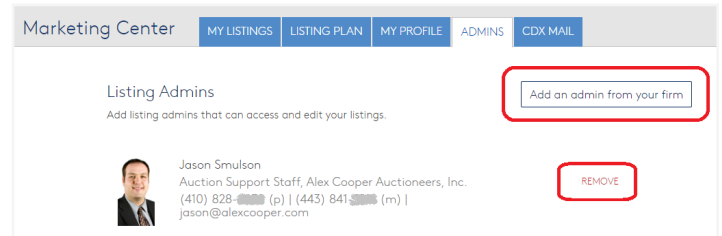


Manage Listing Admins

How to add or edit a listing admin:

1. Log in to your account on [CoStar.com](https://www.costar.com), [LoopNet.com](https://www.loopnet.com), or [ListingManager.costar.com](https://listingmanager.costar.com)
2. In the menu on the left corner, select the [Admins](#) tab
3. Click on [Add an admin from your firm](#)
4. Enter the name of your admin
5. Select your admin's name if it populates
6. If you don't find the person you are looking for:
 - a. Type his or her name in the box [Admin from your firm](#)
 - b. Click [Create new listing admin](#)
 - c. Complete the fields with the new admin information
7. Click [Done](#)
8. To remove an admin, click the [Remove](#) button next to the admin's name and contact details



Note: Listing admin also receive leads

How to assign a company admin:

A company admin is assigned to manage all the listings at a specific office location. He or she will be able to update/edit all the listings, use all the marketing tools for any broker at that location, and view activity for all listings at the company. If you want to assign a company admin for your company, please contact your CoStar researcher.