

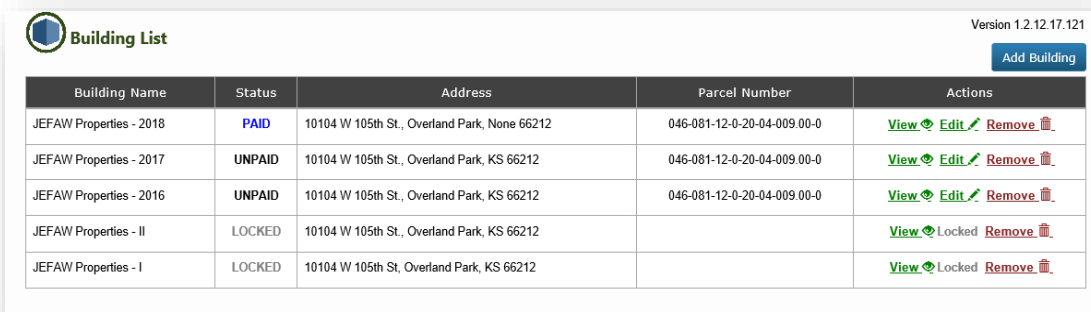


# Step 1 - Add Building


1. If you have created buildings prior to this logon, you will be taken to the **Building List**. Click the  button to create a new building. Click  in the **Actions** column to change details on a building.



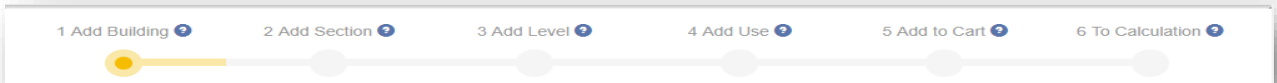
Building List Version 1.2.12.17.121

[Add Building](#)

Building Name	Status	Address	Parcel Number	Actions
JEFAW Properties - 2018	PAID	10104 W 105th St., Overland Park, None 66212	046-081-12-0-20-04-009.00-0	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Remove</a>
JEFAW Properties - 2017	UNPAID	10104 W 105th St., Overland Park, KS 66212	046-081-12-0-20-04-009.00-0	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Remove</a>
JEFAW Properties - 2016	UNPAID	10104 W 105th St., Overland Park, KS 66212	046-081-12-0-20-04-009.00-0	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Remove</a>
JEFAW Properties - II	LOCKED	10104 W 105th St., Overland Park, KS 66212		<a href="#">View</a> Locked <a href="#">Remove</a>
JEFAW Properties - I	LOCKED	10104 W 105th St, Overland Park, KS 66212		<a href="#">View</a> Locked <a href="#">Remove</a>

2. If you have never created a building or you clicked the  button on the Building List screen, you will be taken to the Add Building form.

Note: The Progress Bar will help you know where you are in the process of entering a building:



3. Complete the **Add Building** form:
  - Enter the data requested on the form. Note: the Building Name is a name that you assign to this building. The name will appear on the reports.
  - The red asterisks indicated required fields.
  - Mouse over the field labels for more information.

**Add Building** Version 1.2.12.17.147

[← Building List](#) [Save ↓](#)

**Building Name:** \*  **City:** \*  **Parcel Number:**

(ex: New York City)

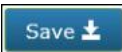
**Street Address:** \*  **State:** \*  **Land Market Value Estimate:**

(Street Number and Name) (Land cost value should be a whole number.)

**Street Address Line 2:**  **Zip:** \*

(ex: 67202-4618)

\* Indicates required field.  
Hover over field label to see more info.  
Note: Not all field labels have descriptions.

- Click 

- The building summary displays the building information entered and gives you an opportunity to upload a picture of the building. The picture is included on the reports.

**Building: JEFAW Properties - 2018** Version 1.2.12.17.147

[Remove Bldg 🗑️](#) [Edit ✎️](#)

**Address:** 10104 W 105th Street , Overland Park , KS 66212


**Parcel Number:**

**Land Market Value Estimate:** \$172,930

[Building Summary](#)

**Building Image:**

No file chosen



[Add Section ▶▶](#)

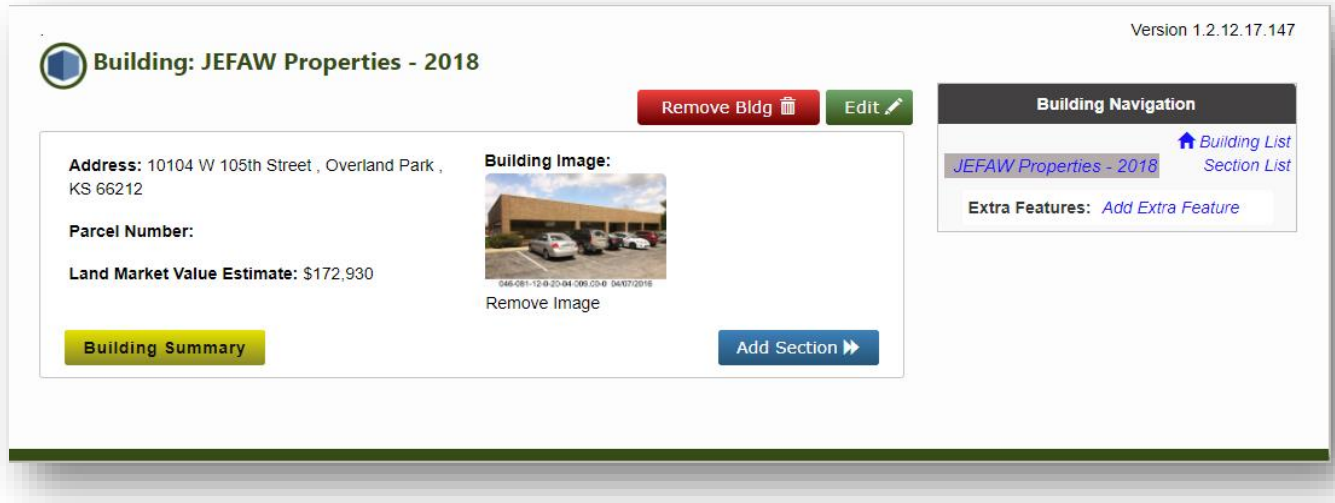
**Building Navigation**

[🏠 Building List](#)

[JEFAW Properties - 2018](#) [Section List](#)

**Extra Features:** [Add Extra Feature](#)

5. Note the **Building Navigation Pane** on the right of this screen. Click the link to go to the **Building List** or the **Section List** for this building.



6. **Next Step:** 