



# SETTING UP YOUR LISTHUB ACCOUNT

## STEP ONE: REGISTRATION

To register, you must be the designated broker of record for your company. Go to ListHub.com and click "Create Account" in the upper right-hand corner. Select the first option for brokers and fill out the online form.

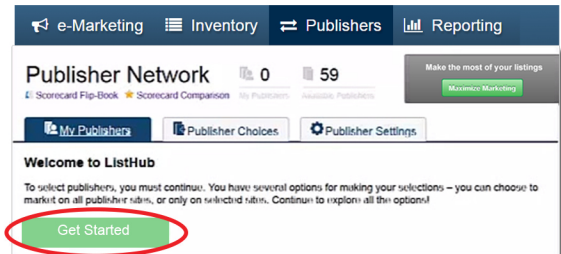
### Registration Options

I am the head broker of record within the MLS.

I am a listing agent of a registered ListHub brokerage with an active listing.

## STEP TWO: SELECT PUBLISHERS

Once your account has been activated, you will receive an email from ListHub to login to your new account and make sure your listings are being distributed to your chosen publishers. Once you're logged in, click on the "Publishers" tab and then click the "Get Started" button to select your publishers.



## STEP THREE: UPDATE YOUR SETTINGS

**Lead Management:** Online leads generated on publisher websites are generally sent directly to the listing agent. If you would prefer leads go to a lead routing email address, you can make that specification in the "Lead Management" section of your settings. These settings can be set to apply to your whole brokerage, by office, or even on an agent-by-agent basis.

**Brokerage**

Lead Email:

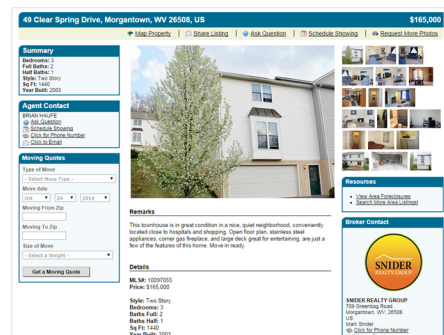
Lead Phone:

Allow all agents to override?: ☒ Yes ☐ No

Select Yes to allow all agents to enter their own lead contact information. If you select No, you may individually grant this functionality on an agent by agent basis by editing below.

**NOTE:** Your [Property Page Settings](#) are NOT currently configured to use Lead Management contact information on your property pages.

**Property Page Settings:** ListHub provides you with a free property detail page for each listing, branded for your company. Consumers will land on this page if they click for additional information on a publisher site. If you would prefer to have online consumers redirected to a detailed property page on your brokerage website, simply contact the ListHub support team with a link to that website.



## REQUEST SUPPORT

Phone: 877-560-0171  
Email: [customercare@listhub.com](mailto:customercare@listhub.com)

You may also submit a request in the "Support" section of your account at any time.

**Request Support**

Name: Jane Smith

User: jsmith

Message:  (Required)

Enter any questions, concerns, or issues you are having with ListHub

anytown ▼

Anytown Realty

Settings

Support

Logout