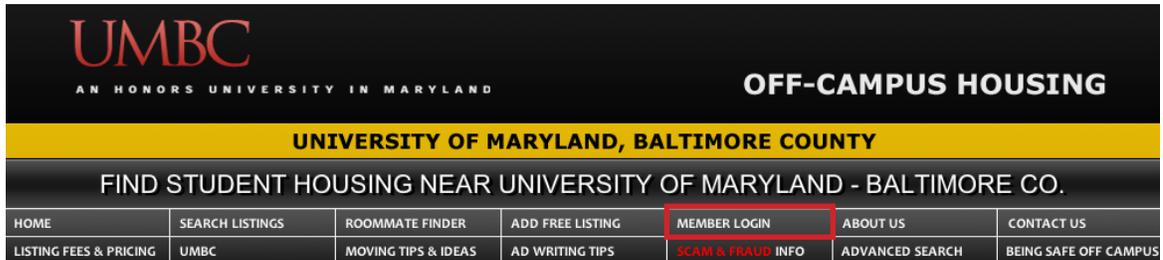
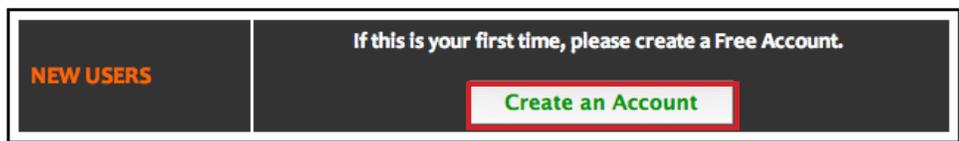


How to Create an Account and Add a Listing on www.umbc.och101.com

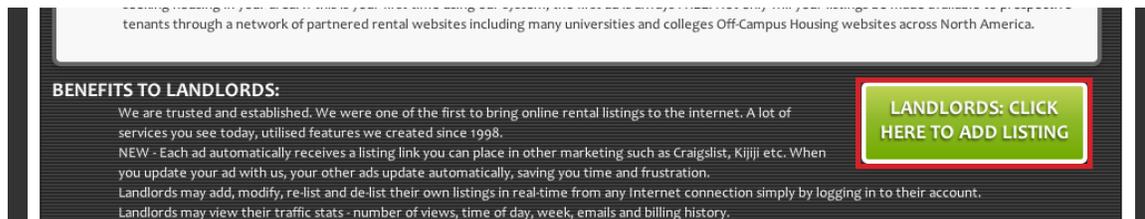
1. Select the "Login" Button on the top menu bar.



2. You will see an option for "New Users" - Click Create an Account



3. You'll be transferred to the Landlords: Your first listing is free. Select the green button to the right of the page.



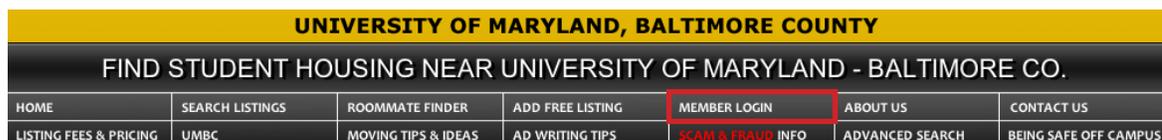
4. Fill out the form to the best of your ability. Please remember this account is private, however you will have the choice to display alternative information that will be shared online.
5. Click Submit. You will now receive your username to login to your account.

STEP 1 CREATE YOUR FREE ACCOUNT

First Name:	<input type="text"/>	Help	Last Name:	<input type="text"/>	Help
Desired Password:	<input type="password"/>	Help	Confirm Password:	<input type="password"/>	Help
Phone Number:	<input type="text"/>	Help	Fax Number:	<input type="text"/>	Help
Email Address:	<input type="text"/>	Help	Street Address:	<input type="text"/>	Help
City of Residence:	<input type="text"/>	Help	State/Province:	--- please select a state or province ---	Help
Zip/Postal Code:	<input type="text"/>	Help	VERIFY & SUBMIT: <input type="button" value="Submit Form"/> <input type="button" value="Clear Form"/>		Help

If you are adding a listing:

1. Login to your account with the username and password for och101.com.



- Under Listings/Ads, select the first option, add with a green arrow.



- Step two will ask you to select your property type that best describes your housing.

[Apartment Unit / Condo](#)
[Corporate / Executive](#)
[Dormitory](#)
[Duplex / Multiplex](#)
[Fraternity / Sorority](#)
[House](#)

- Fill out the online form as shown to the best of your ability. Please ensure you add as much detail as possible. If you wish to not have your address shown on your listing, you can either put cross streets, or just your street name. And if you wish to not have your phone number shown on your listing or name, please utilize the "alternate contact" button.

- Select the Time you wish to have your ad listed for:
 1 month - \$24.95 - if this is the first listing ever, it will show as \$FREE
 2 months - \$34.95

Until it rents or 12 months - \$44.95 (Consecutive months)

As a reminder, all those affiliated with UMBC ((students, faculty, staff and alumni) will continue to be free. Any private landlord not affiliated with UMBC will be charged \$24.95 per month or a one-time fee of \$44.95 until the apartment rents. All housing companies should contact OCSS or off campus housing 101 for pricing details.

Ad Length	Your Price*	Regular Price	Cost per Day
First Listing	Always Free*	\$24.95	--
1 month listing	\$24.95	\$24.95	84 cents per day
2 month listing	\$34.95	\$49.90	59 cents per day
List Until it Rents!	\$44.95	\$299.40	12 cents per day

- You must SUBMIT at the end in order to process your ad.

Please review the listing information before clicking submit.

- If payment is required, you will be taken to the payment page where you will need to fill out the credit card information.
- Your listing will be activated within 24 hours of posting. Once activated you will receive a confirmation- Please check your ad online to ensure all details are correct.