

## How to Opt In to Point2 Listing Syndication

Click on the Input Tab. As a Broker you will see a new Roster option. Click on Modify Existing Office. (You will not have access to the Add New and Quick Modify options.)

### Roster

[Add New](#) or [Modify Existing](#) Office

Enter your Office ID and click Modify. If you do not know your Office ID you can use the Search option. You will not be allowed to modify any office other than your own.

Office ID to modify:

---

**Office Information**

**ID:**

**Name:**

**Responsible Member:**

**Phone:**

**Zip Code:**

**Status:**   
Terminated  
Inactive

Or  Not

**Show Y/N:**

Select the Opt In to Point2 Form

### Modify Office

Select Form

[Point2 Opt In Form](#)

Click the dropdown box and Select Yes then click Submit Office.

### Office Point 2 Form

#### Office Information

Office Name REMAX Lakeside  
Office ID RMX 84  
Board ID  
Address 39 Bridgeway Plaza  
City Shell Knob

#### Point 2

Setting this to yes will enable this brokerage to be exported to Point 2

No

Your listings will be included in the Point2 data feed and you will receive an email from Point2 with the link to your personal Dashboard.