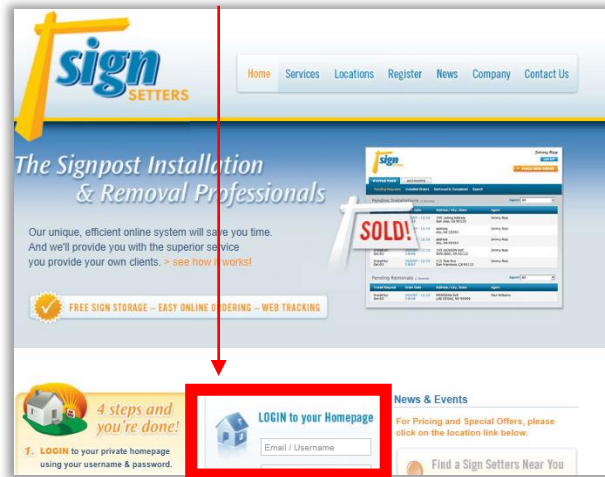
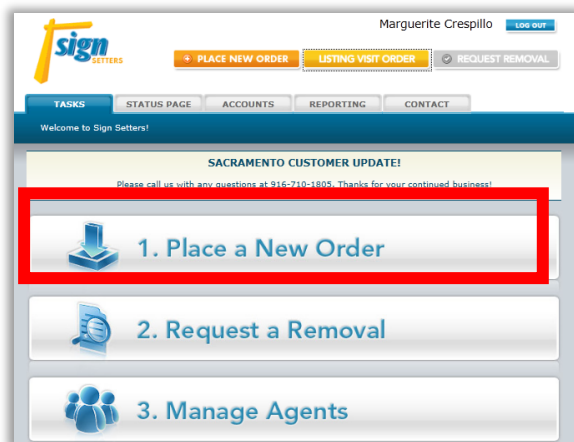


ORDERING A SIGN INSTALLATION (SIGNSETTERS)

1. Go to www.SignSetters.com and login:
 - a. Login: sold@realty1st.com Password:*****



2. Once you are logged in click on the “PLACE NEW ORDER” Tab



3. Enter the required information and click “NEXT” at the bottom right corner of the screen.

Step 1: Account

Marguerite Crespillo
535 Menlo Drive, Suite A
Rocklin, CA 95765
Work: 916-580-0808
Cell: 916-794-7653

* Note: All fields marked in red are required for order submission! For listing visits, please find your order and click "add listing visit" (this will automate order removals).

REQ. FIELDS IN RED

(View Servicing Areas.)

* Agents
Select Agent

* Listing Address

* City

* State
Select State

* Zip

* Cross Street

Subdivision Name or MLS Map Code

Next Step >

4. Select the date you need the sign installed (it will default to the following day)

5. Select property type from dropdown menu

6. Enter any additional request or notes about the sign installation

- a. For Fannie Mae Property: *“Please install Fannie Mae Homepath Rider and Virtual Agent Rider”*
- b. For HUD Property: *“Please use sign panel with Equal Housing Logo, install HUD Pemco Rider and Virtual Agent rider”*

7. Select Installation type “Standard Post - White”

* Installation Type	Select Type	\$	
* Select Sign Type	Standard Post - White		
Brochure Box	Standard Post - Yellow Century 21	\$	
Rentable Rider	Custom Signpost Installation	\$	
Rentable Rider	Hang Sign on Fence	\$	
Rentable Rider	Listing Visit - Add/Replace Brochure Box	\$	
Rentable Rider	Listing Visit - Add/Replace Rider	\$	
Rentable Rider	Listing Visit - Relocate Existing Signpost	\$	
Rentable Rider	Listing Visit - Repair Existing Signpost	\$	
Rentable Rider	Pickup or Drop-Off Agent Signs or Riders	\$	
Rentable Rider	Remove Agent Sign or Rider	\$	
Rentable Rider	Select Type	\$	
Rentable Rider	Select Type	\$	

8. Select Sign Type “Post with Office Sign”

* Installation Type	Select Type	\$	
* Select Sign Type	Select Type		
Brochure Box	Post Only	\$	
	Post with Office Sign		
	Post with Office Sign and Name Rider		
	Post with Personal Sign		

9. If a Flyer box is necessary, click on the box marked “Yes, I want a Brochure Box on this signpost”

10. Select any special request riders

