



How to List Properties in MNPRO

www.mnpro.com

Any person taking a responsibility for Minnesota commercial properties may list them in MNPRO at no cost. MNPRO is a public-use property and community profile database website created by the Department of Employment and Economic Development (DEED) to assist businesses interested in expanding or relocating in Minnesota.

MNPRO requires up-to-date properties. The 'Last Updated' date (upper-right corner of property report) is not only a reflection of the listing's freshness of data, it also determines whether the report remains in the system. Outdated listings are periodically removed. See below for keeping this date current and your listings on the site.

ADD A PROPERTY – there is no limit

- Register one time only. Forgot a login? Call the MNPRO manager.
- Go to Add/Edit Menu, choose Add Building or Add Land.
- **MapQuest link:** 'Address 1' field requires a complete street address or intersection.
- Hit Submit to save content portion of property report.
- Multiple listings: use Default Contact Information from your User Info form. Go to Add/Edit Menu > Edit Your User Info. Create copy in second section, then use check box in Add forms to upload.

ADD AN IMAGE, photo or graphic

- jpg or gif only
- 72 resolution
- Maximum 600 pixels, height or width
- Use upper-left gray rectangle to size photo. Can't see Submit button? Resize photo. Or call.

REVIEW your listing

- Use Building Search or Land Search to check for accurate content and image size.
- See also the city's Community Profile of where it is listed.

KEEP YOUR LISTINGS UP-TO-DATE

- Every 90 days (3 months)
- Login > Add/Edit Menu > Edit Building or Edit Land
- Highlight a property and choose from options to make current the 'Last Updated' date.
 - **Edit:** auto-updates once you hit Submit to save changes.
 - **Image:** add new or replace current image; it will auto-update.
 - **Delete:** please remove all unavailable properties from the system.
 - **Renew:** use if there are no edit/ image changes – auto-updates the Last Updated date.

UPDATE YOUR EMAIL ADDRESS – you are the 'User'

- The email address in your User Info (registration) form is used for sending notifications.
- DEED is not responsible for deleted listings because of an incorrect or old email address.
- Only the User registered in MNPRO is notified, not the property contact person.
- Update your email address as needed: Login > Add/Edit Menu > Edit Your User Info.

Please call or write with questions, problems or suggestions – it's my job to help you use MNPRO to its fullest advantage!

Judy Parker, MNPRO Manager

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