

- 1) Go to cihomesguide.com
 - 2) Click on **ADVERTISERS CORNER**
 - 3) Log in with Member ID & Password
(If you do not already have one please contact us so we can set you up)
- Select which publication & click the “**Add**” button
 - Select desired ad size

IMPORTANT!

There are restrictions for the # of listings per ad size -- max of 4 per quarter page ad & max of 8 for half page ad.

- Enter special layout instructions for ad layout concept (ex: use regular ad design, leave space for new listing, use holiday art, etc.)
- Click on button that applies: “**Create a new, blank ad**” or “**Copy my last ad exactly**” or “**Copy my last ad for editing**”
- Click on “**Add a Listing**” button
- Select property to be advertised from your inventory list
- Click on “**Enter Ad Remarks**” button to automatically fill in ad description or type in copy
(Once entered, the information is retained for future issues)

IMPORTANT!

When entering a new listing into the mls, there are 3 descriptive fields... MLS Remarks -- Agency Remarks -- and Ad Remarks. Advertisers Corner pulls information from the Ad Remarks field. this should be filled in to take advantage of easy access for all future advertising. Otherwise, You will have to enter the information.

- Enter a banner (ex: New Listing, Sold, Pending, etc.) -- this field info is NOT retained for future issues
- Enter any special instructions for that listing (ie: include LR and Kitchen photos) -- this field info is NOT retained for future issues
- Click on “**Save**” button
- Continue to add listings
- View/edit your listings
- When ready to submit, click on “**Finish**” button
- Click on “**View Ad**” to see listings and pictures (this is what we see, will be entered exactly as it appears)
- To edit click on the “**Back**” link in the top left corner

Ad Managers:

To access/enter individual agent information, use the **Admin ID/Password** for your brokerage.

Things to know...

- Proof process remains as is -- not a part of advertisers Corner.
You will receive a pdf of your ad. proof changes should be faxed or emailed. (see proof guidelines).
- Once the deadline has passed, you will not be able to enter for current magazine. the site will automatically go to the next issue. Ad requests will have to be submitted via email. late ad submission guidelines apply (see guidelines page).
- Sold/Pending or Inactive MLS listings will not show up in your property list; copy & paste or type into special instructions box on first page. new entries may take up to 8 hours to appear.
- Ad Corner works best for property advertising. if you want a more specialized or self promotional ad, please email that detailed information.
- Not all companies use advertisers Corner -- please check with your advertsing/marketing department before using ad Corner.