

## Pinterest – Adding TREC Forms

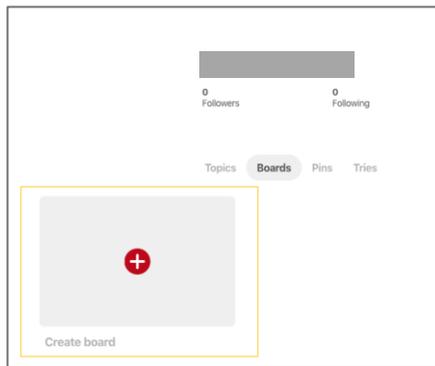
These instructions start with the understanding that you have already created a completed TREC IABS form and also have a TREC Consumer Protection Notice and have the links to the forms available.

### **In PINTEREST:**

1. Login to your account and click on your account name.

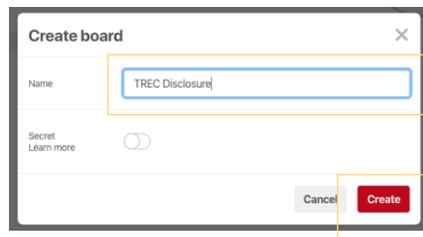
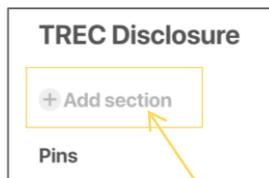


2. Click on the red (+) button to create a board. It will look like this.



3. Title it, "TREC Disclosure" and hit "Create".

4. It will look like this when finished:



5. Click on (+) "Add Section".

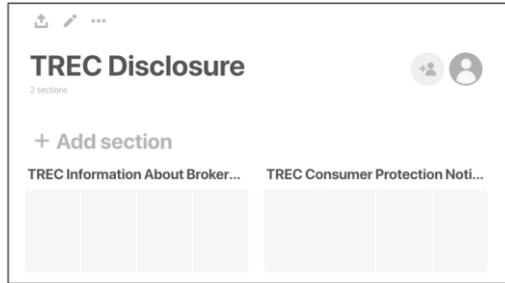
6. And type in a section name "TREC Information About Brokerage Services" and click "Done".



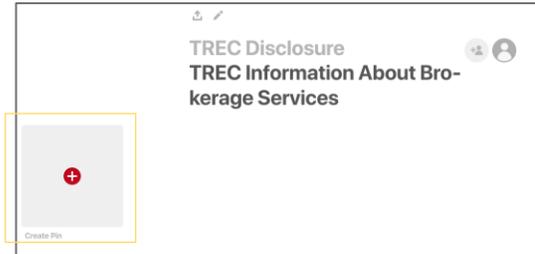
7. Add a 2nd section and name it "TREC Consumer Protection Notice" and click "Done".



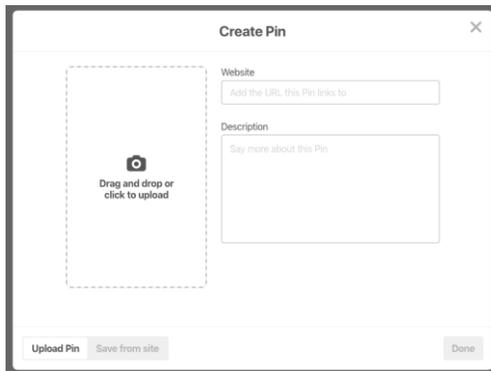
8. It will look like this when finished:



9. Click on the first section and click on (+) "Create Pin".



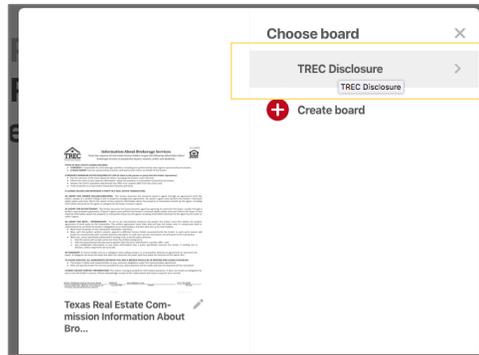
10. Click on "Drag and drop or click to upload," and select your IABS form to upload.



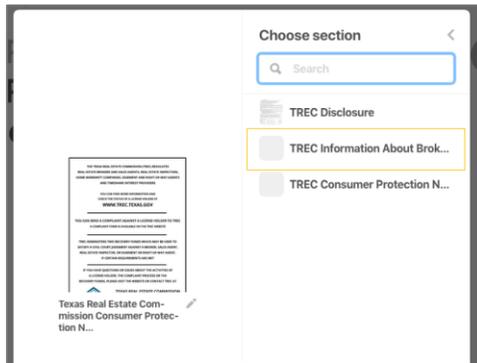
11. Type in "Texas Real Estate Commission Information About Brokerage Services" in the "Description" box and click "Done"



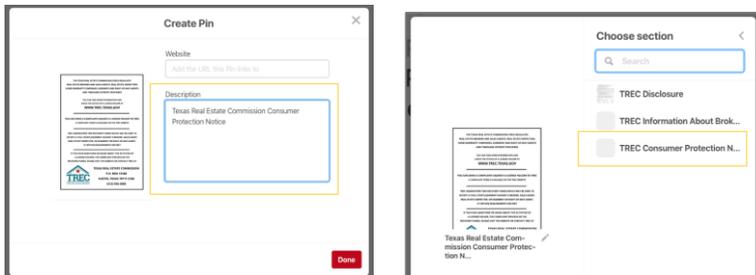
12. Click on "TREC Disclosure" board.



13. Click on "Texas Real Estate Commission Information About Brokerage Services" section and click on "Close"



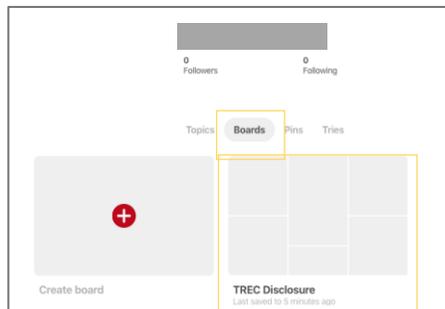
14. Continue the same process above. Upload and add the Consumer Protection Notice to the "TREC Consumer Protection Notice" section.



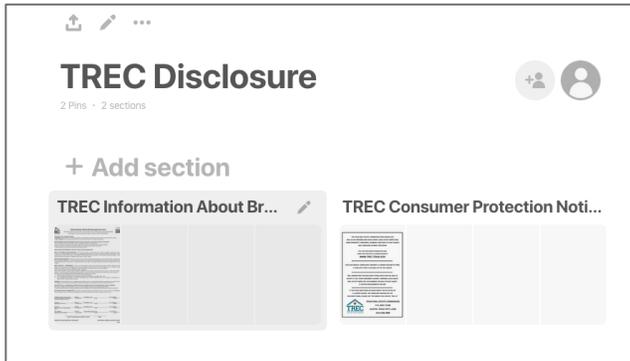
15. Click on your account name.



16. Click on "Boards". Drag your TREC Disclosure board to the first position right after "Create Board".



17. Click on “TREC Disclosure” board. It will look like this:



18. Due to the new KWRI just released guidelines, create a 3<sup>rd</sup> section in the same board (see steps 6 and 7 above) and call it KELLER WILLIAMS® Realty, Dallas Metro North

19. Add an image of the KW DMN Logo to that section as you did in the other sections for the 2 TREC forms.

20. From your account home page (not your feed), drag your TREC Disclosure board to the first spot so it will remain in a position to be easily seen.

21. Complete!