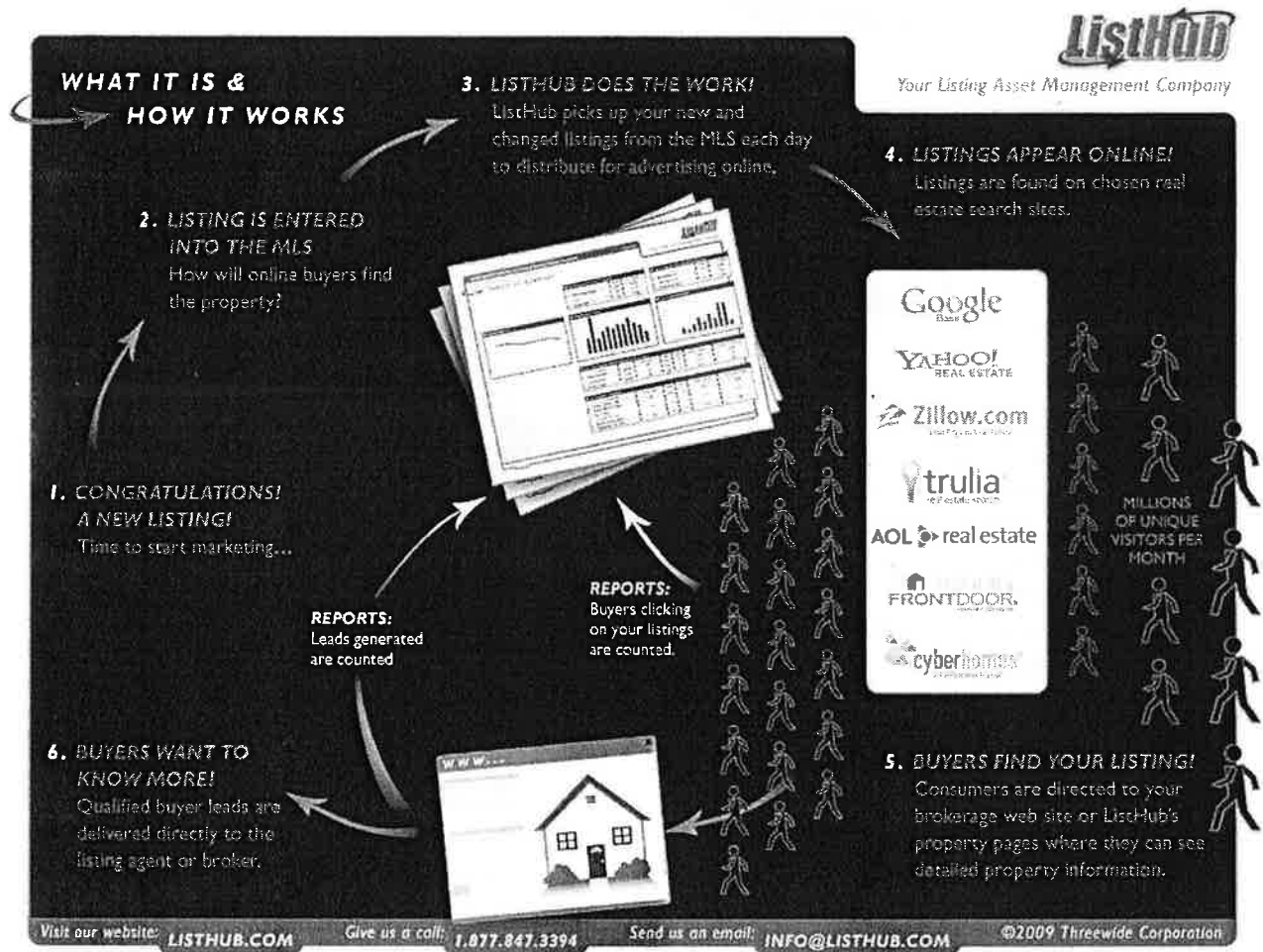


Your Listing Asset Management Company

ListHub Agent User Manual

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What it is and How it Works



ListHub Benefits

- **The ListHub service includes the following benefits:**
 - **All of your listings will be sent to the channels selected by your head broker or your MLS (depending on your MLS configuration)**
 - **Listings will be branded on all selected channels**
 - **Consumers will be redirected to the destination chosen by your broker which is either a ListHub hosted property page or your brokerage Web site**
 - **Agent marketing reports showing the number of visits and click-throughs for all of your listings, the geographic location of online consumers, popular property characteristics, and more!**
 - **Include the traffic metrics from your agent Web site in the ListHub reports**
 - **eMarketing flyers to use in your listing presentations**
 - **Individual property reports to share with your sellers**

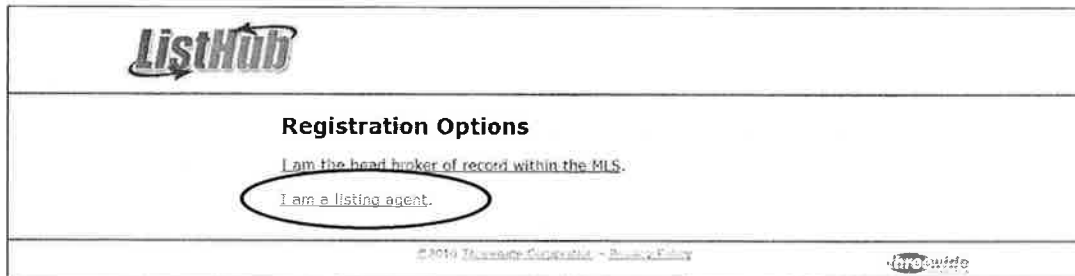
Create a ListHub Account

- Go to www.ListHub.com and click on Create an Account at the top of the page (Figure 1)
- Select the link: "I am a listing agent." (Figure 2)

Figure 1



Figure 2



Create a ListHub Account (continued)

- Select your MLS from the drop down menu, enter your MLS Agent ID and one of your MLS Numbers for which you are the list agent of record
- If you are a Keller Williams agent and you select KWLS from the drop-down menu instead of an MLS, then enter your KWLS ID.
- Select Lookup Agent

Figure 3

ListHub

ListHub Agent Registration

Agent

Abbreviated Name: _____

Legal Name: _____

Coverage Area: _____

Located: _____

MLS: _____ (Required)

Agent ID: _____ (Required)

MLS Number: _____ (Required)

Please enter one of your MLS Numbers for which you are the list agent of record.

Lookup Agent

Create a ListHub Account (continued)

- Fill in basic information (first and last name, email, and phone number) if it is not automatically done for you
- Create a username and password and select Submit
- * please note, your broker can also send an invitation to agents directly from their account upon request

Figure 4



The screenshot shows the ListHub Agent Registration form. At the top left is the ListHub logo. The form title is "ListHub Agent Registration". It is divided into two main sections: "Contact" and "Credentials".

Contact Section:

- First Name:** [Text Input] (Required)
- Last Name:** [Text Input] (Required)
- Email:** [Text Input] (Required)
Enter the email that you can be reached at personally.
- Phone Number:** [Text Input] (Required)
Enter the phone number that you can be reached at personally with an extension if required.

Credentials Section:

- Username:** [Text Input] (Required)
Username must be at least 6 characters and contain only letters, numbers, and "_" characters.
- Password:** [Text Input] (Required)
Password must be at least 6 characters.
- Confirm Password:** [Text Input] (Required)
Re-enter your password the same as you did in the above "Password" field.

At the bottom of the form is a "Submit" button. The footer contains the copyright notice "© 2009 Threewide Corporation - Privacy Policy" and the Threewide logo.

Login to ListHub Account

- To login to your account after it has been created, go to www.ListHub.com and click on the Login button at the top of the page (Figure 5)
- Enter ListHub Username and Password (Figure 6)
- Select the Login button

Figure 5



Figure 6

The screenshot shows the ListHub login form. At the top left is the ListHub logo. Below it, the word "Credentials" is centered. There are two input fields: "Username:" and "Password:". Below the input fields, there are two buttons: "Login" and "Need Help?". The "Login" button is circled in red.

View Listing Inventory

- Select the Inventory tab at the top of the page to view your current active listings
- Use the shaded Listing Search Criteria box to search for a specific listing

Figure 7

The screenshot shows the ListHub website interface. At the top right, there are links for 'Settings - Support - Logout'. Below that is a navigation menu with tabs for 'e-Marketing', 'Channel', 'Inventory', and 'Reports'. The 'Inventory' tab is highlighted with a red circle. Below the navigation is a 'Listing Search Criteria' section with a search bar and a 'Search' button. The search bar contains the text 'Enter any of MLS#, Property Type, Street Name, City, or Zip'. Below the search bar is a list of property listings, each with a listing ID, price, property type, address, and a brief description. Each listing also includes links for 'Property Page' and 'Property Report'.

Listing ID	Price	Property Type	Address	Description
BE6834788	\$799,000	(Residential)	39 STAGSHEAD COURT, MARTINSBURG, WV, 25404, US	This is a must see. Custom built home on more than 5 acres of manicured lawn/landscaping, pond w/lighting & music, 2 separate bldgs, one garage/studio, the other multi purpose bldg., walkways, decking, gazebo, screen porch. Inside more than 5200 sq.ft. of quality finish. Only 6 miles from Historic Shepherdstown. Live, work and play from home. Property Page Property Report
BE6874672	\$74,900	(Lot-Land)	DRY RUN ROAD, MARTINSBURG, WV, 25401, US	11/20/08-REDUCED \$25K Over the mountain and to the woods..bring your own builder or hire Cedar Creek Builders to build your custom home on this level, wooded 2.71 acre lot, located within 15 minutes of Hospital, shopping and I-81. The mountain views are incredible and the surrounding area serene. This is one you want to see. Take a ride and give me a call. Property Page Property Report
BE7009060	\$174,900	(Residential)	117 GEMSTONE DRIVE, MARTINSBURG, WV, 25401, US	Nice, clean one level living with level lot and privacy fenced rear yard, patio, paved drive, 2 car garage. So close to shopping, hospital, schools, park, I81. Nice walking neighborhood. Priced to sell with low taxes. Don't forget the 1st time homebuyers tax credit added to great interest rates. If you've been waiting for the right time to buy, IT'S NOW. RELO ADDENDUMS REQ'D. MOTIVATED SELLER Property Page Property Report
BE7018192	\$265,000	(Residential)	146 PATIENCE WAY, MARTINSBURG, WV, 25403, US	CRITTERS WELCOME HERE....One owner, custom built, level 1.8 ac lot, UNRESTRICTED. Great garden space, quiet country area, Martinsburg address with MUSSELMAN SCHOOL DISTRICT. Many cost saving features. Wonderful wrap porch, Maint free ext, Freshly painted, Light, bright, airy. IMMACULATE MOVE IN CONDITION. Property Page Property Report
JF6755733	\$139,900	(Lot-Land)	0 ELLA DRIVE, SHEPHERDSTOWN, WV, 25443, US	Nice almost 3 acre building lot in Leisure Acres S/D just outside Historic Shepherdstown, WV. Close to NCTC Day Care Center, lot owners have deeded access to community owned property along the Potomac River. Lot is fairly level with tree outcroppings. Pick your building site and call this one your new home. County has required Impact Fees Property Page Property Report
JF6975016	\$329,900	(Residential)	1356 NORTH FAIRFAX BOULEVARD, RANSON, WV, 25438, US	4/20/09 JUST REDUCED PRICE BY 20K BEAUTIFUL Model Home has ALL the upgrades. Better than new, complete w/granite countertops, custom paint/wallpaper, drapes, rugs, bed linen & pillows, sec sys, central vac, wood floors, 2 finished levels, premium landscaping, sonolite

View Property Page

- Select the Inventory tab at the top of the page
- To view the redirect option that your broker has chosen, select the Property Page link under the listing description (Figure 8)
- By default, consumers will be redirected to a ListHub hosted landing page (sample shown in Figure 9) unless your broker has chosen a different option, for example, the brokerage Web site

Figure 8

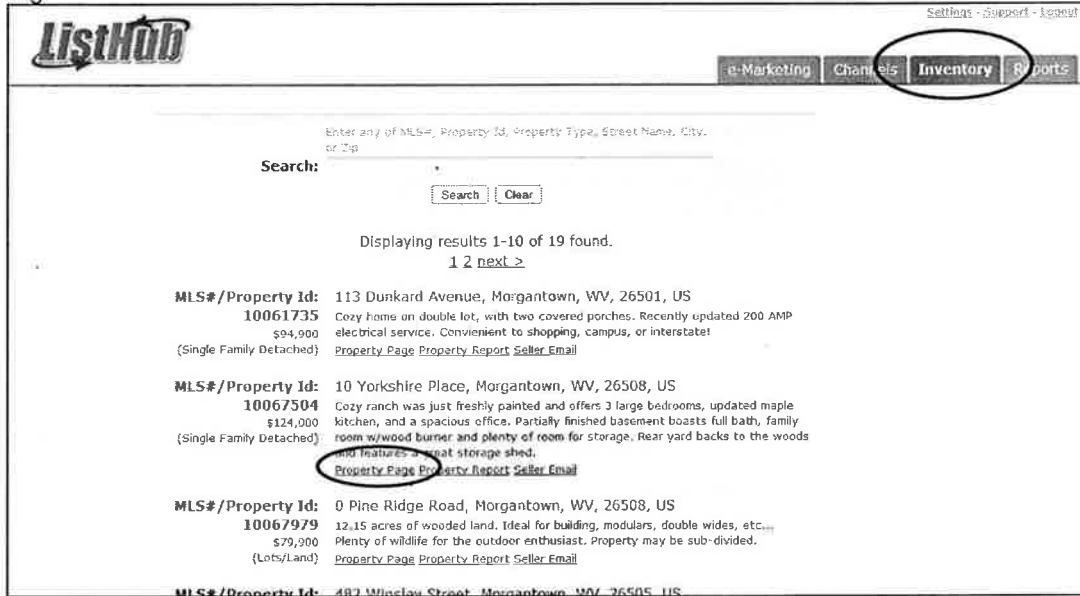


Figure 9



View Channel Scorecard

- Select the Channels tab at the top of the page
- To view a scorecard for an individual channel select the link found under each channel description (Figure 10)
- To view a comparison of all the ListHub channels select Scorecard Comparison at the top of the page (Figure 10)

Figure 10

The screenshot shows the ListHub website interface. At the top right, there are navigation links: "Sell/Leas - Support - Logout". Below this is a horizontal menu with tabs for "Home", "Channels", "Listings", "Tools", and "Reports". The "Channels" tab is selected. Below the menu, there are three channel scorecard sections:

- Google maps**: "You are subscribed to Google Maps." The description mentions Google Maps for Real Estate (formerly Google Base) and includes a link to "Web Site Terms of Use Scorecard" which is circled in red.
- YAHOO! REAL ESTATE**: "You are subscribed to Yahoo! Real Estate." The description mentions selling homes with the help of Yahoo! Real Estate and includes a link to "Web Site Terms of Use Scorecard".
- Zillow.com**: "You are subscribed to Zillow.com." The description mentions capitalizing on Zillow's traffic and brand, and includes a link to "Web Site Terms of Use Scorecard".

At the top right of the main content area, there are two links: "Scorecard Flip-Book" and "Scorecard Comparison", both of which are circled in red.

Account Settings: Change User Contact Information and Address

- Select the Settings link at the top of the page (Figure 11)
- Select User Information
- Fill in the new User Contact and Address information (Figure 12)
- Select the Save button at the bottom of the page

Figure 11

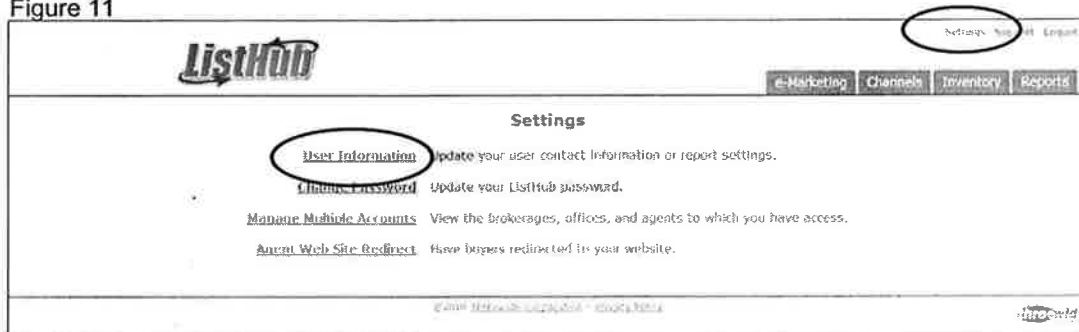
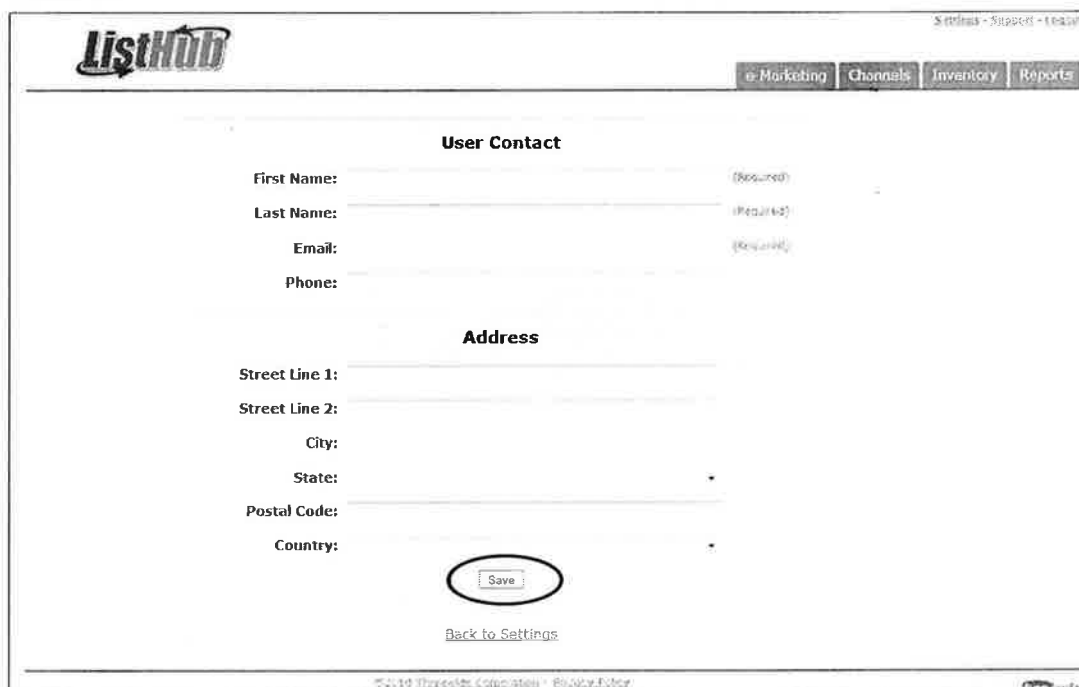


Figure 12



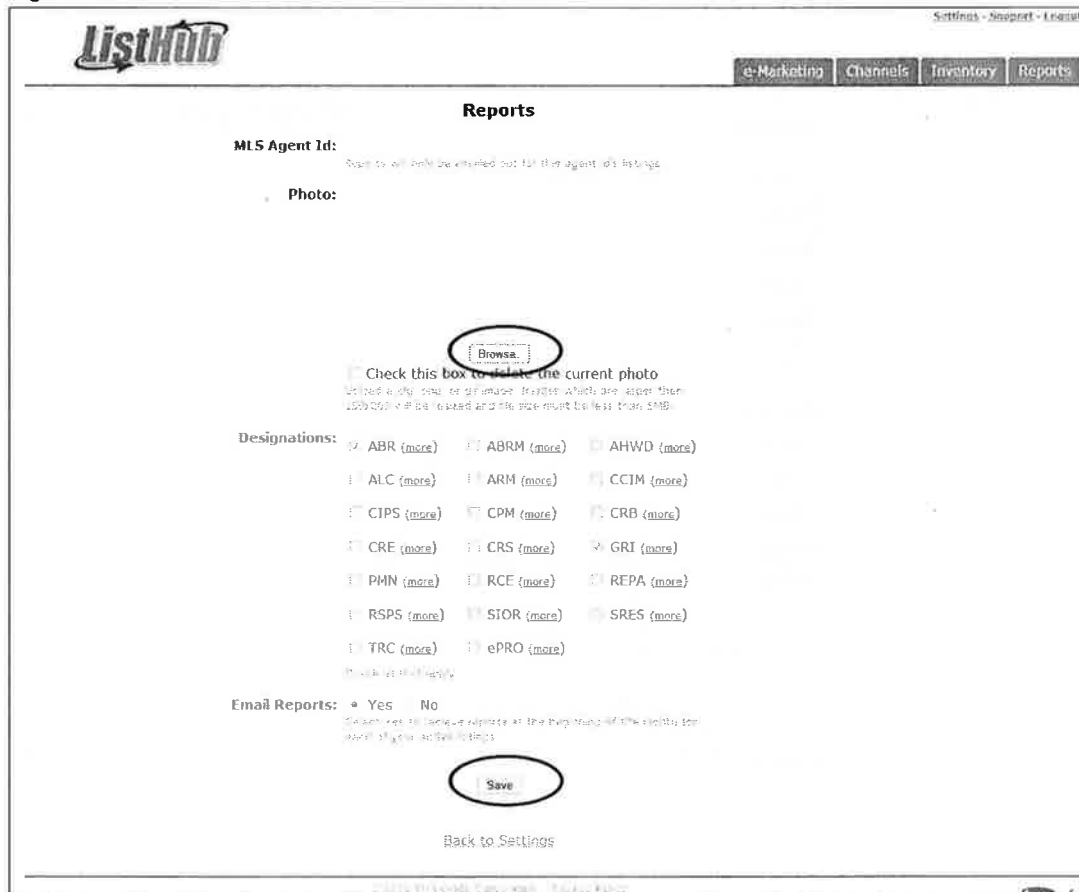
Account Settings: Upload Photo on Property Pages (when applicable)

- Select the Settings link at the very top of the page (Figure 13)
- Select User Information
- Select Browse and then upload the photo (Figure 14)
- Select the Save button at the bottom of the page

Figure 13



Figure 14



Account Settings: Change Password

- Select the Settings link at the very top of the page (Figure 15)
- Select Change Password
- Enter current password and then desired new password (Figure 16)
- Select the Change Password button

Figure 15

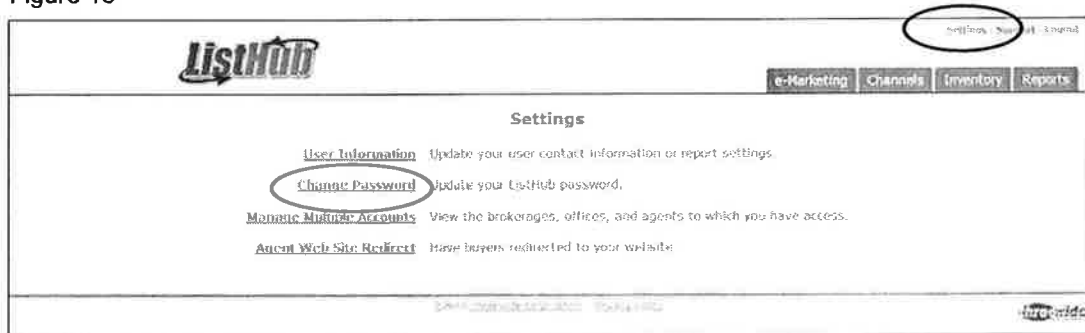
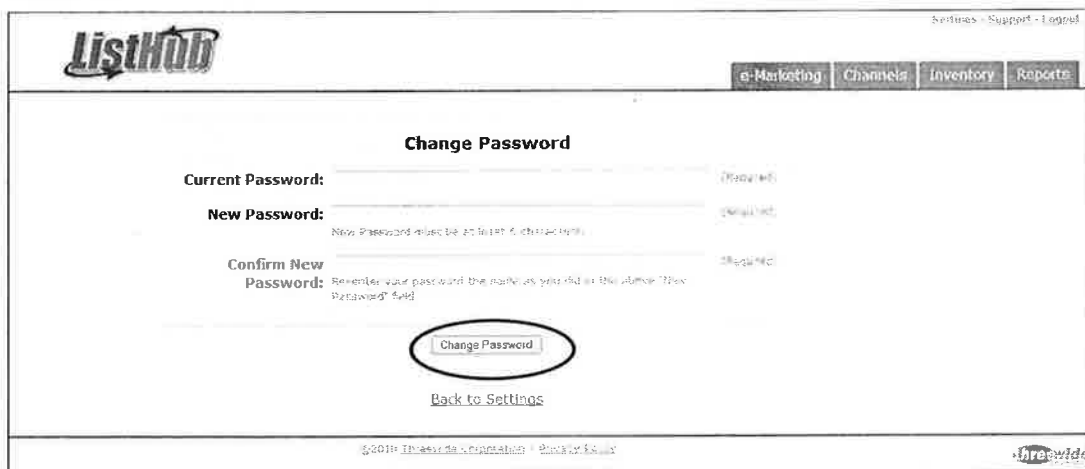


Figure 16



Account Settings: Purchase Agent Web site Redirect

- Once your broker has given you permission within their ListHub account, you may purchase the option to have consumers redirected to your agent Web site
- Select the Settings link at the very top of the page
- Select Agent Web site Redirect
- Fill out all required information and select Purchase at the bottom of the page (Figure 17)

Figure 17

ListHub Settings - Support - Logout

e-Marketing Channels Inventory Reports

Drive traffic to your personal Website!

You can send potential home buyers who visit your online listings directly back to the property detail page on your agent Website! All you have to do is place your one-time request, and the ListHub Customer Service Team will set it up. In order to map to your website, it requires a website URL string that is standard except for portions of the URL that include the MLS #, Property ID, etc...

For example: `www.yourdomain.com/id=12345` where 12345 is an MLS# which we can pull from the MLS data.

We should be in contact with you regarding the status of our attempt within 3 business days of placing your order. If we are unable to map to your website we will refund the charges at that time.

Product

Product: Agent Web Site Redirect (one time fee): \$99.00

Agent Listing Webpage: (Required)
Please provide a URL to a single listing on the Web site you wish for us to map to. Please do not provide a URL to a search page or a web page with multiple listings.

Payment

Method: (Required)

Card Number: (Required)
Enter the credit card number exactly as it appears on your credit card.

Expires: (Required)
Must be in the format MM/YY.

Card Holder: (Required)

Billing Street Address: (Required)

Billing Zip Code: (Required)

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Purchase the ListHub Upgrade Service

- *Please note: this only applies if your broker or MLS has NOT already purchased the ListHub upgrade service for the entire office or MLS
- Select Purchase Reports in the at the top of the page (Figure 18)
- Fill in all required information and select Purchase (not shown)

Figure 18

The screenshot shows the ListHub website interface. At the top left is the ListHub logo. On the right, there is a navigation bar with links for 'e-Marketing', 'Channels', 'Inventory', and 'Reports'. A red circle highlights the 'Purchase Reports' link in the top right corner. Below the navigation bar is a 'Listing Search Criteria' section with a search input field and a 'Search' button. The search results display 'Displaying results 1-10 of 14 found.' and a 'next >' link. The results list five properties with their IDs, prices, addresses, and brief descriptions.

MLS#	Price	Property Type	Address	Description
10061735	\$99,900	(Single Family Detached)	113 Dunkard Avenue, Morgantown, WV, 26501, US	Cozy home on double lot, with two covered porches. Recently updated 200 AMP electrical service. Convenient to shopping, campus, or interstate!
10062401	\$1,150,000	(Single Family Detached)	80 Wildwood Lake, Morgantown, WV, 26508, US	Secluded Estate... Boasting over 10,000 sq' of finished living area, 9 garages, 6 bedrooms including 2 master suites. Entertain with ease in the large hot tub room, 2 rec rooms, large covered patio overlooking the L-shaped pool, and the 3+ acre yard. 3 story detached garage with unfinished second floor for possible living quarters. Lake access for fishing or canoeing.
10065015	\$189,900	(Single Family Attached)	31 Par Lane, Morgantown, WV, 26501, US	Golf course living, all on one level. Featuring hardwoods, ceramic tile, fireplace, 2 car garage, and a beautiful view of the course from your back yard. Fees include use of the club house. Short term, or month to month rent for \$1200.00 per month
10067301	\$276,000	(Single Family Detached)	301 Villa View, Morgantown, WV, 26508, US	This low maintenance home features one level living and boasts high end cabinetry, granite counters, hardwood flooring, great room with fireplace and a terrific Suncrest location!
10067307	\$314,000	(Single Family Detached)	302 Paradise Circle, Morgantown, WV, 26508, US	This 4 bedroom, new construction home features an open floor plan, with two master suites. Boasting hand scraped hardwood flooring, ceramic tile, custom kitchen and a beautiful view of the water. This private lake community has many things to offer for the outdoor minded. Located just 10 minutes from downtown Morgantown.

Download Agent Report

- Select the Reports tab at the top of the page (Figure 19)
- Under Agent Reports, select either HTML or PDF to download the report;

Figure 19

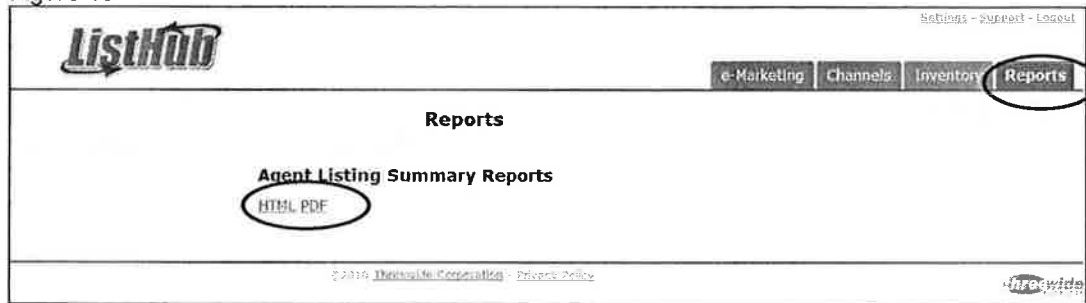
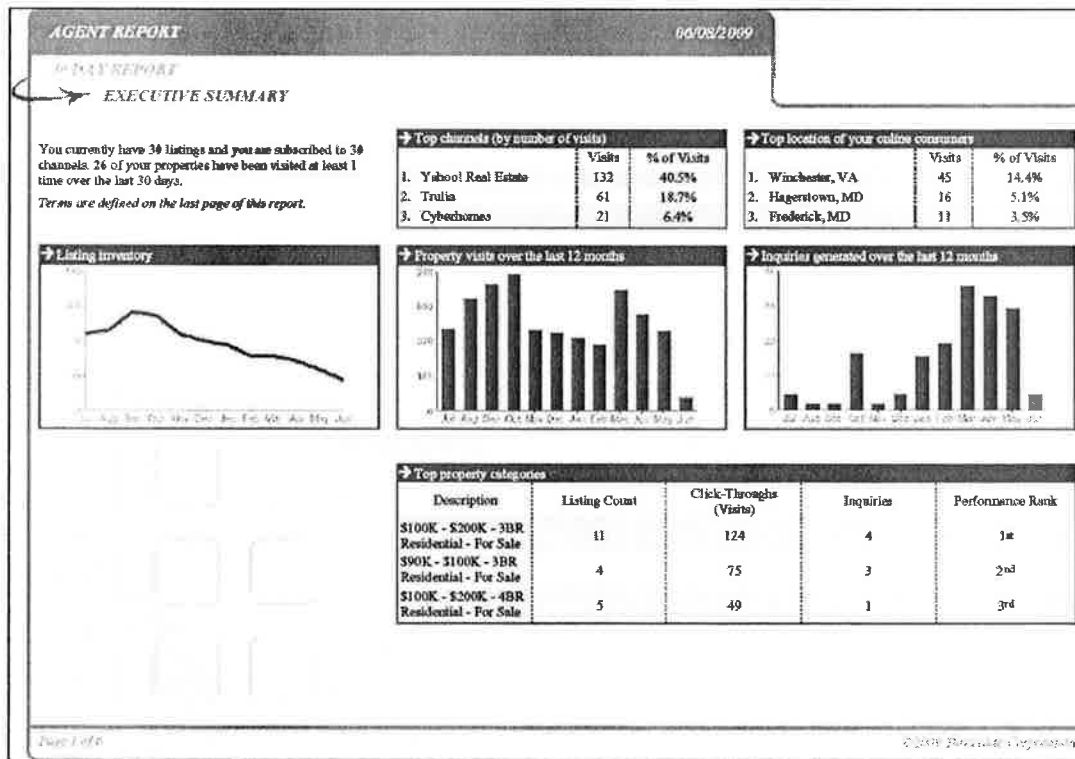


Figure 20



View and Download Property Report

- Select the Inventory tab at the top of the page
- Select the Property Report link under the listing (Figure 21)
- Select one of the theme's on the right side of the page to change the background theme (Figure 22)
- Select the HTML or PDF link to download, email or print a copy of the report

Figure 21

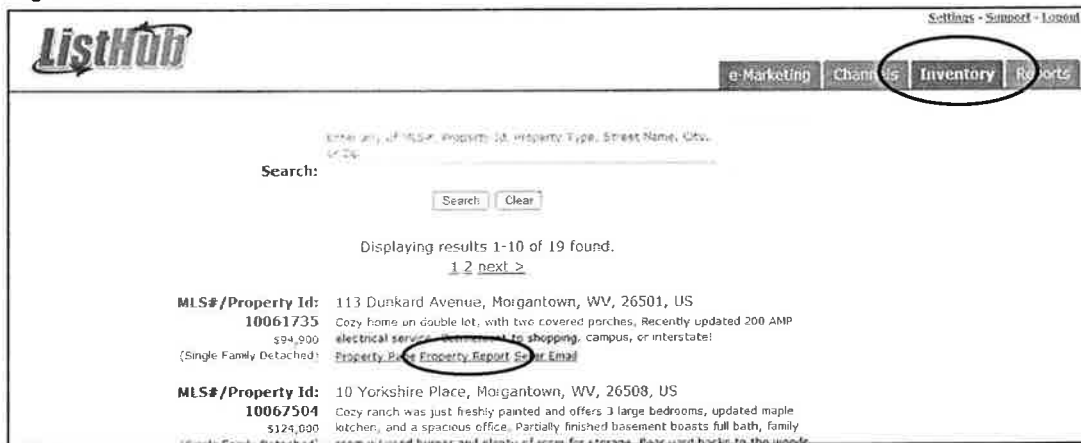
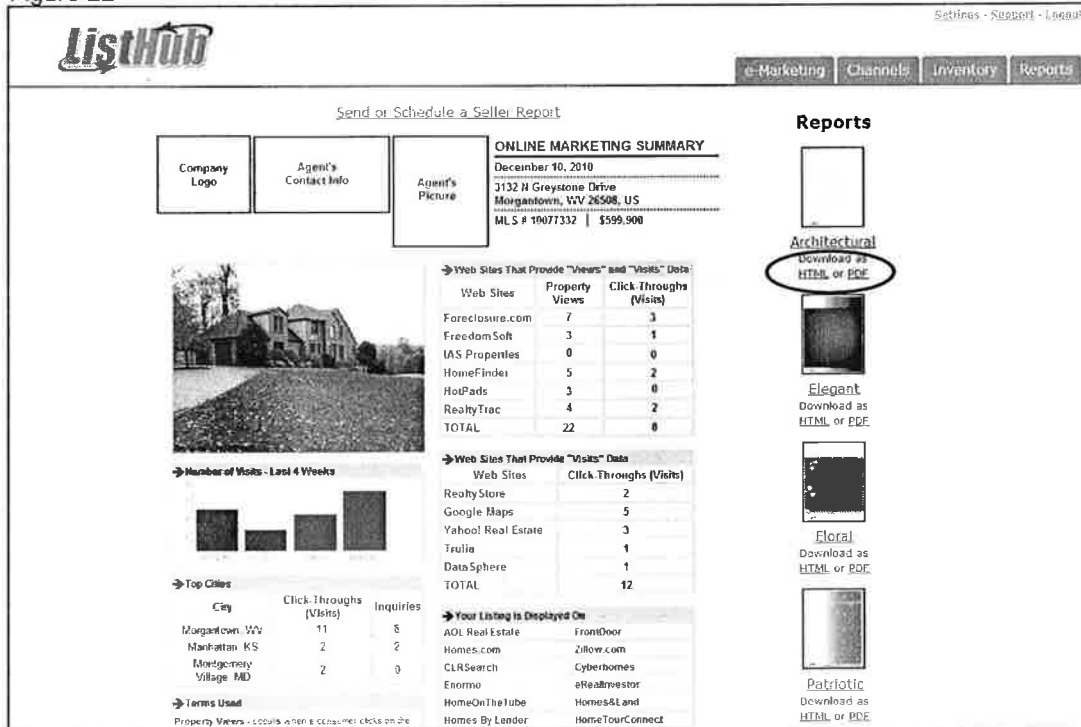


Figure 22



Email Property Report to your Seller

- Select the Inventory tab at the top of the page
- Select the Seller Email link under the listing
- Continued on page 19

Figure 23

The screenshot shows the ListHub website interface. At the top right, there are links for 'Settings - Support - Logout'. Below these are navigation tabs: 'Marketing', 'Channels', 'Inventory', and 'Reports'. The 'Inventory' tab is circled. In the center, there is a search bar with the text 'Enter any of MLS#, Property Id, Property Type, Street/Address, City, or Zip'. Below the search bar are 'Search' and 'Clear' buttons. Below the search bar, it says 'Displaying results 1-10 of 19 found.' and '1 2 next >'. Below this, there is a listing for '113 Dunkard Avenue, Morgantown, WV, 26501, US'. The listing details include 'MLS#/Property Id: 10061735', '\$94,900', and '(Single Family Detached)'. The link 'Property Page Property Report Seller Email' is circled.

Settings - Support - Logout

Marketing Channels **Inventory** Reports

Enter any of MLS#, Property Id, Property Type, Street/Address, City, or Zip

Search:

Search Clear

Displaying results 1-10 of 19 found.
1 2 next >

MLS#/Property Id: 113 Dunkard Avenue, Morgantown, WV, 26501, US
10061735 Cozy home on double lot, with two covered porches. Recently updated 200 AMP
\$94,900 electrical service. Convenient to shopping, campus, or interstate!
(Single Family Detached) [Property Page Property Report Seller Email](#)

Email Property Report to your Seller (continued)

- Continued from previous page
- Fill out all required information, customize the subject line, body of email, and theme
- If you would like to send the report of a regularly scheduled basis select one of the options from the drop down menu as shown (Figure 24)

Figure 24

Send Seller Report: 113 Dunkard Avenue

Email Template

Seller First Name: _____ (Required)

Seller Last Name: _____ (Required)

To: _____ (Required)
Separate multiple email addresses with a comma.

CC: _____
Separate multiple email addresses with a comma.

Reply To: _____
Override the default reply email address.

CC Agent: Yes No

Subject: Report for <Address> _____ (Required)
The subject of the email. You can specify the following variables that will be automatically replaced: <Address>, <SellerFirstN>, <SellerLastN>, <AgentFirstN>, <AgentLastN>, <AgentPhone>, <AgentPhone>


Body: Dear <SellerFirstN> _____ (Required)
Your online marketing report is ready!
We have distributed your listing to the widest possible network of reputable Web sites where potential buyers search for properties for sale. Now we are able to provide you with a report on the traffic your listing received online!
Click the link below to view your report, which summarizes traffic to your online listing. Please contact me with questions about the results.
Sincerely,
<AgentFirstN>

Schedule

Send Now: Yes No
Click here to send an email immediately after saving this report.

Schedule: Never _____ (Required)
The above subject and body will be used in automatically send scheduled schedule.

Report

Theme: 

Email Preview

Subject: Report for 113 Dunkard Avenue, Mounttown, WV 26051

Body: Dear <SellerFirstName>,
Your online marketing report is ready!
We have distributed your listing to the widest possible network of reputable Web sites where potential buyers search for properties for sale. Now we are able to provide you with a report on the traffic your listing received online!
Click the link below to view your report, which summarizes traffic to your online listing. Please contact me with questions about the results.
Sincerely,
<AgentFirstName>

Download eMarketing Flyers

- Select the eMarketing tab at the top of the page to view your customized flyer
- Select one of the themes on the right side of the page to change the background theme
- Select the HTML or PDF link to download, email or print a copy of your flyer

Figure 25

The screenshot shows the ListHub eMarketing interface. At the top, there is a navigation bar with tabs for "e-Marketing", "Channels", "Inventory", and "Reports". The "e-Marketing" tab is selected and circled in red. Below the navigation bar, the main content area is divided into three columns:

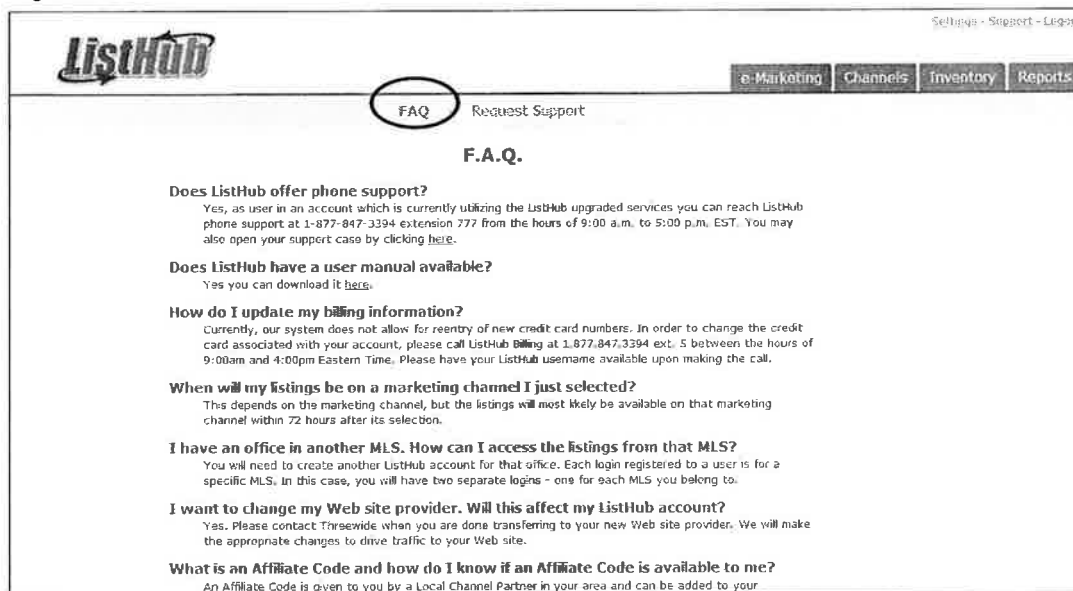
- Left Column:** Contains a "Company Logo" placeholder, a headline "WE JOINED THE NATION'S #1 NETWORK FOR LISTING DISTRIBUTION", a paragraph of text describing the company's strategy, and a pie chart titled "DID YOU KNOW... 97% OF HOME BUYERS USE THE INTERNET TO SEARCH FOR A NEW HOME...". Below the chart is another statistic: "38 MILLION HOME BUYERS SEARCH THE INTERNET EACH MONTH FOR REAL ESTATE INFORMATION." At the bottom of this column is a small image of a house and the text "ONE IN THREE BUYERS FINDS THE HOME THEY ULTIMATELY PURCHASE ON THE INTERNET."
- Middle Column:** A grid of logos for various real estate and technology partners, including Google Maps, Yahoo! Real Estate, Zillow.com, Trulia, HomeFinder.com, Frontdoor, Homes.com, Hotpads.com, RealtyTrac, AOL real estate, Foreclosure.com, FreedomSoft, HomeOnTheTube, Homes By Lender, HomeTourConnect, HomeWinks, IAS Properties, LearnMoreNow.com, LiquidusMedia, Listings-to-Leads, National Relocation, Property Pursuit, Property Shark, RealEstateCentral, RealtyStore, Relocation.com, TweetLeiter, USHUD.com, Cyberhomes, Oodle, Vast, CLRSearch, Homes&Land, LakeHomesUSA, MyREALTY.com, PropBot, Enormo, DataSphere, and Overstock, eRealInvestor.
- Right Column:** A "Reports" section with a list of themes, each with a thumbnail and a "Download as HTML or PDF" link. The themes listed are: Architectural, Elegant (circled in red), Floral, and Patriotic. At the bottom of this column is the "Sunshine" theme.

At the bottom of the page, there is a footer with the text "© 2010 Threewise Corporation" and a small house icon.

View Customer Support F.A.Q.

- Select the Support link at the very top of the page
- If you are not directly taken to the F.A.Q. page, select FAQ as shown

Figure 26



Settings - Support - Logout

ListHub

e-Marketing Channels Inventory Reports

Request Support

F.A.Q.

Does ListHub offer phone support?
Yes, as user in an account which is currently utilizing the ListHub upgraded services you can reach ListHub phone support at 1-877-847-3394 extension 777 from the hours of 9:00 a.m. to 5:00 p.m. EST. You may also open your support case by clicking [here](#).

Does ListHub have a user manual available?
Yes you can download it [here](#).

How do I update my billing information?
Currently, our system does not allow for reentry of new credit card numbers. In order to change the credit card associated with your account, please call ListHub Billing at 1.877.847.3394 ext. 5 between the hours of 9:00am and 4:00pm Eastern Time. Please have your ListHub username available upon making the call.

When will my listings be on a marketing channel I just selected?
This depends on the marketing channel, but the listings will most likely be available on that marketing channel within 72 hours after its selection.

I have an office in another MLS. How can I access the listings from that MLS?
You will need to create another ListHub account for that office. Each login registered to a user is for a specific MLS. In this case, you will have two separate logins - one for each MLS you belong to.

I want to change my Web site provider. Will this affect my ListHub account?
Yes. Please contact Threewise when you are done transferring to your new Web site provider. We will make the appropriate changes to drive traffic to your Web site.

What is an Affiliate Code and how do I know if an Affiliate Code is available to me?
An Affiliate Code is given to you by a Local Channel Partner in your area and can be added to your

Request Customer Support

- Select the Support link at the very top of the page
- Select Request Support
- Fill in Support Request box provided and select the Request Support button

Figure 27

The screenshot shows the ListHub interface. At the top left is the ListHub logo. At the top right, there are navigation links: Settings, Support, Logout, e-Marketing, Channels, Inventory, and Reports. Below these is a menu with 'FAQ' and 'Request Support' (the latter is circled in red). The main content area is titled 'Request Support' and contains a form with the following fields: 'Name:', 'User:', and 'Message:'. The 'Message:' field has a '(required)' label. Below the form is a 'Request Support' button. At the bottom of the page, there is a footer with the text '© 2010 Threewide Corporation' and the Threewide logo.