

How to Set Your Primary Photo in FlexMLS

Step 1) Click "Menu" then click "Change Listing"

flexmls

Menu **#1** General Preferences User Permissions Find Contact Management My Exports

Search the menu...

Dashboard Add/Change Search

MLS Add Listing ★ Quick Search

Tracking Change Listing Map Search

Agent Listings in Moderation CMA

Step 2) Click the MLS Number for the Listing you want to change your primary photo

Find By MLS Number [NEXT](#)

My Listings Active and Future

MLS #	Address	List Price	Begin	Expiration
1800871	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Step 3) In your photos click the flag (highlighted below) on the photo you would like to be your primary photo

[Return to edit your listing](#)

Photos in Residential Listing

Select All

1 DSCF2288 - Copy

2 DSCF2291 - Copy

Primary Image

Note: You can only use the flag once. Whenever you click the flag it will highlight your photo with a blue border indicating this is your primary photo. If you select the flag on another picture it will unmark your previous photo and make the new photo you selected your primary.