

Step by step guide

Getting started:

1. Sign up by completing the access agreement form (download at www.lms.com/homenav)
2. Upon receipt of your signed access agreement we'll set you up on the system and email you a user name and password along with a unique link to your homenav site.
3. This link can be added to your website so your clients can directly access homenav from your main site. If your site is hosted by your software provider they may be able to do this for you. If you need guidance on how to add this link to your site please contact our IT helpdesk on **0845 075 7310** or support@lms.com.
4. If you would like your logo adding to your homenav website please email your logo to hiplogo@lms.com with the subject heading "homenav". It should be of the following format:
 - Size - to fit in space 90px (w) x 90px (h) OR 31mm (w) x 31mm (h)
 - Colour - RGB
 - Resolution - 72 dpi
 - File type - Jpg

You'll find a detailed user guide on the site but these are the key things you'll need to know -

Uploading properties

If you are instructing us for a HIP on the property a homenav listing will be automatically created. If there isn't a LMS HIP associated with the property you can upload the listing to your site in one of two ways:

1. Online at www.hips.lms.com is the quickest way. To do this:
 - a) log in
 - b) select "create a HIP"
 - c) under product type select "Home Navigator pack"
 - d) select "Proceed" and continue to follow the on screen instructions to provide all the property details required for the listing.
2. Alternatively, you can send us the property details using the property listing form (a copy can be downloaded from www.lms.com/homenav) and we'll upload them for you.

Complete one form per property and fax or email a scanned copy back to us on **0870 907 9413** or referrals@lms.com

Upon receipt of the property details the listing will automatically be added to your site.

Adding photos:

1. If your customer chooses a LMS HIP the DEA will take a photo of the property which we will automatically upload.
2. Alternatively, if you email a .Jpg file to homenav@lms.com we can upload it for you. When emailing the photo please include the property address and postcode for us to match against.

Editing property details:

Once you are logged into your homenav site simply select "Admin" from the right hand menu bar and choose "Edit Property Listings".

From here you can scroll through your property listings or search by LMS case reference number if you have one. For each listing you can update the status (e.g. for sale, sold STC), property type and price. Simply click "Edit" and select the updated status or property type from the drop down lists or type in the new price (you don't need £ sign or commas).

Once you have made the changes hit "Update" and your site will be updated. You can then close the window by hitting the "Close" button in the bottom right corner.

If you'd like to make an appointment with your local account manager for training to make sure you are making the most of the site please speak to them directly or call the business development team on **0845 075 7303**.

If you have any technical queries about using the site please call our IT helpdesk on **0845 075 7310** or email support@lms.com.