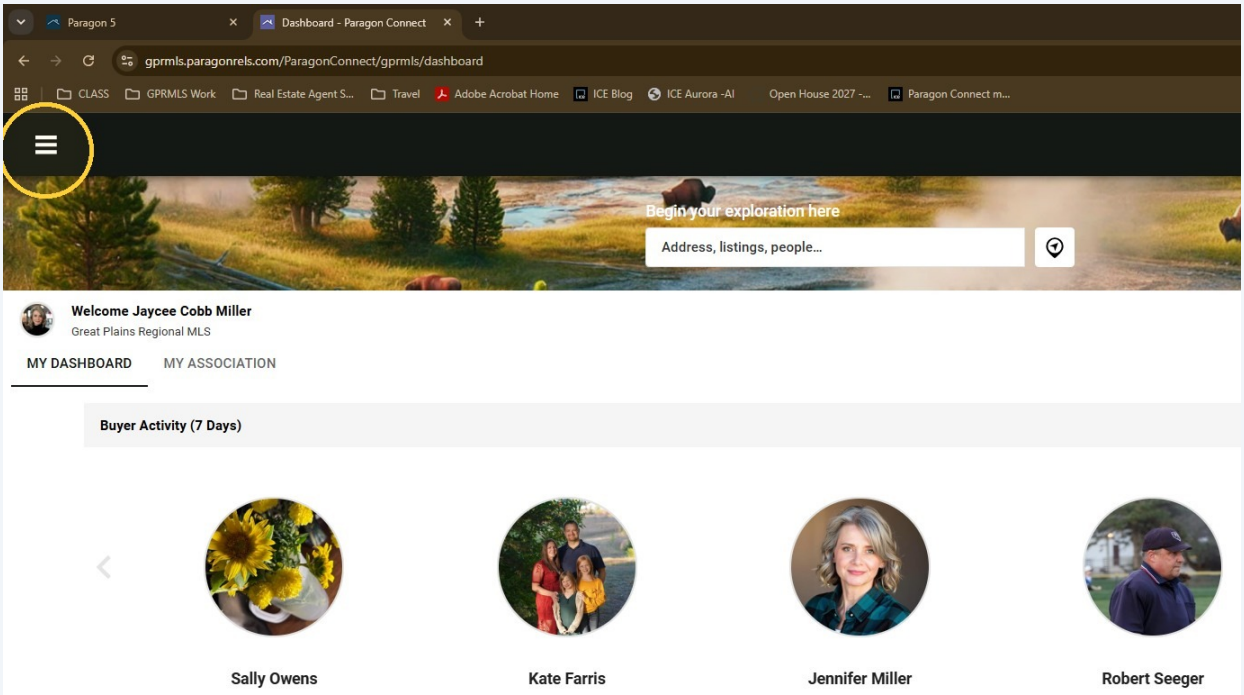
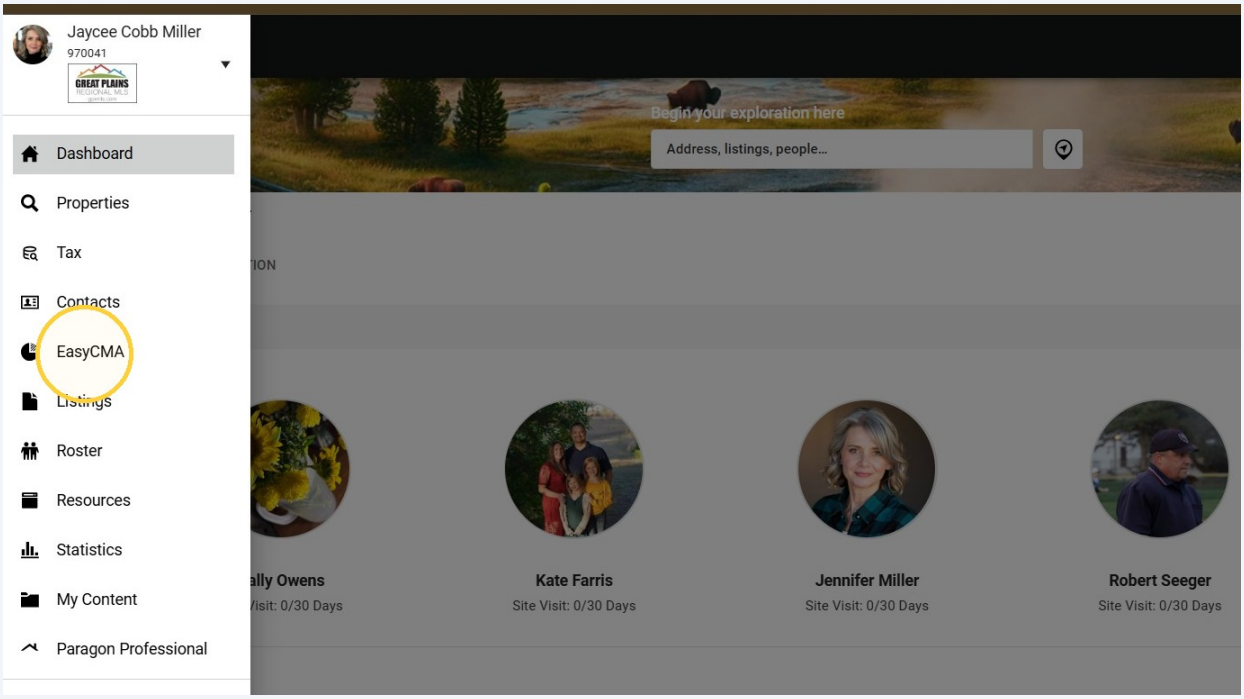
Paragon Connect - EasyCMA

This guide walks you step-by-step through creating, customizing, and sharing a complete CMA in Paragon Connect's EasyCMA, covering property setup, adding and ordering comps, making adjustments, setting suggested/min/max prices, and attaching documents. It saves time and ensures accurate, professional reports by showing exactly where to click and what values to enter. Follow it to produce a polished CMA quickly and consistently.

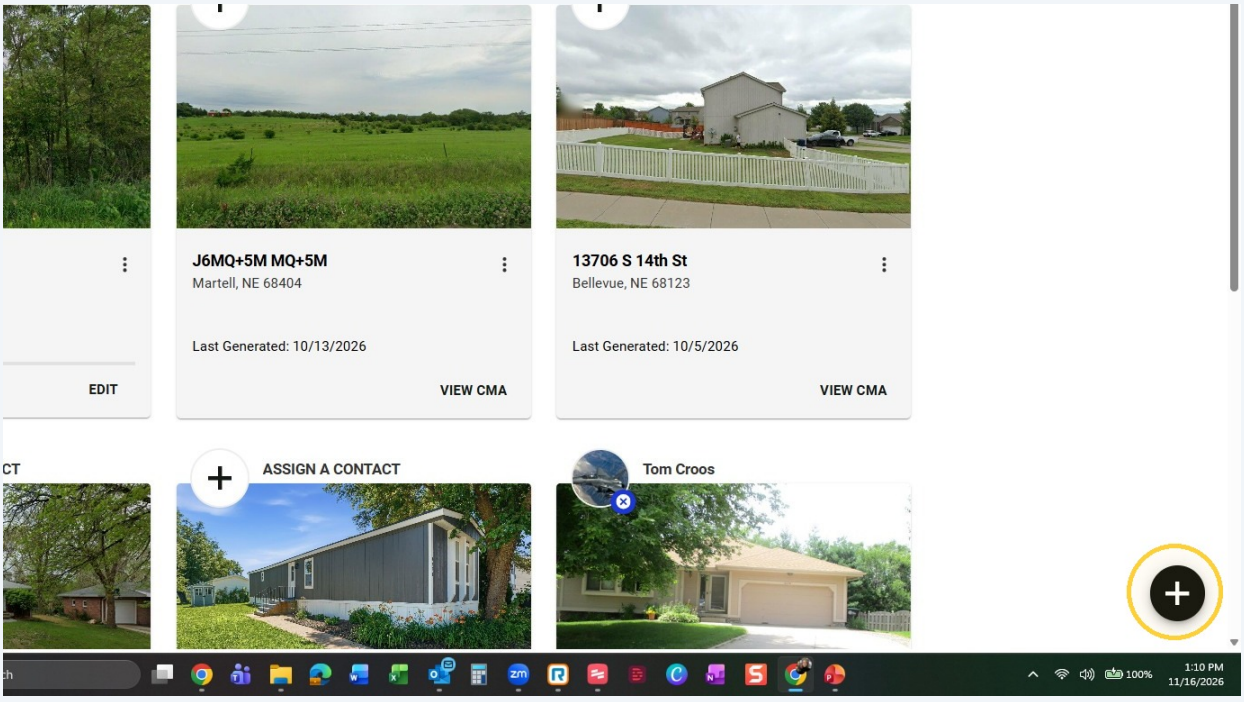
Open EasyCMA

1 Open the navigation menu and select EasyCMA.



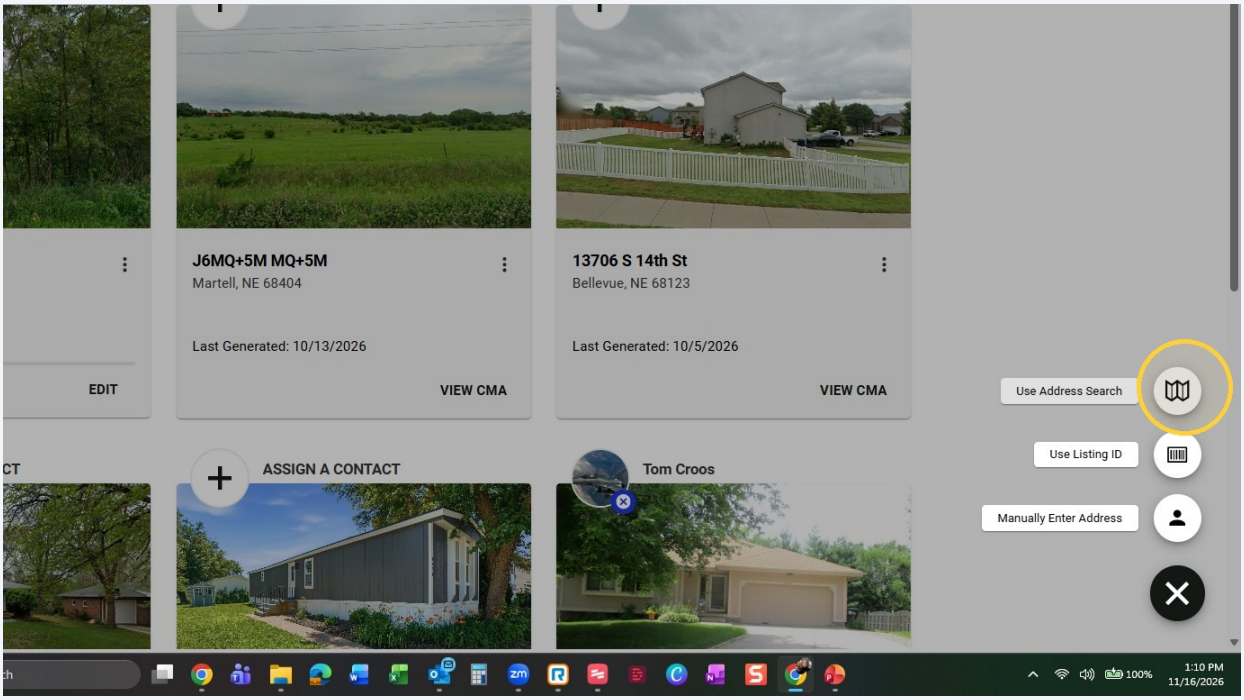


2 Click the add (+) button to start a new CMA.

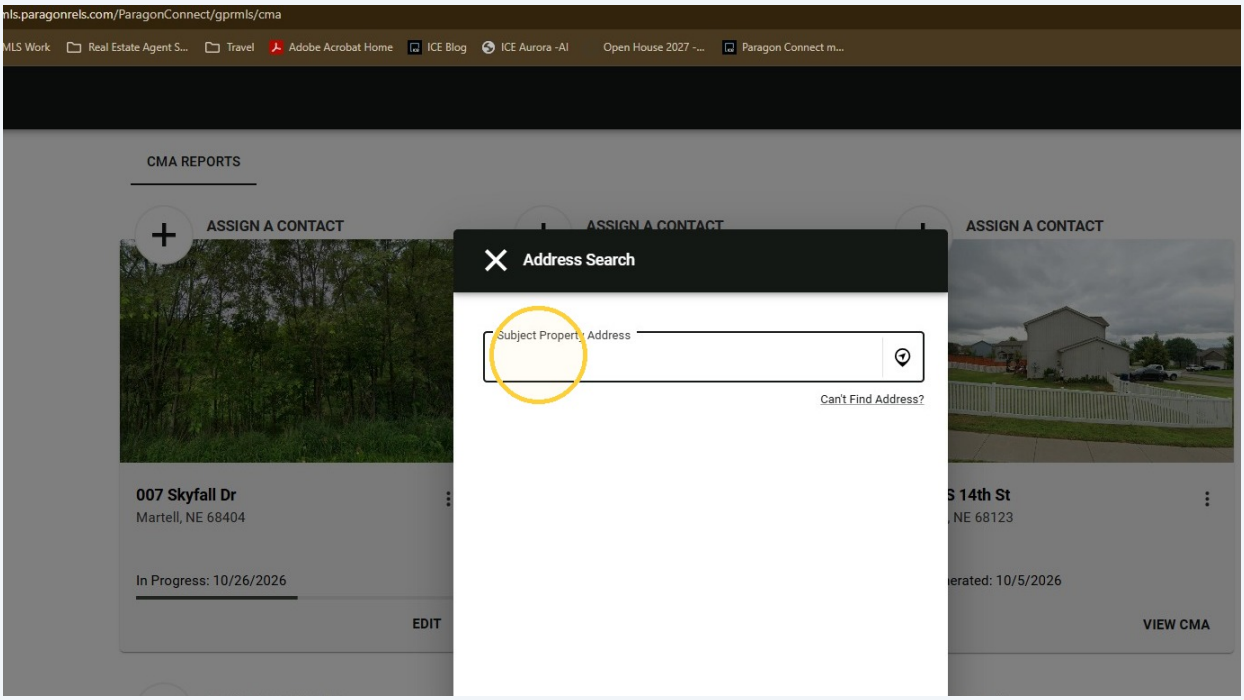


Set Up Property

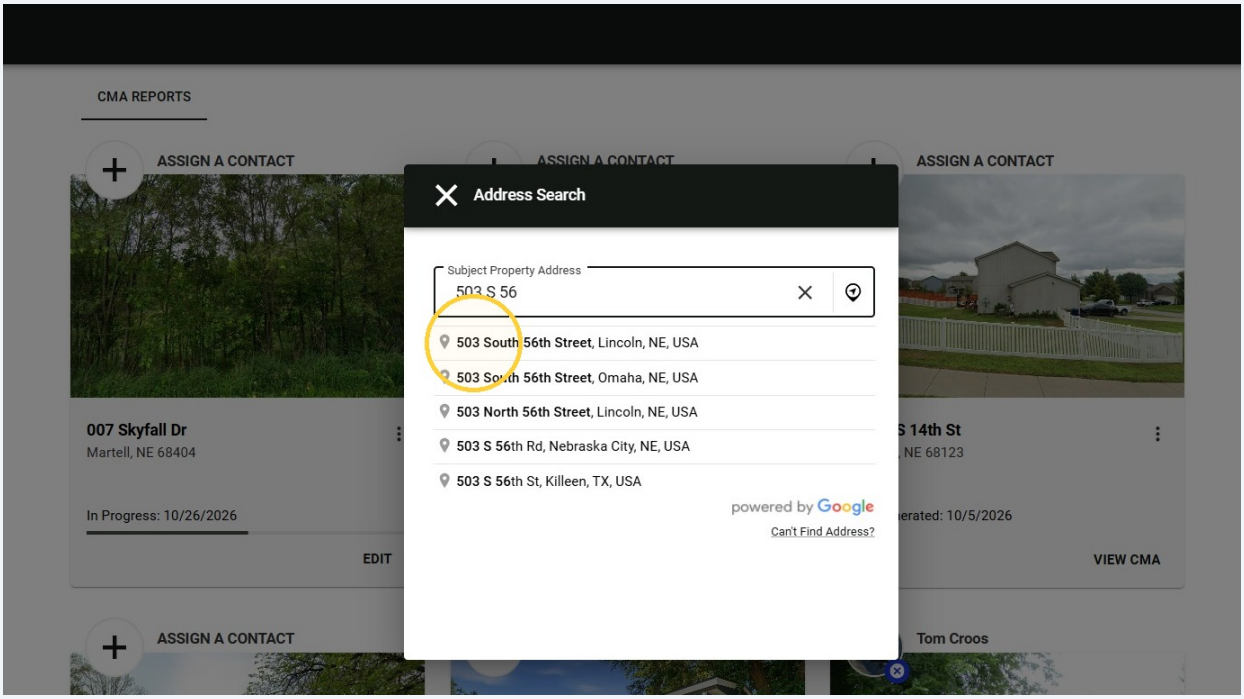
3 Click "Use Address Search"



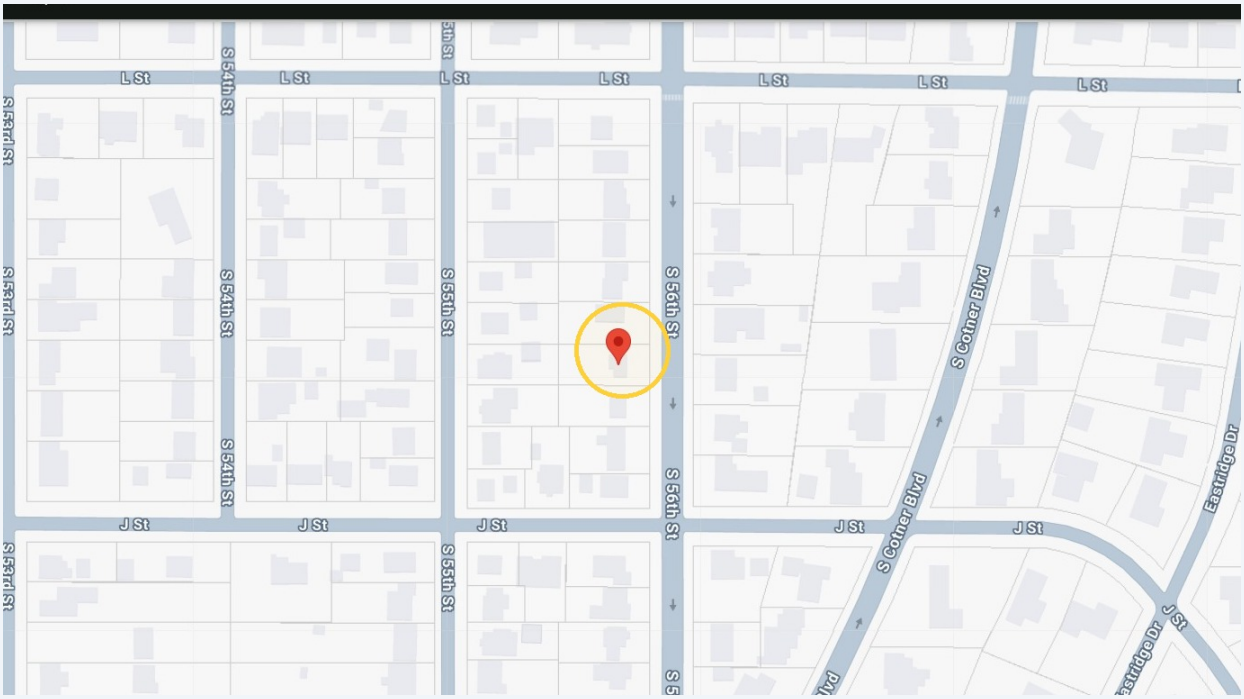
4 Add the address for the "Subject Property Address"



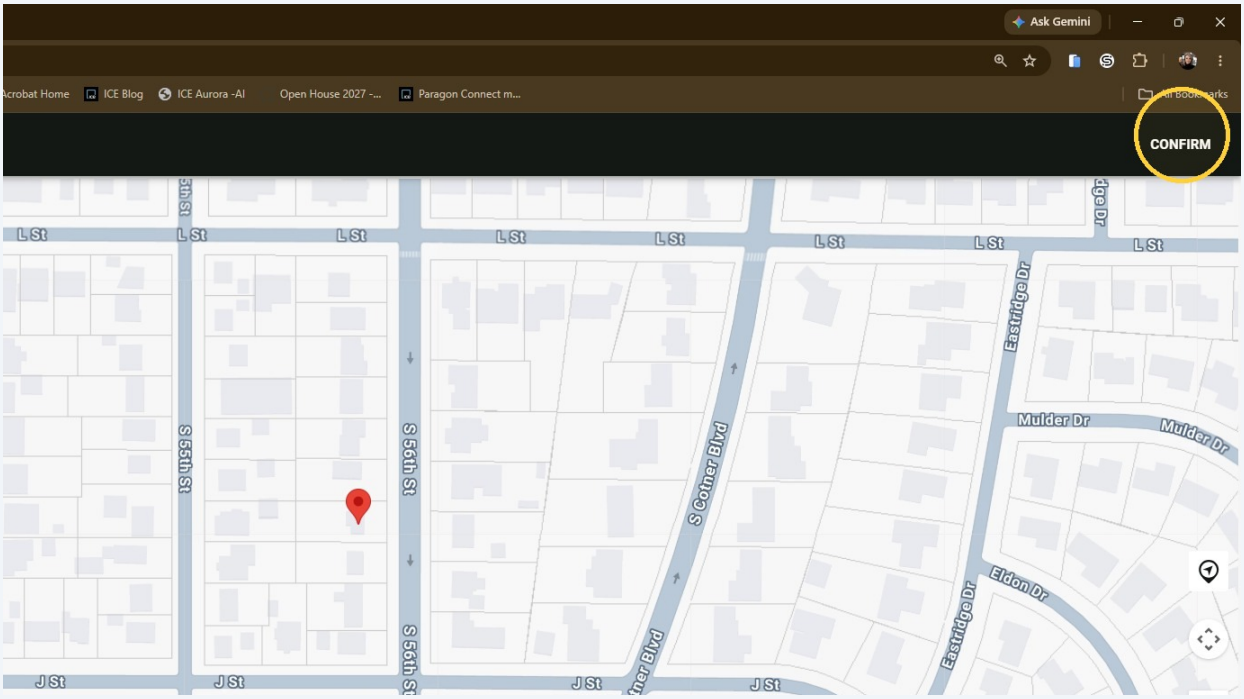
5 When the address pops up, select it Click "503 South 56th Street, Lincoln, NE, USA"



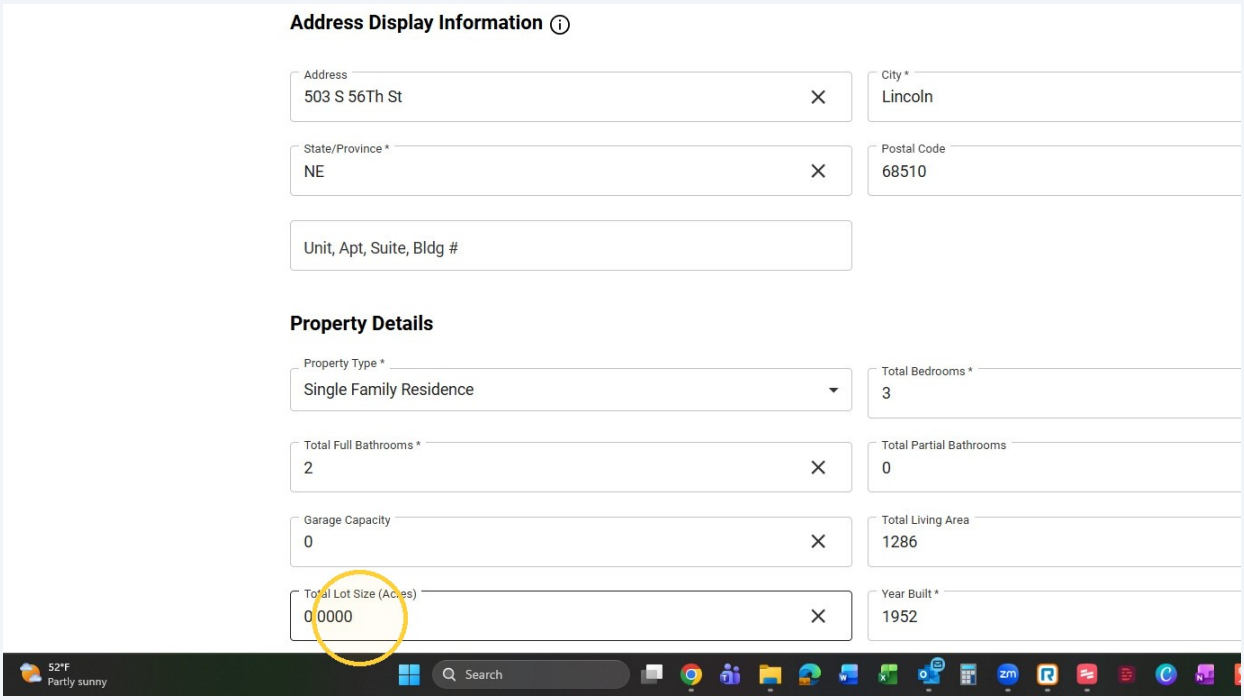
6 If the Pin needs adjusting, click on the pin and move it where it should be. Place the map pin at the subject property's location.



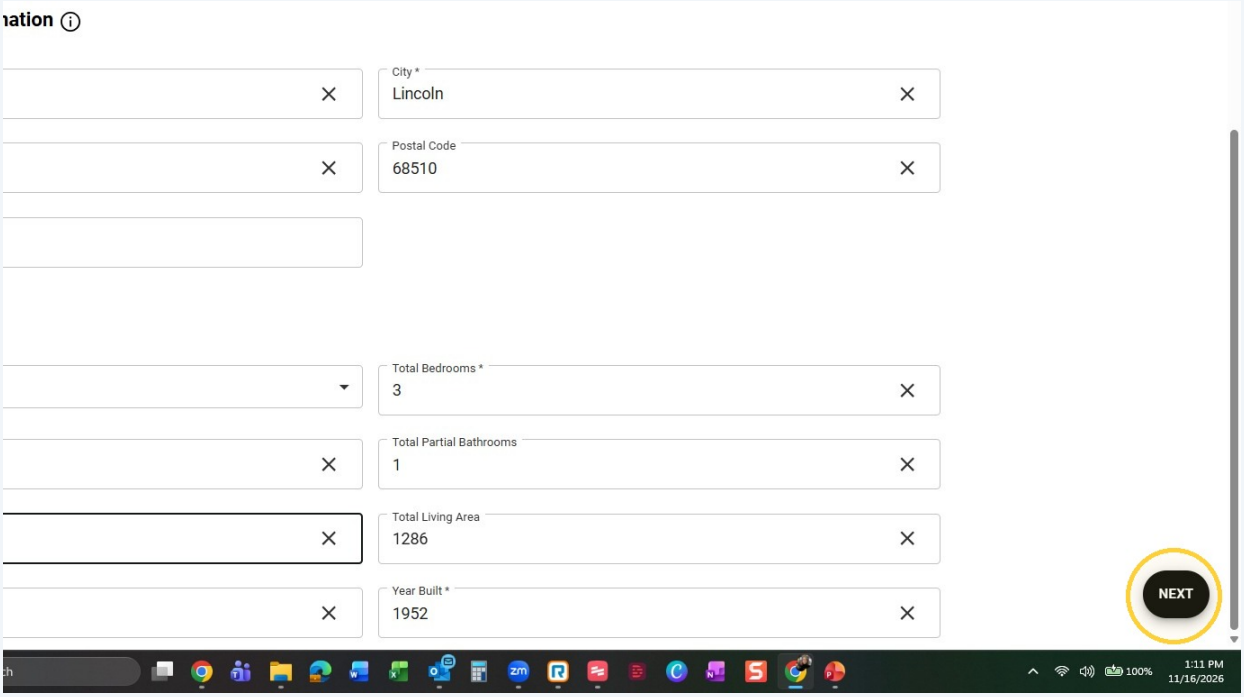
7 Click "CONFIRM" once you have moved the Pin to the proper location or if the Pin is correct



8 Make any adjustments needed to the Address of Property Details

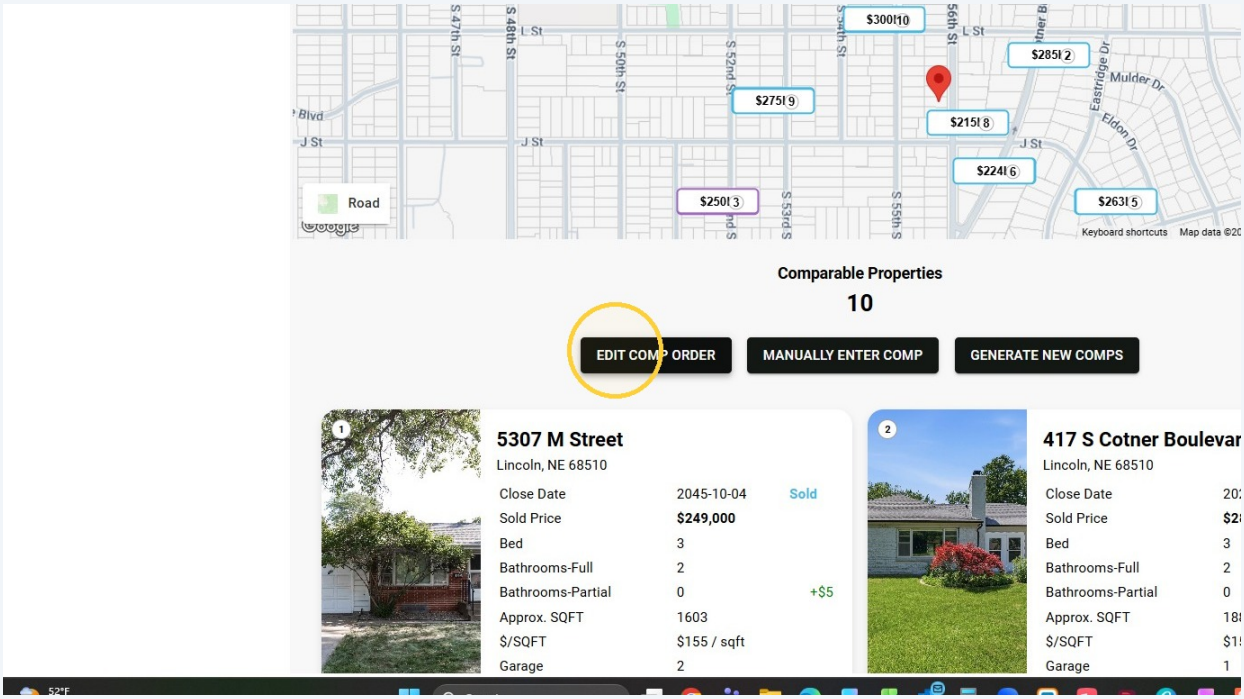


9 Click "NEXT"

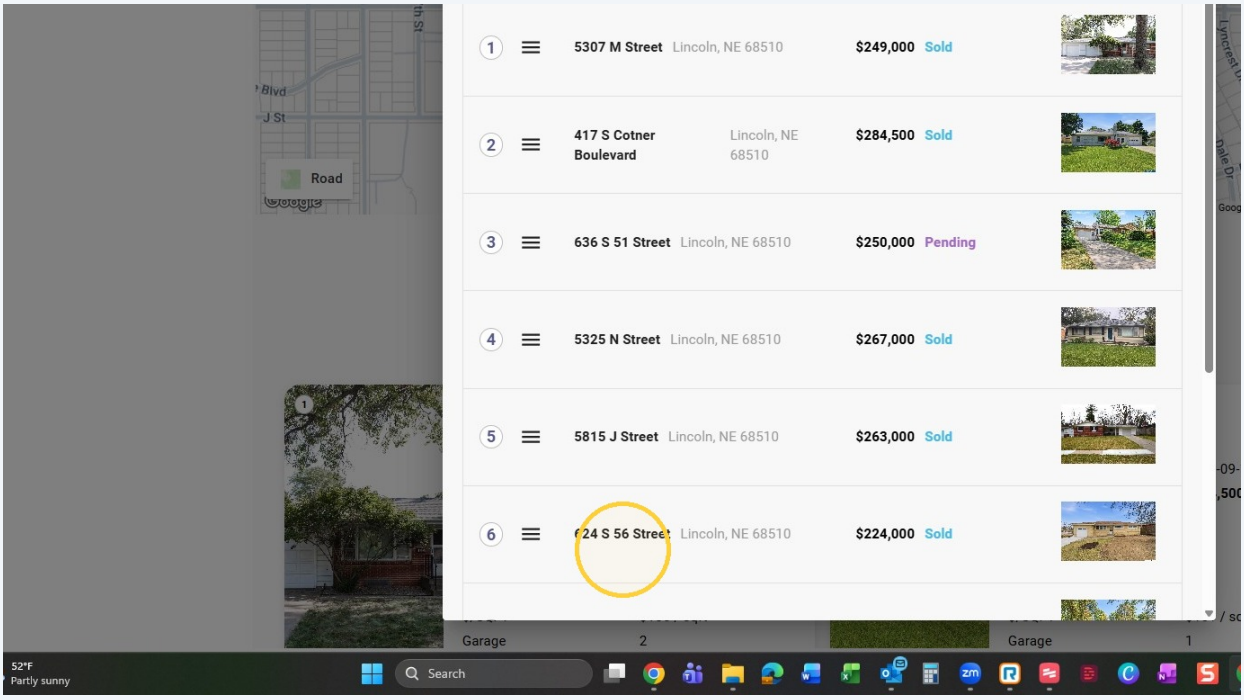


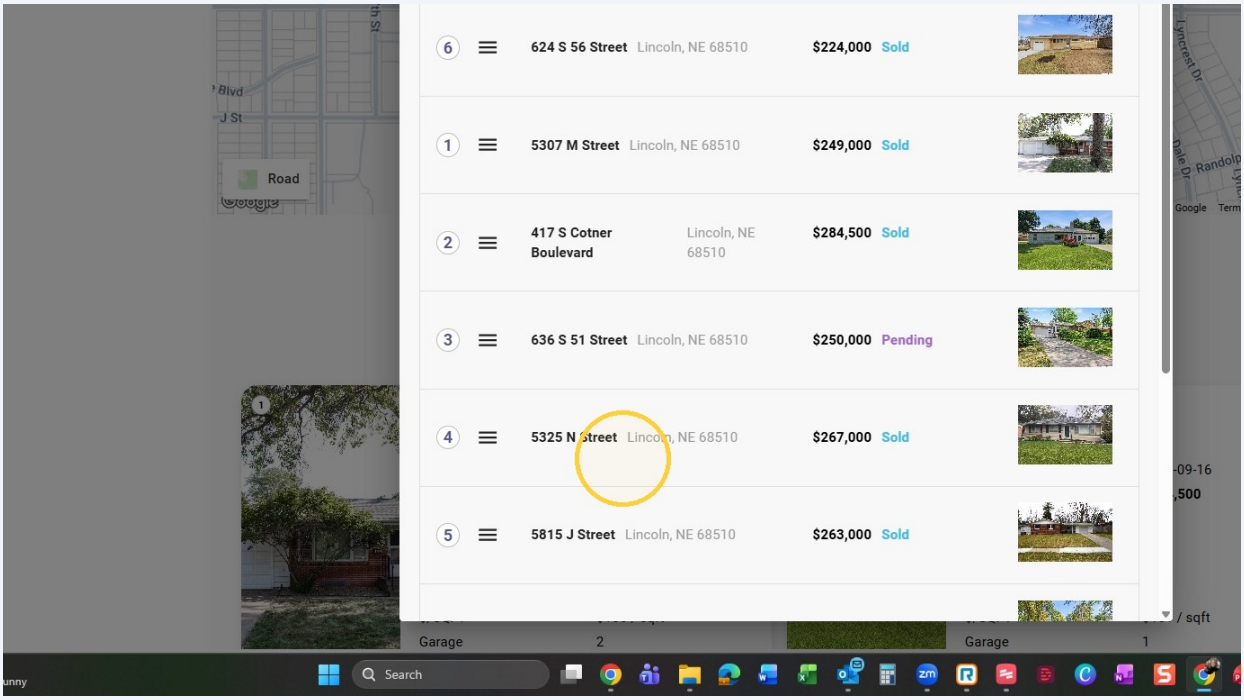
Choose Comparables

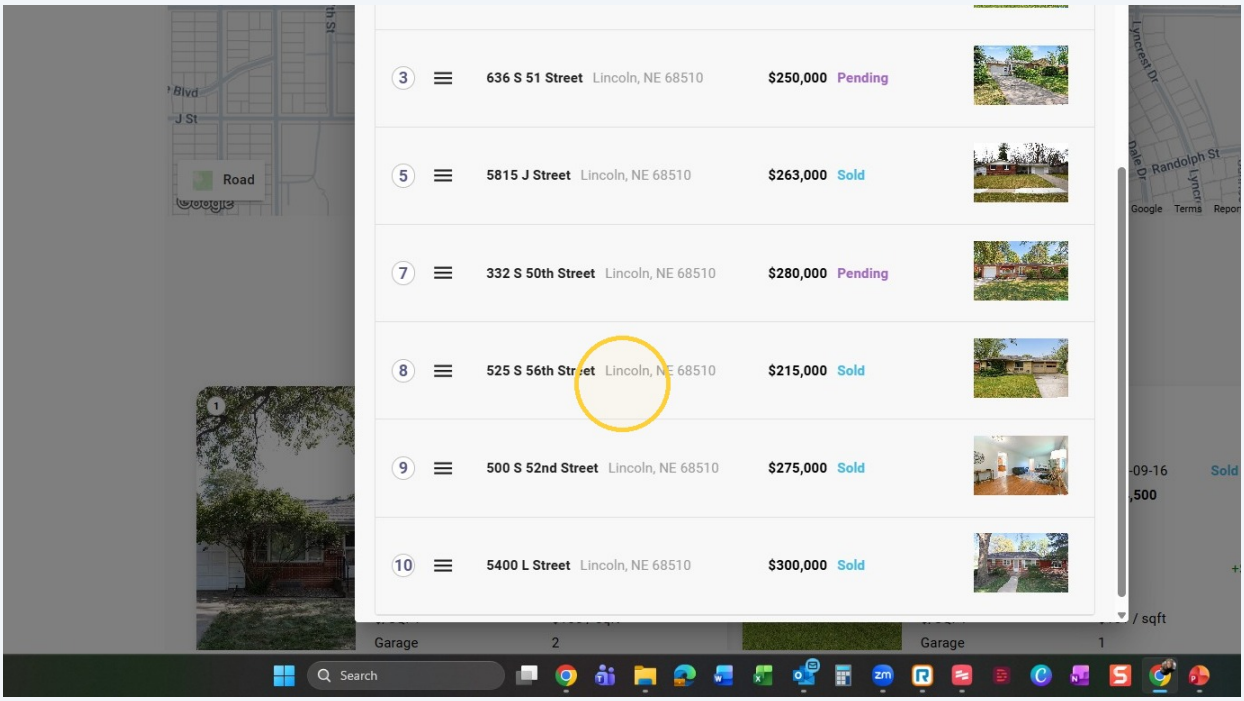
10 You may edit your Comp Order. Click "EDIT COMP ORDER"

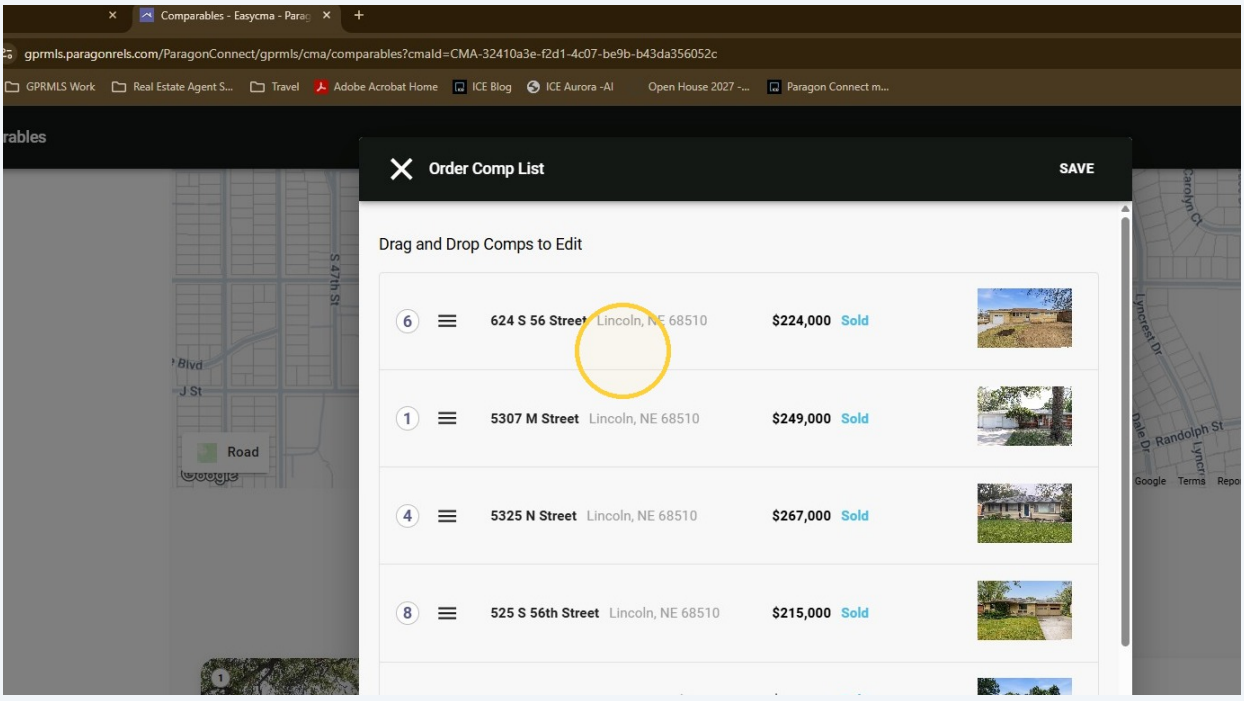


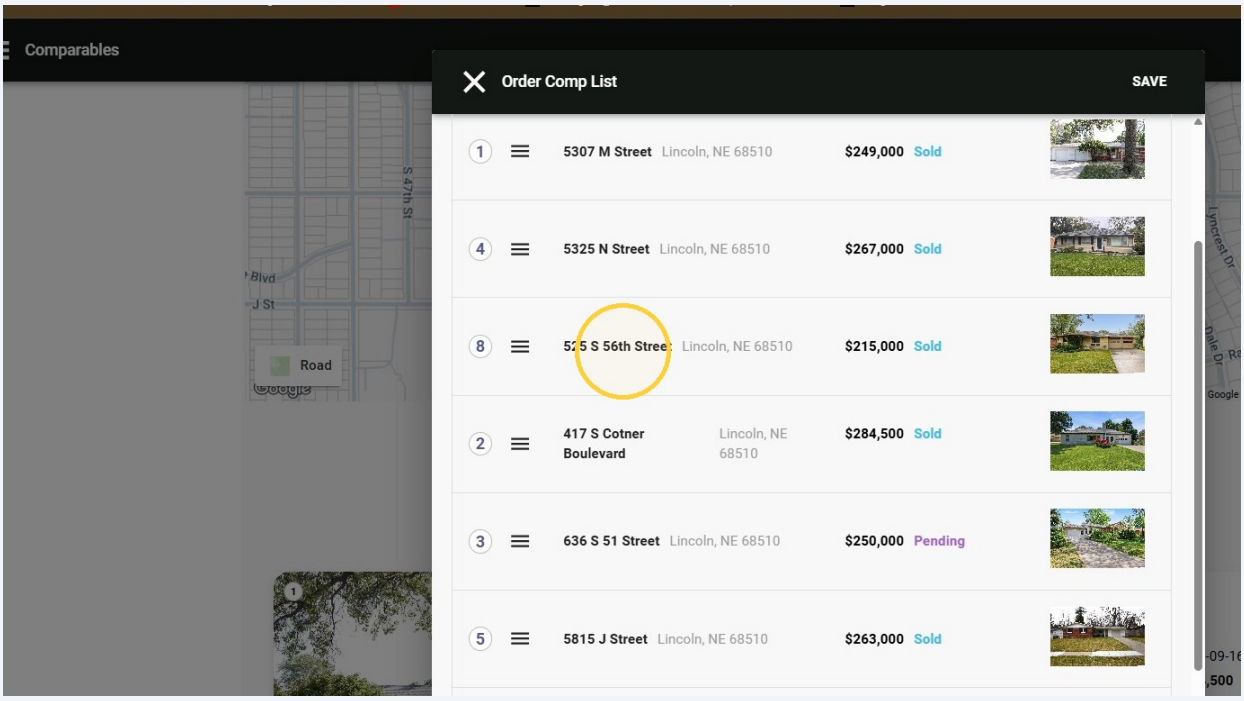
11 Reorder the comparable list by clicking on the address you wish to move, and dragging it into the place you want it.



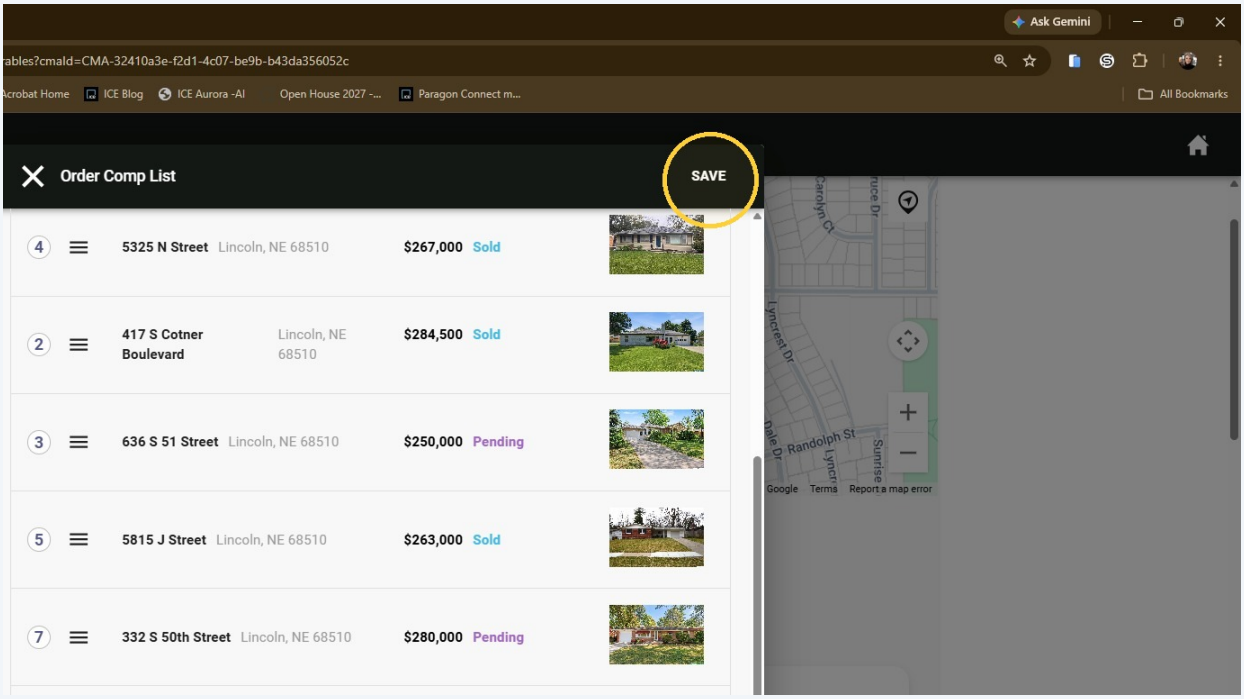



3 636 S 51 Street Lincoln, NE 68510 $250,000 Pending
5 5815 J Street Lincoln, NE 68510 $263,000 Sold
7 332 S 50th Street Lincoln, NE 68510 $280,000 Pending
8 525 S 56th Street Lincoln, NE 68510 $215,000 Sold
9 500 S 52nd Street Lincoln, NE 68510 $275,000 Sold
10 5400 L Street Lincoln, NE 68510 $300,000 Sold
Road
Garage 2
Garage 1
Search

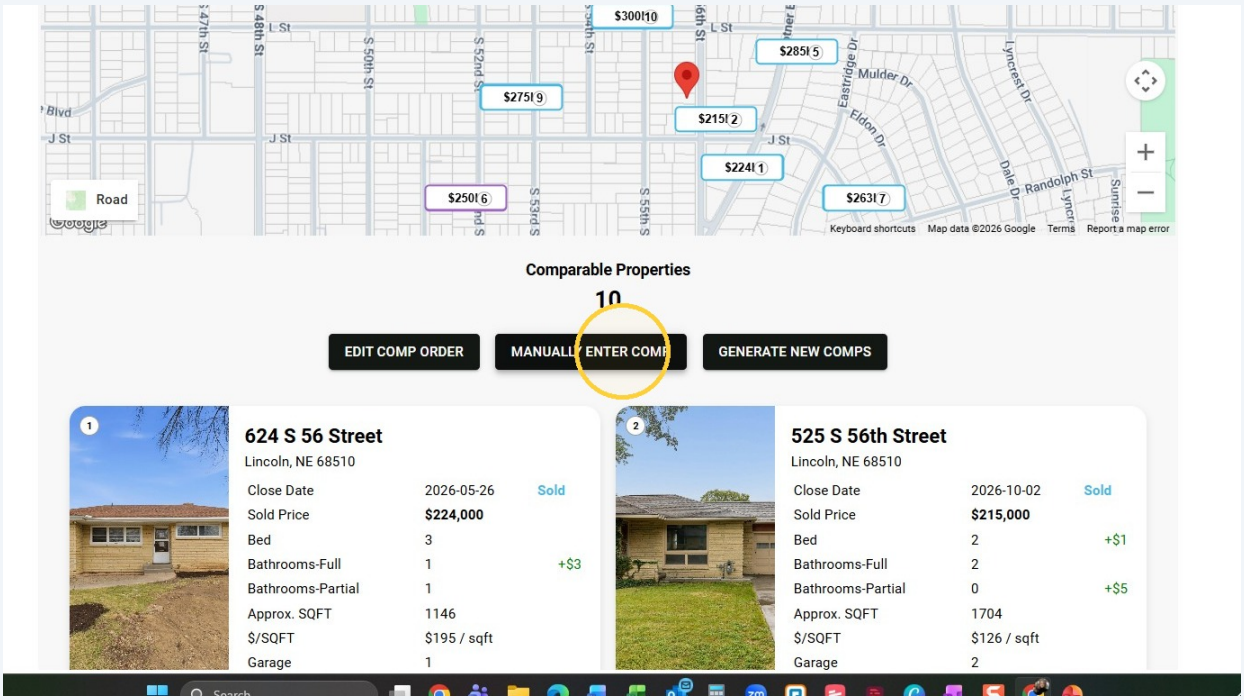

Comparables - Easycma - Parag
gprmls.paragonrels.com/ParagonConnect/gprmls/cma/comparables?cmaId=CMA-32410a3e-f2d1-4c07-be9b-b43da356052c
GPRMLS Work
Real Estate Agent S...
Travel
Adobe Acrobat Home
ICE Blog
ICE Aurora -AI
Open House 2027 -...
Paragon Connect m...
Order Comp List
SAVE
Drag and Drop Comps to Edit
6 624 S 56 Street Lincoln, NE 68510 $224,000 Sold
1 5307 M Street Lincoln, NE 68510 $249,000 Sold
4 5325 N Street Lincoln, NE 68510 $267,000 Sold
8 525 S 56th Street Lincoln, NE 68510 $215,000 Sold
Road

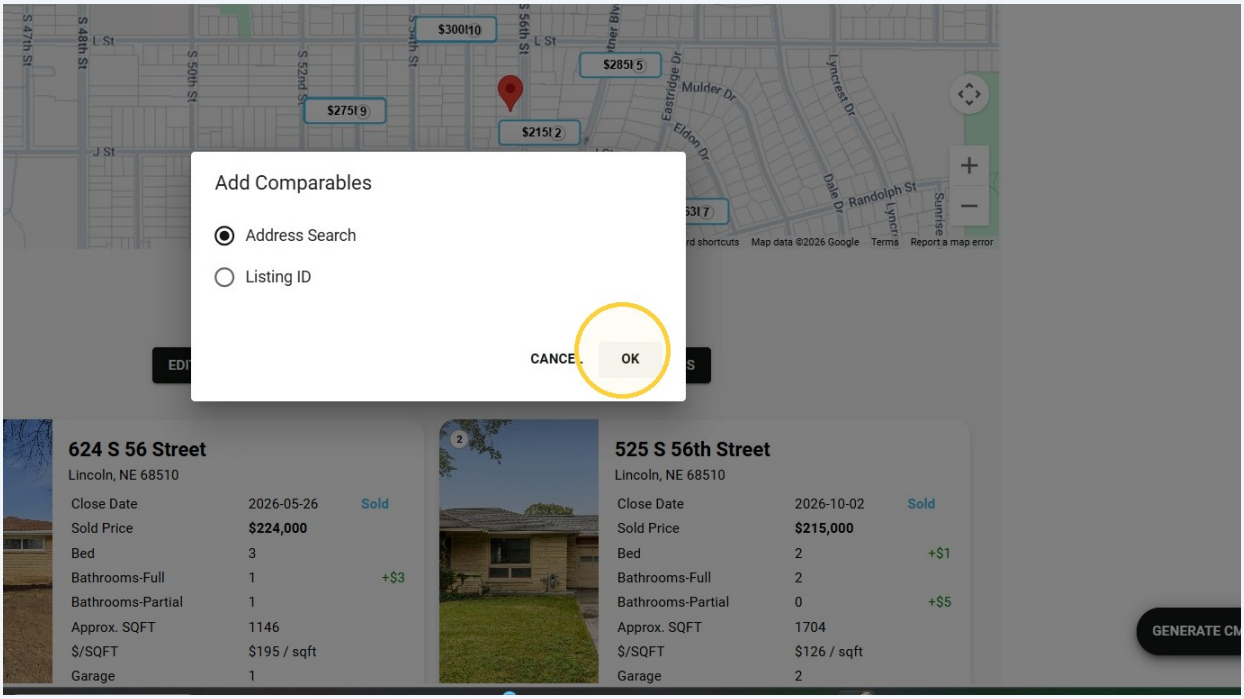


12 Click "SAVE"

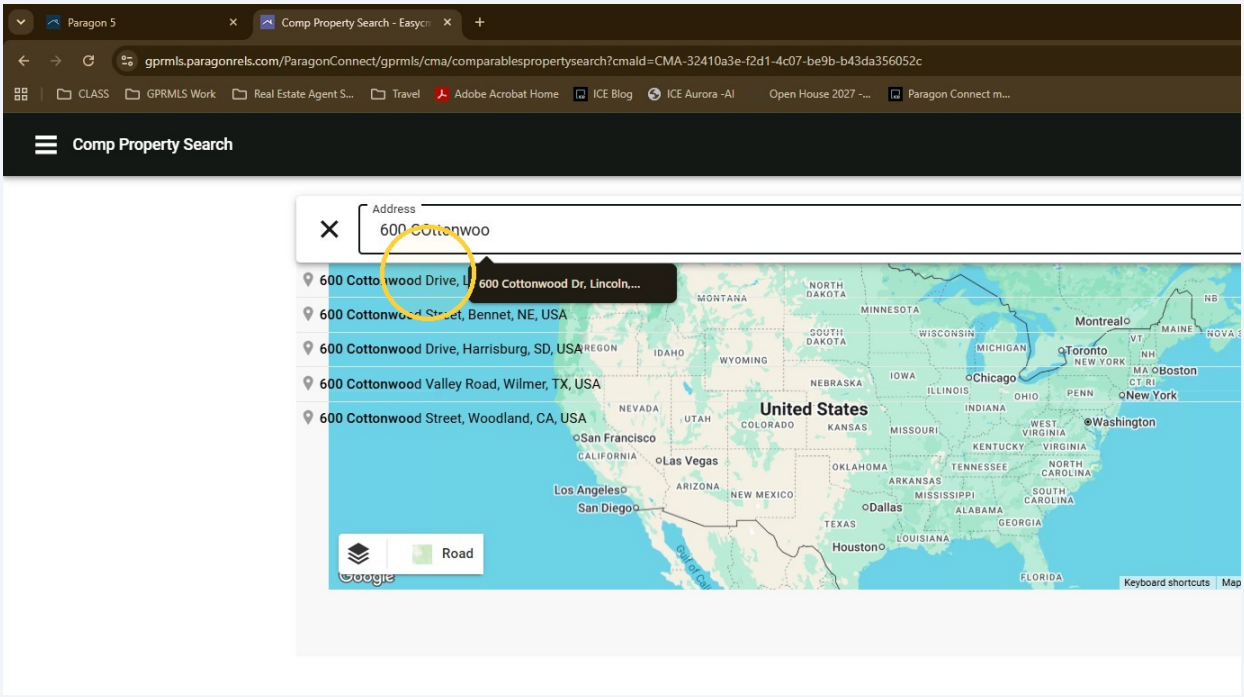


13 You may also Open Manually Enter Comp by clicking on "Manually Enter a Comp" and confirm Address Search or MLS ID#

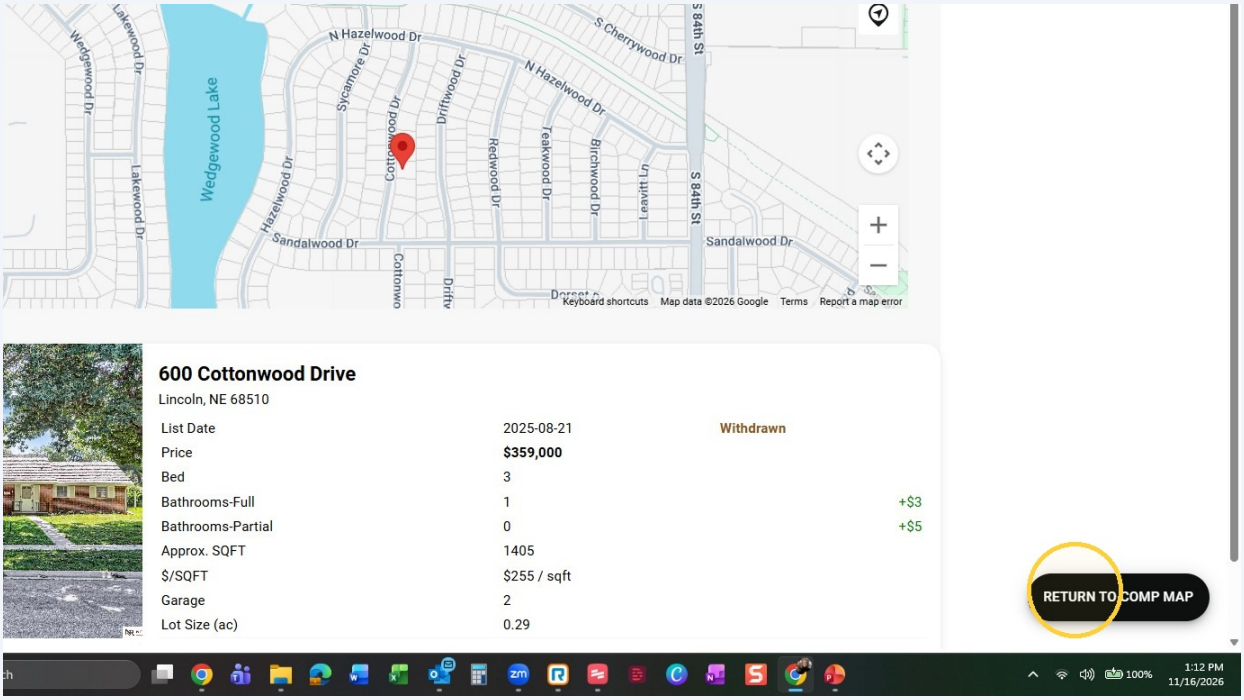

Comparable Properties
10
EDIT COMP ORDER
MANUALLY ENTER COMP
GENERATE NEW COMPS
624 S 56 Street
Lincoln, NE 68510
Close Date 2026-05-26 Sold
Sold Price $224,000
Bed 3
Bathrooms-Full 1 +$3
Bathrooms-Partial 1
Approx. SQFT 1146
$/SQFT $195 / sqft
Garage 1
525 S 56th Street
Lincoln, NE 68510
Close Date 2026-10-02 Sold
Sold Price $215,000
Bed 2 +$1
Bathrooms-Full 2
Bathrooms-Partial 0 +$5
Approx. SQFT 1704
$/SQFT $126 / sqft
Garage 2


Add Comparables
Address Search
Listing ID
CANCEL
OK
624 S 56 Street
Lincoln, NE 68510
Close Date 2026-05-26 Sold
Sold Price $224,000
Bed 3
Bathrooms-Full 1 +$3
Bathrooms-Partial 1
Approx. SQFT 1146
$/SQFT $195 / sqft
Garage 1
525 S 56th Street
Lincoln, NE 68510
Close Date 2026-10-02 Sold
Sold Price $215,000
Bed 2 +$1
Bathrooms-Full 2
Bathrooms-Partial 0 +$5
Approx. SQFT 1704
$/SQFT $126 / sqft
Garage 2

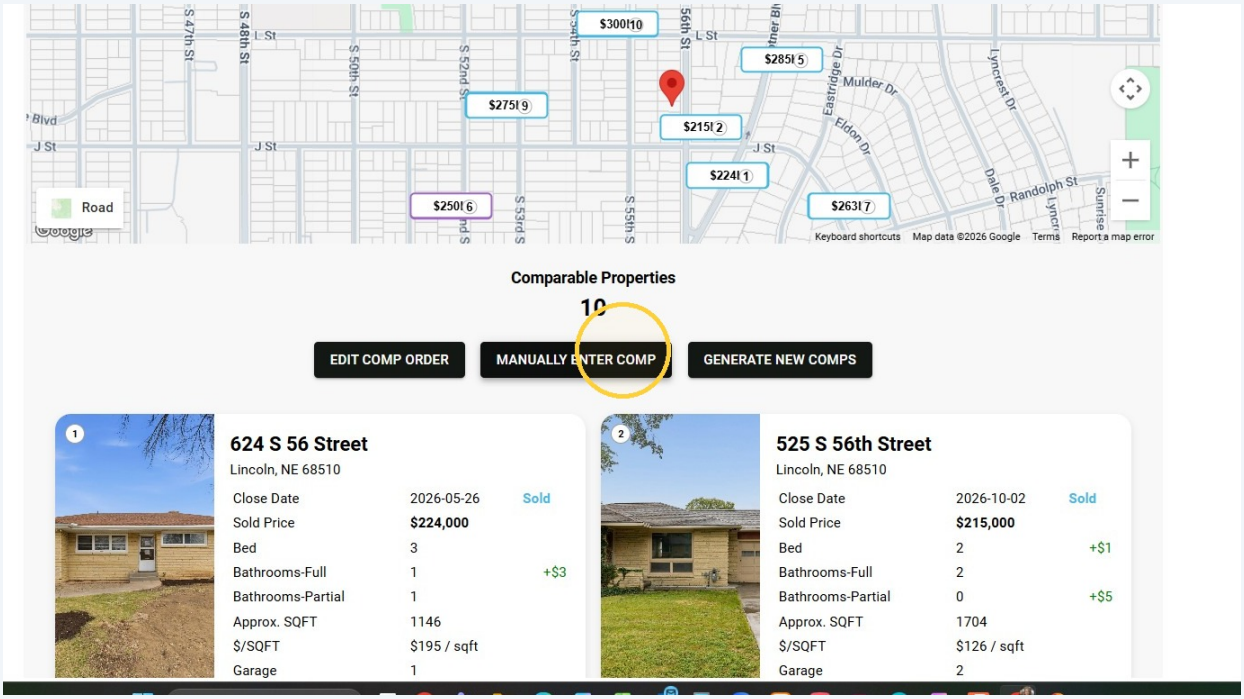
14 Enter the address and then select the matching address suggestion in Comp Property Search.



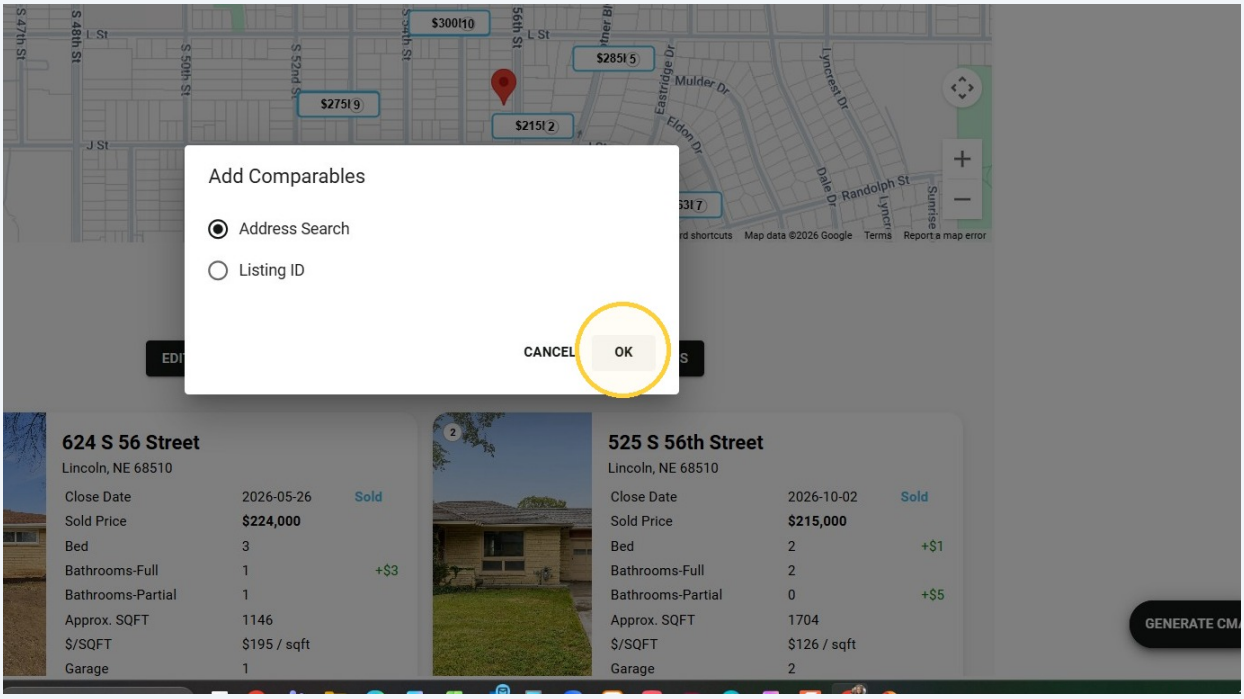
15 Click "RETURN TO COMP MAP"



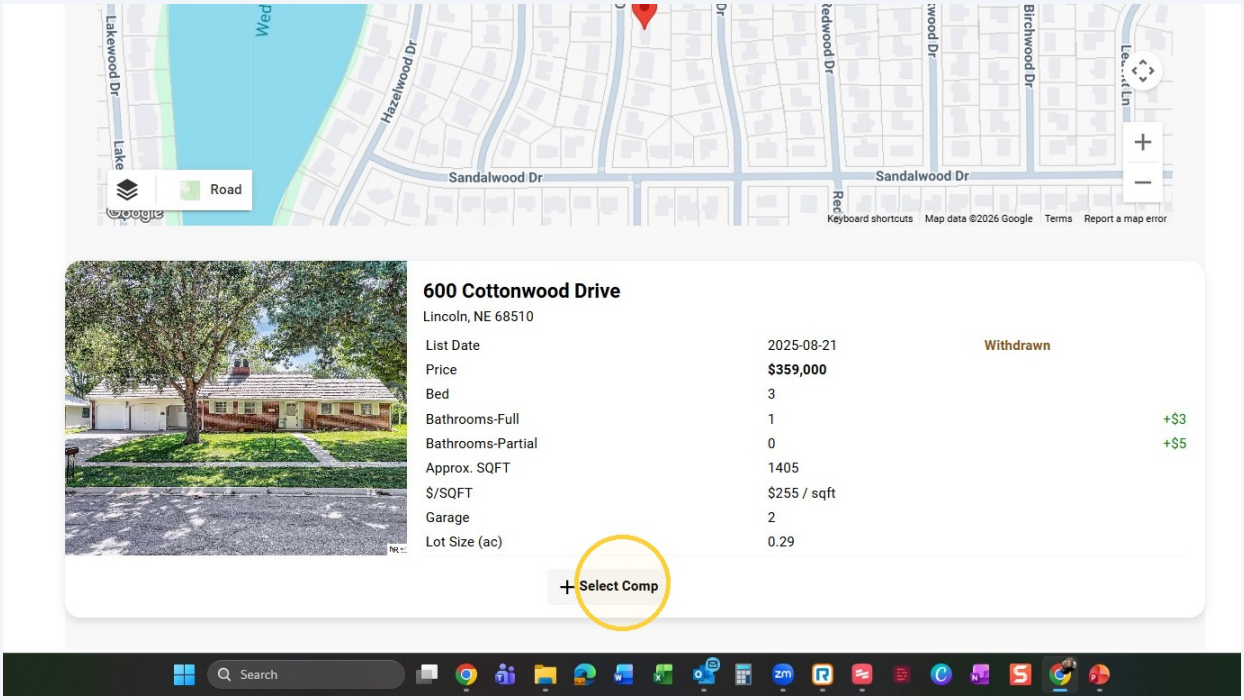
16 Click "MANUALLY ENTER COMP"



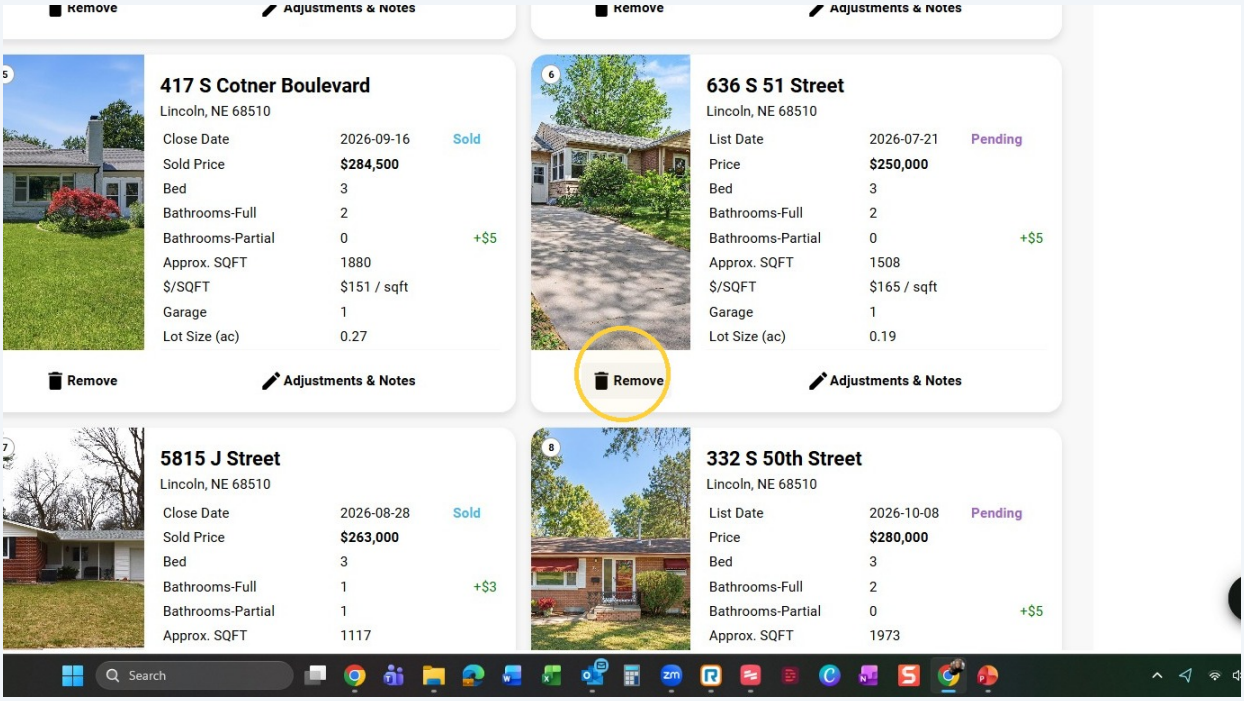
17 Click "OK"



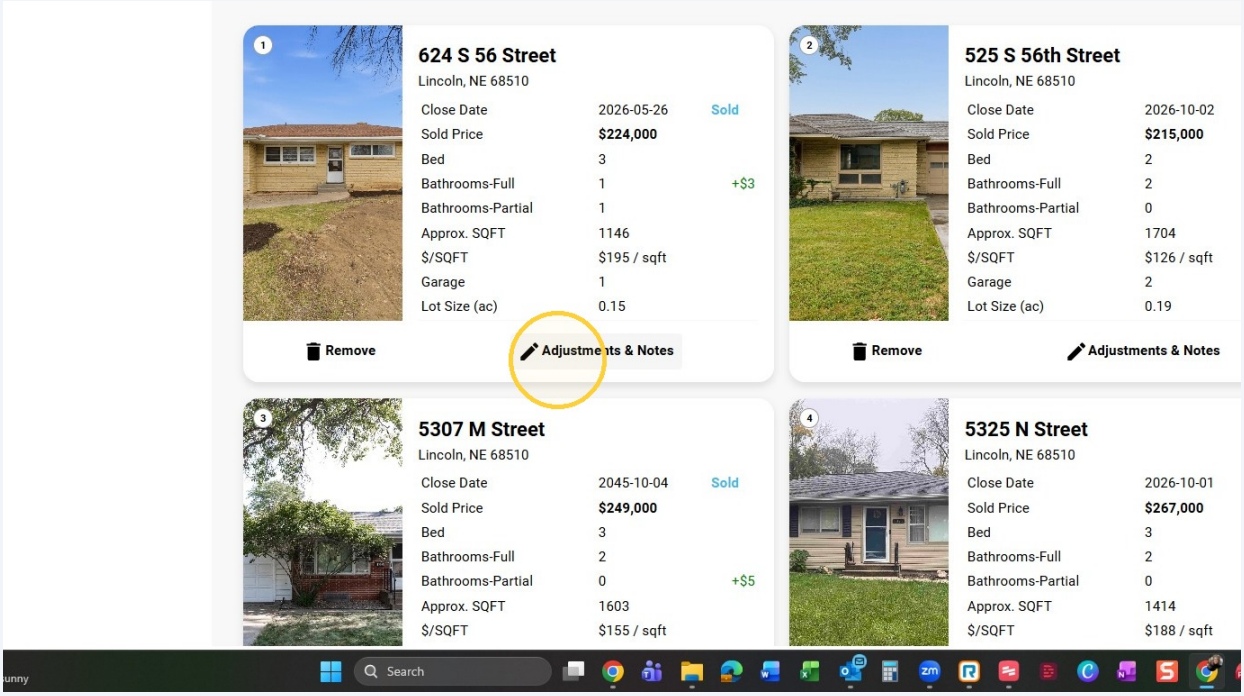
18 Click "Select Comp"



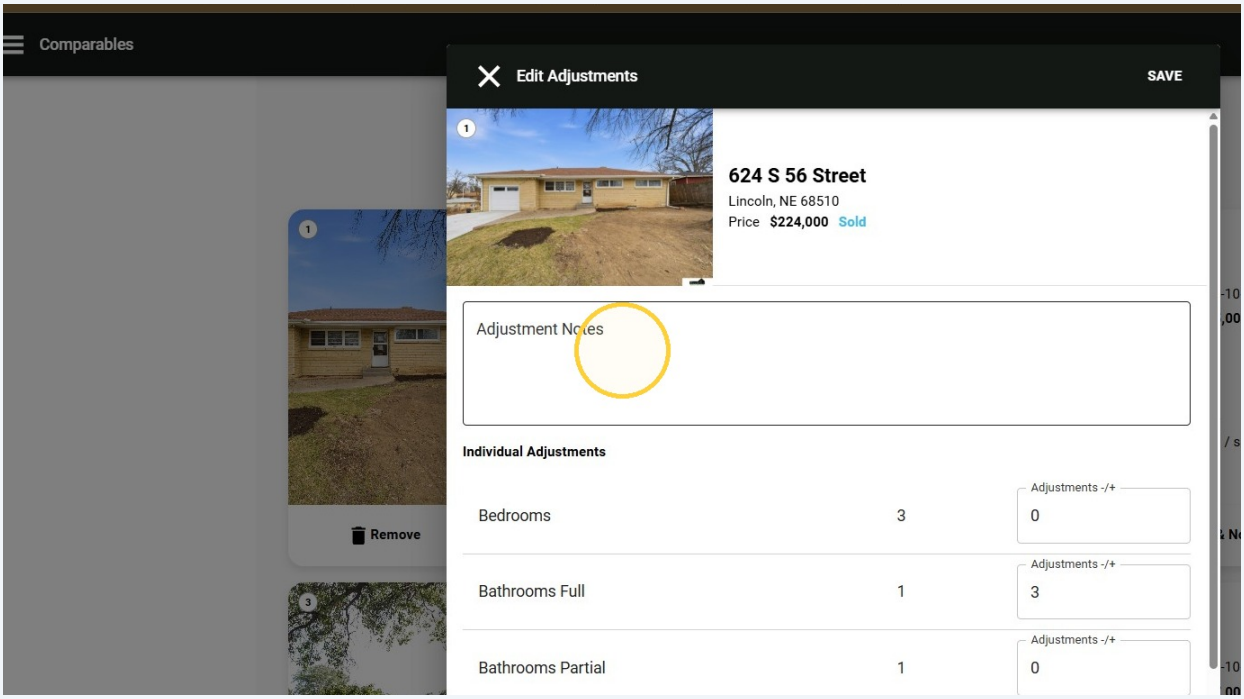
19 To remove a comp, click "Remove"



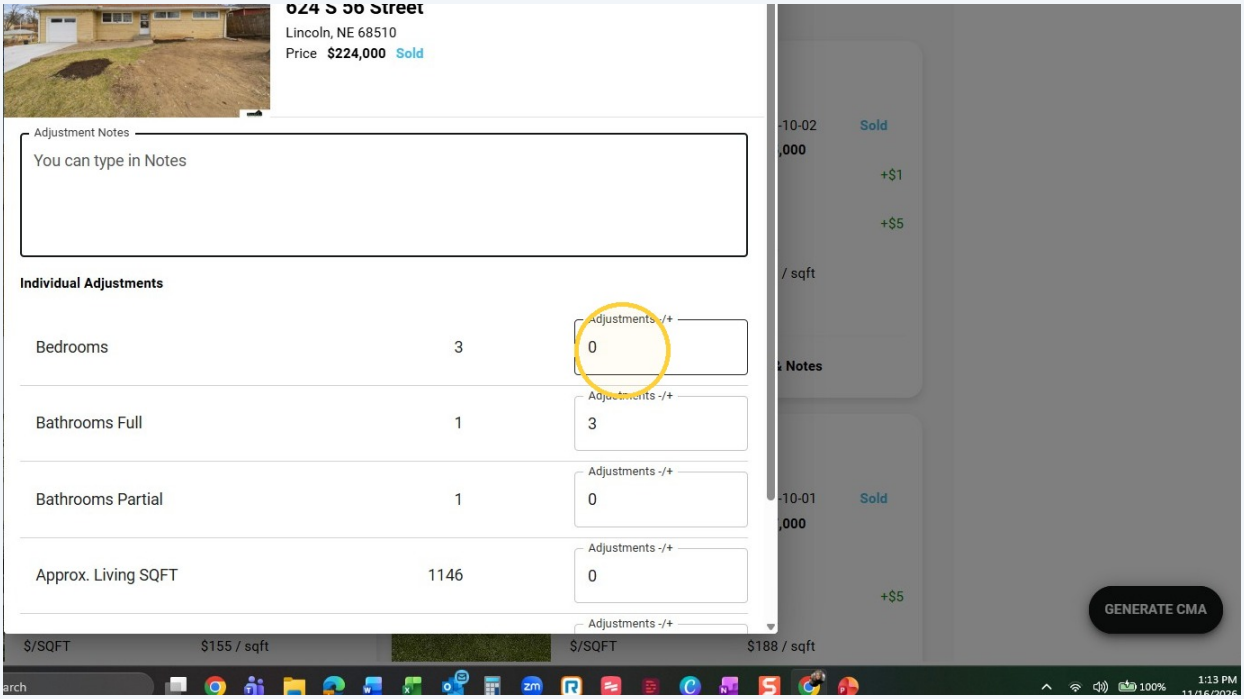
20 To make manual adjustments to your comps, click "Adjustments & Notes" of the property you want to make adjustments to



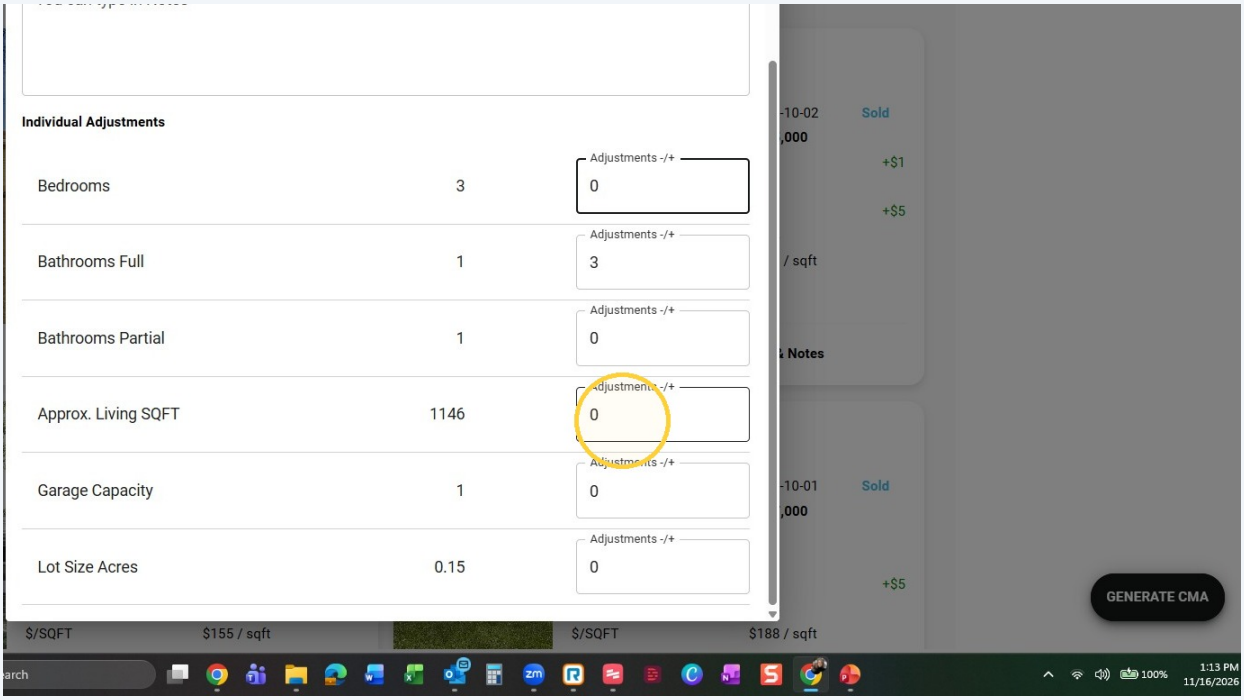
21 You can make notes for the property, by entering them into the Adjustment notes.

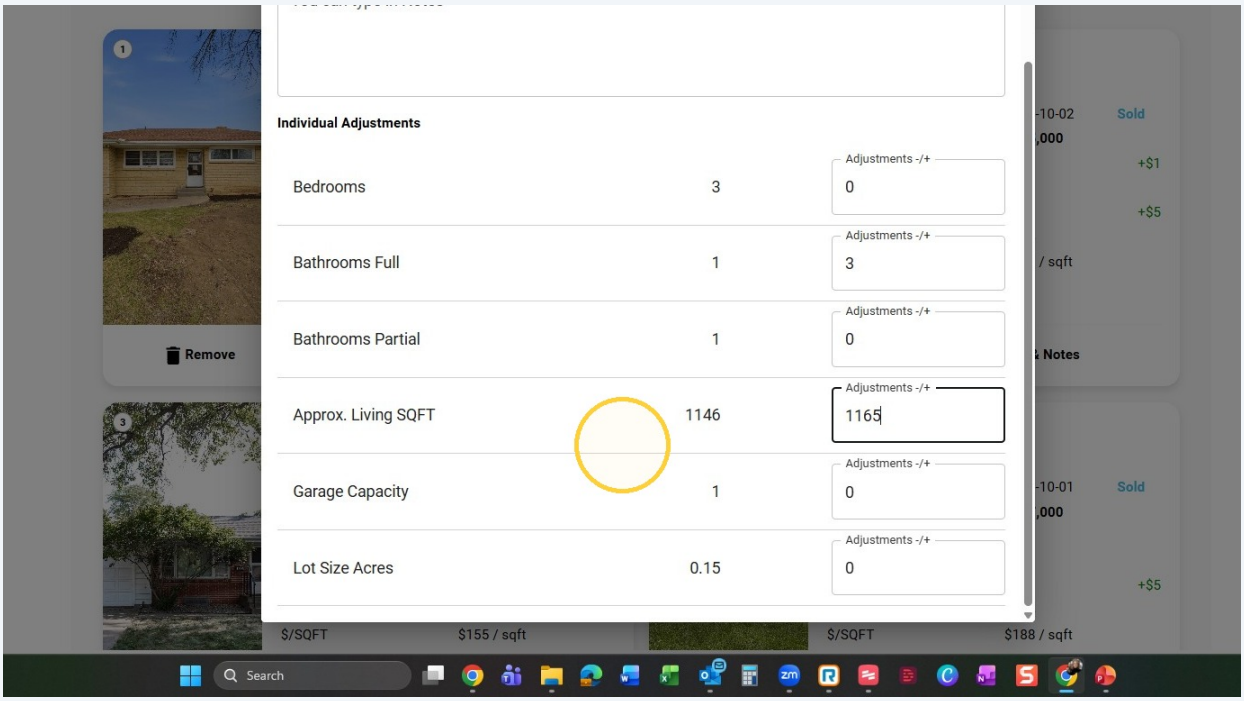


22 Click the Bedrooms adjustment field.

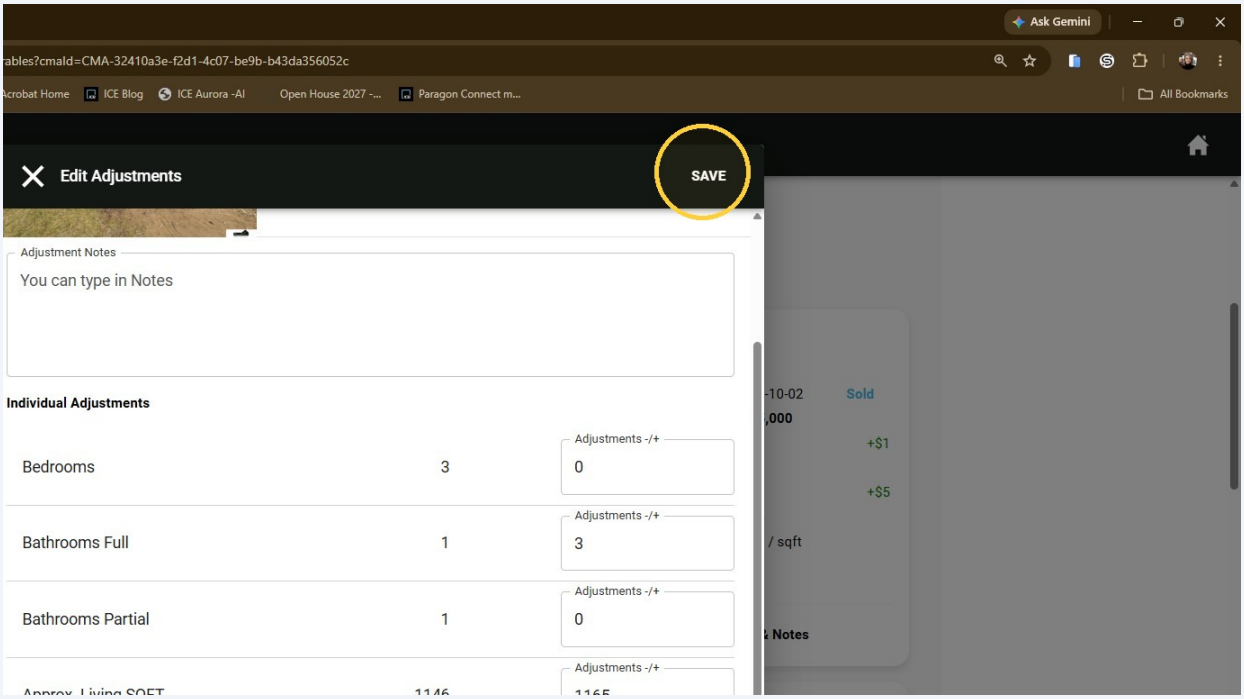


23 Set the Approx. Living SQFT adjustment to 1,165.

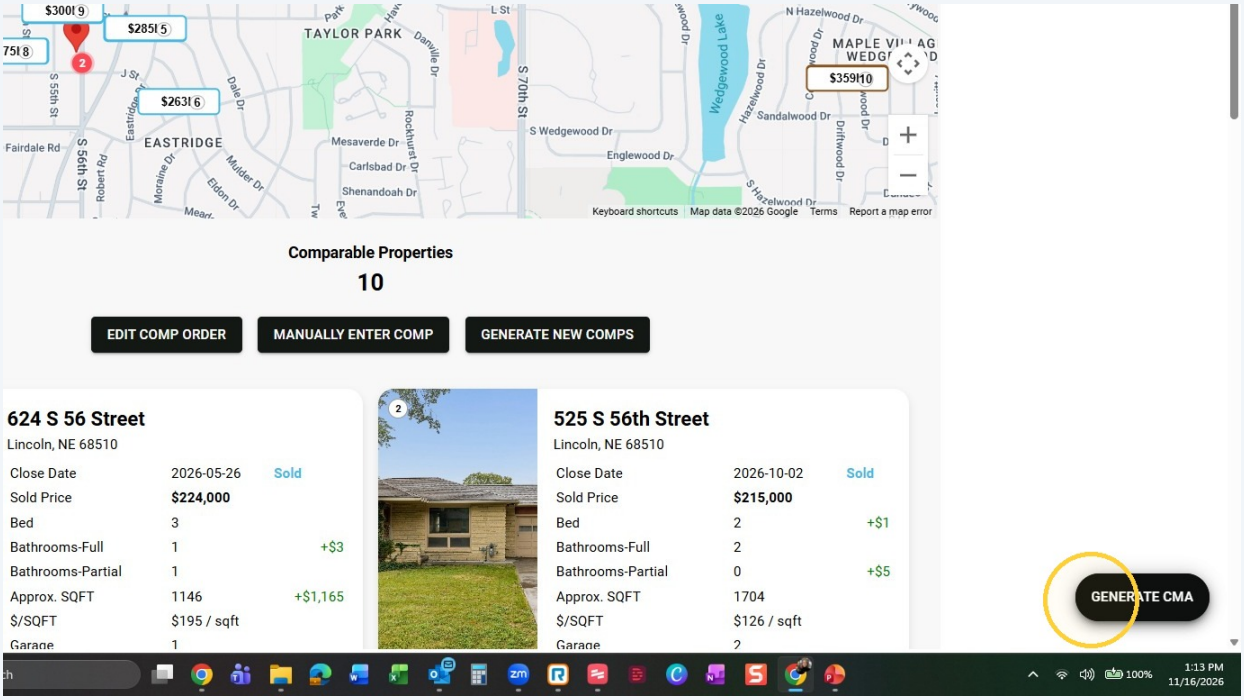




24 Click "SAVE"

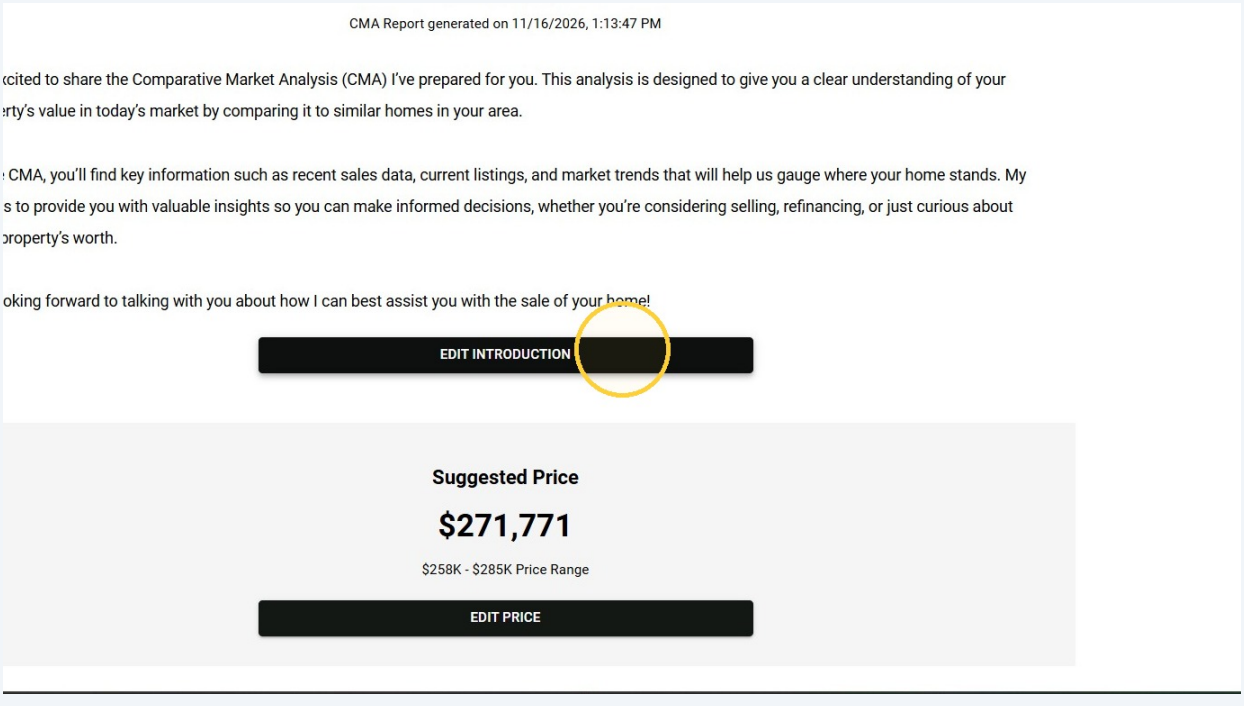


25 Click "GENERATE CMA"

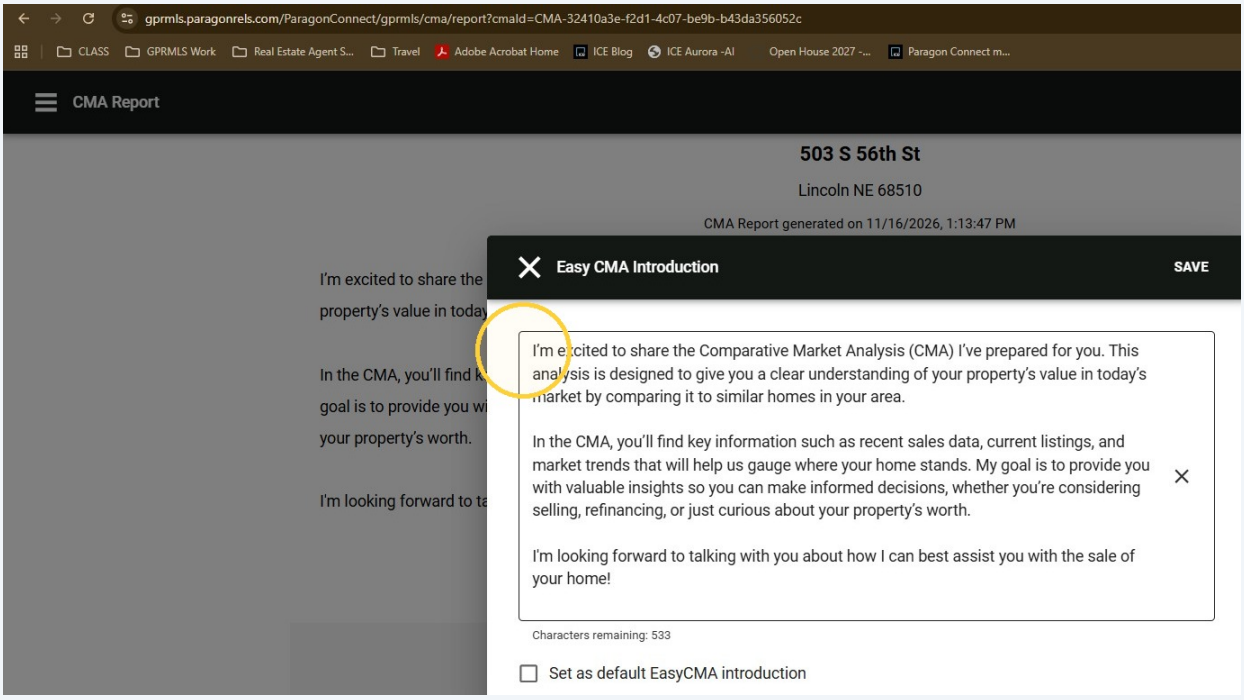


Customize the Report

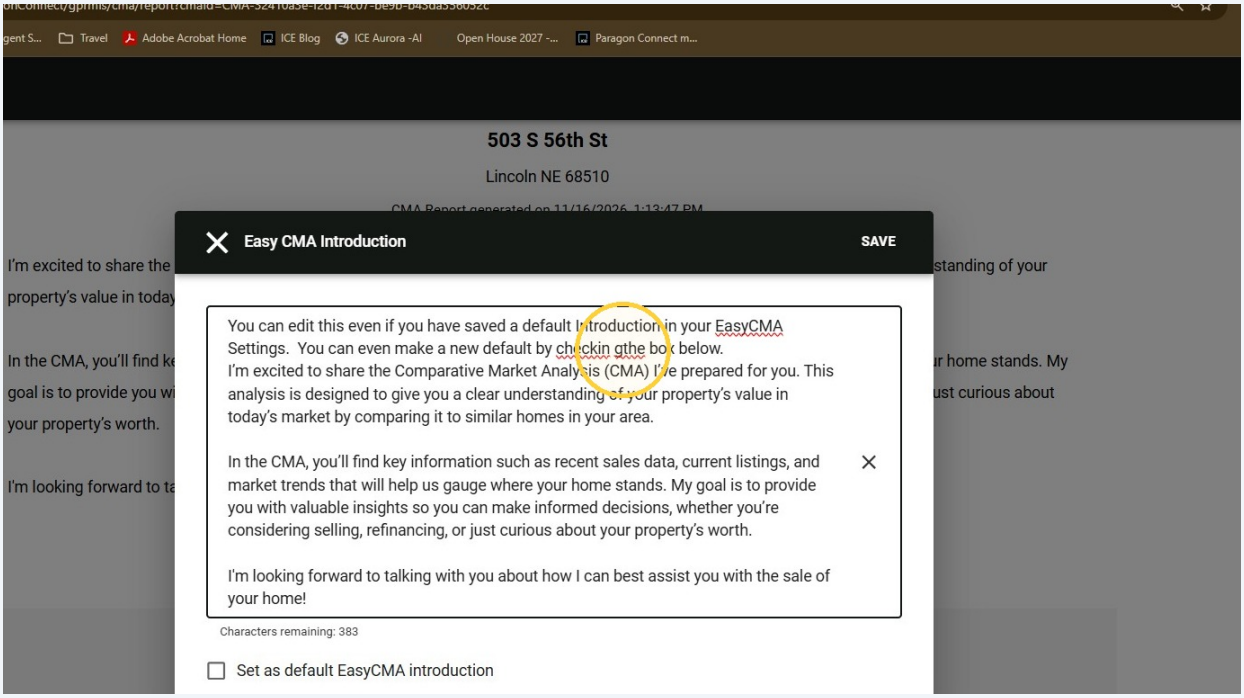
26 Each section can be customized Click "EDIT INTRODUCTION"



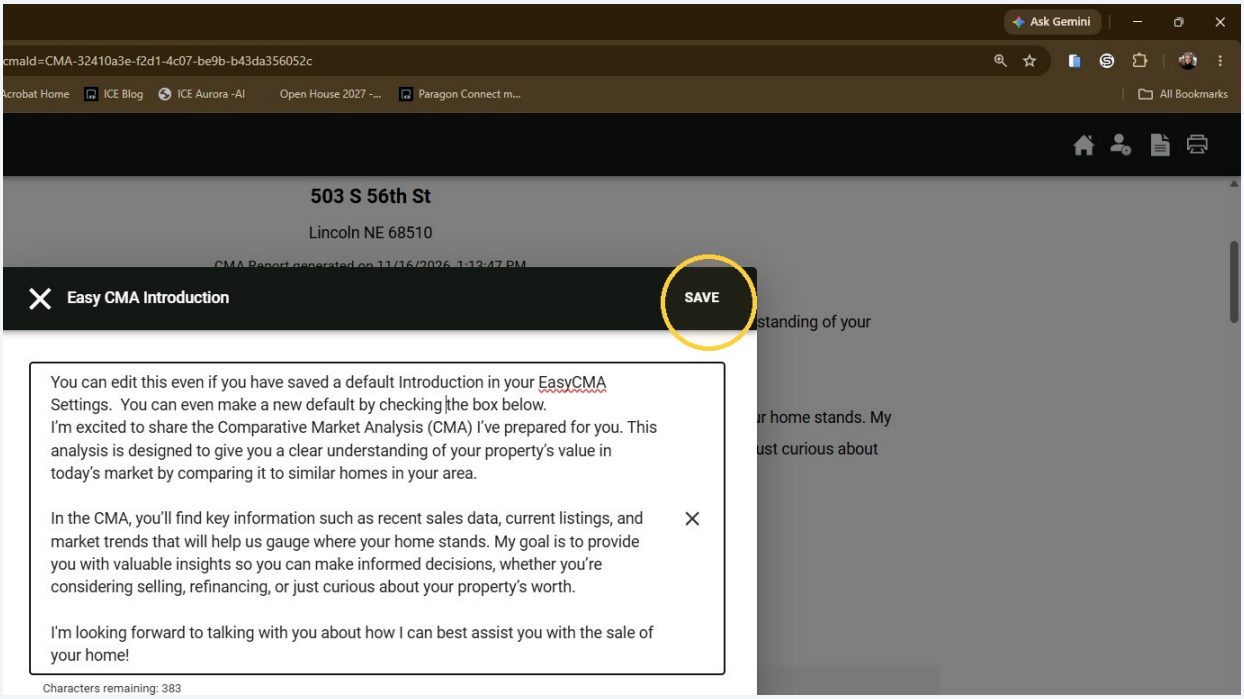
27 Click the Easy CMA Introduction text box.



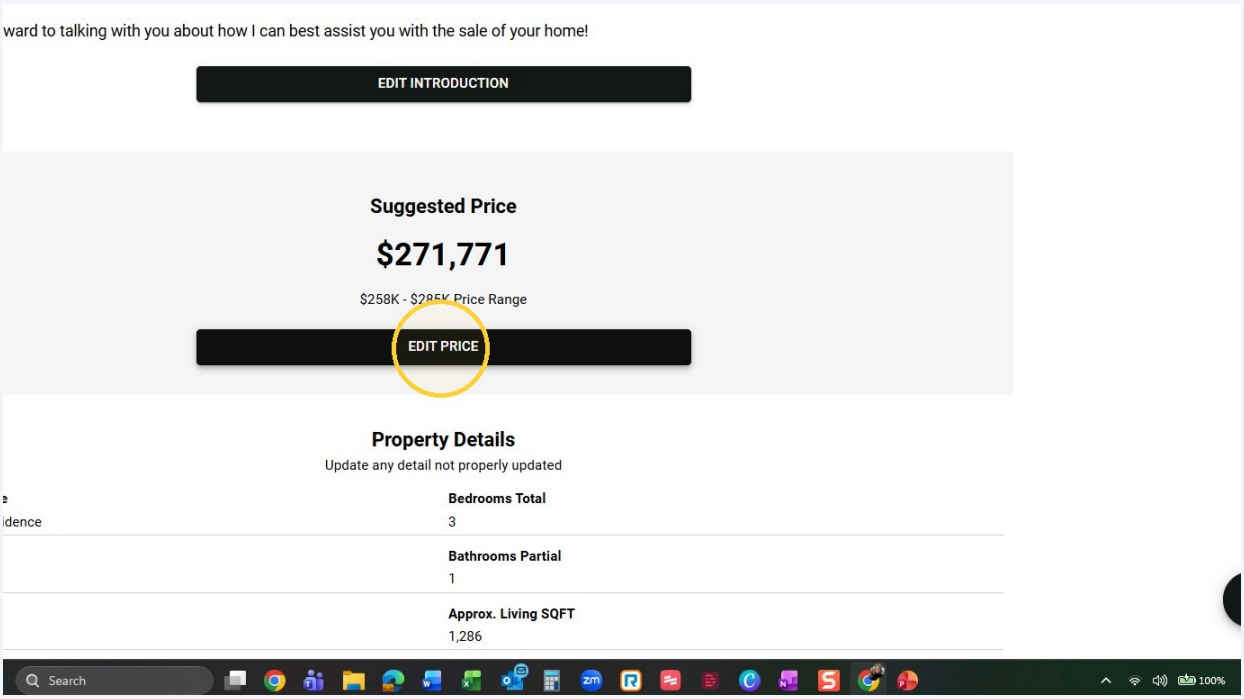
28 Begin editing your Introduction



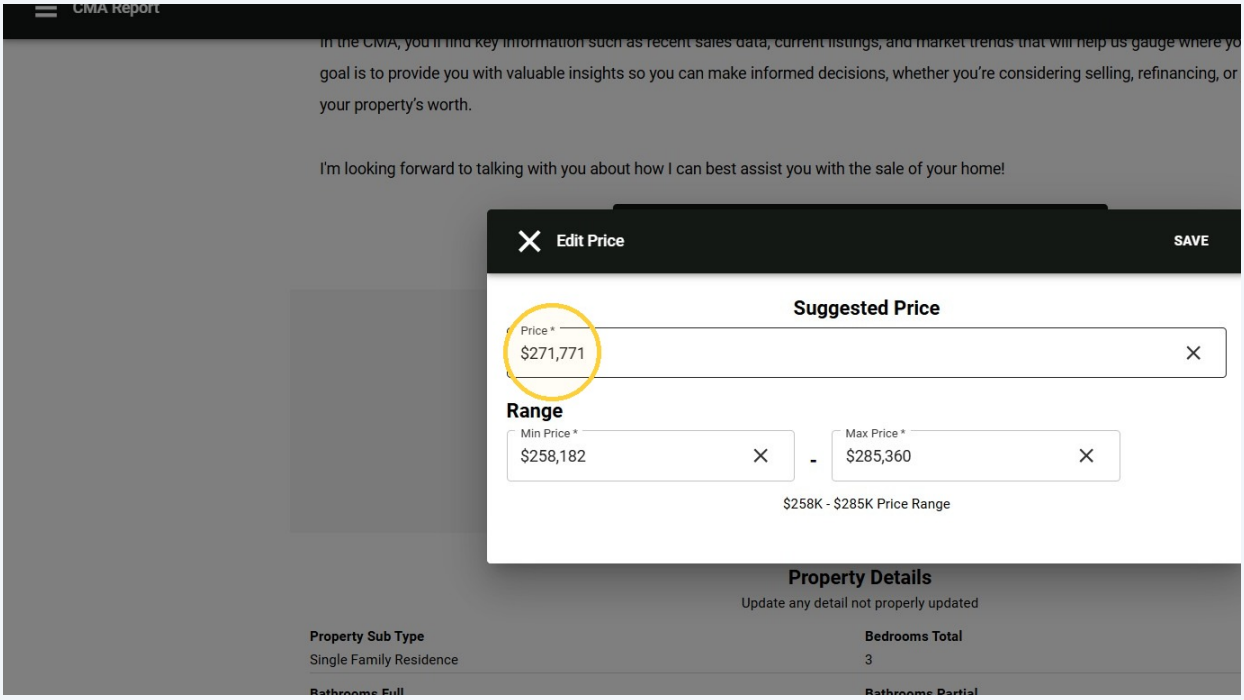
29 Click "SAVE"

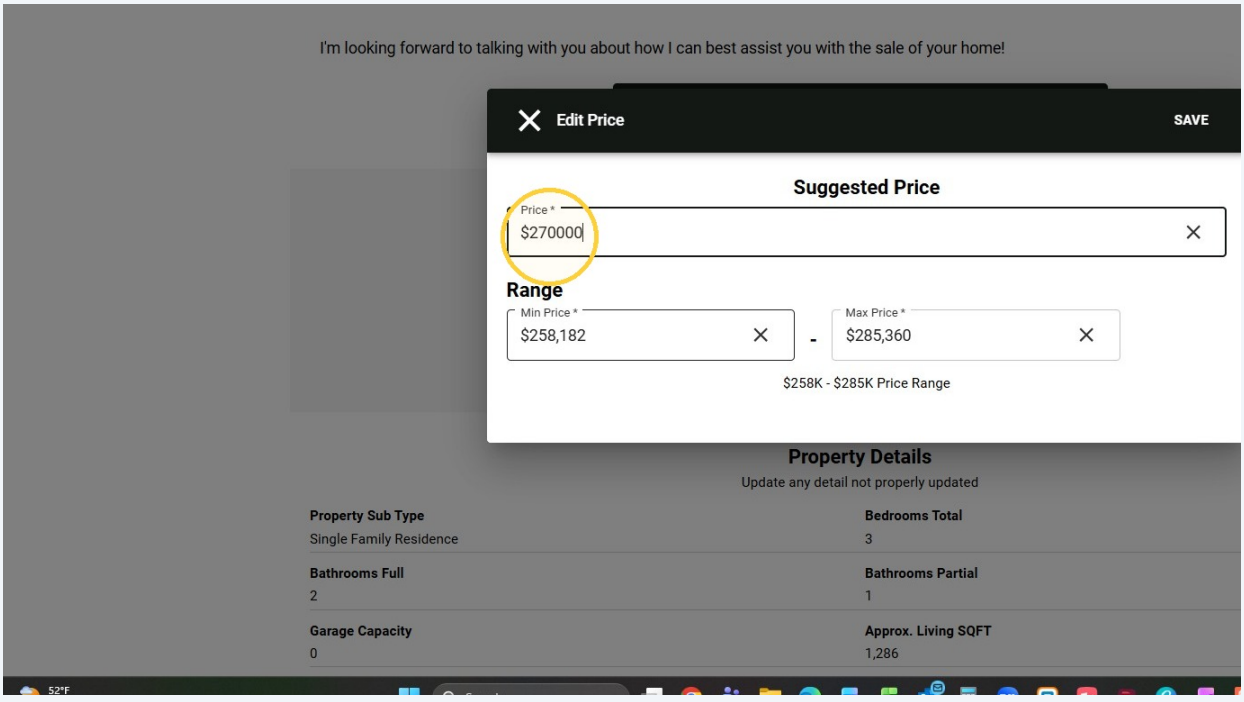


30 Click "EDIT PRICE"

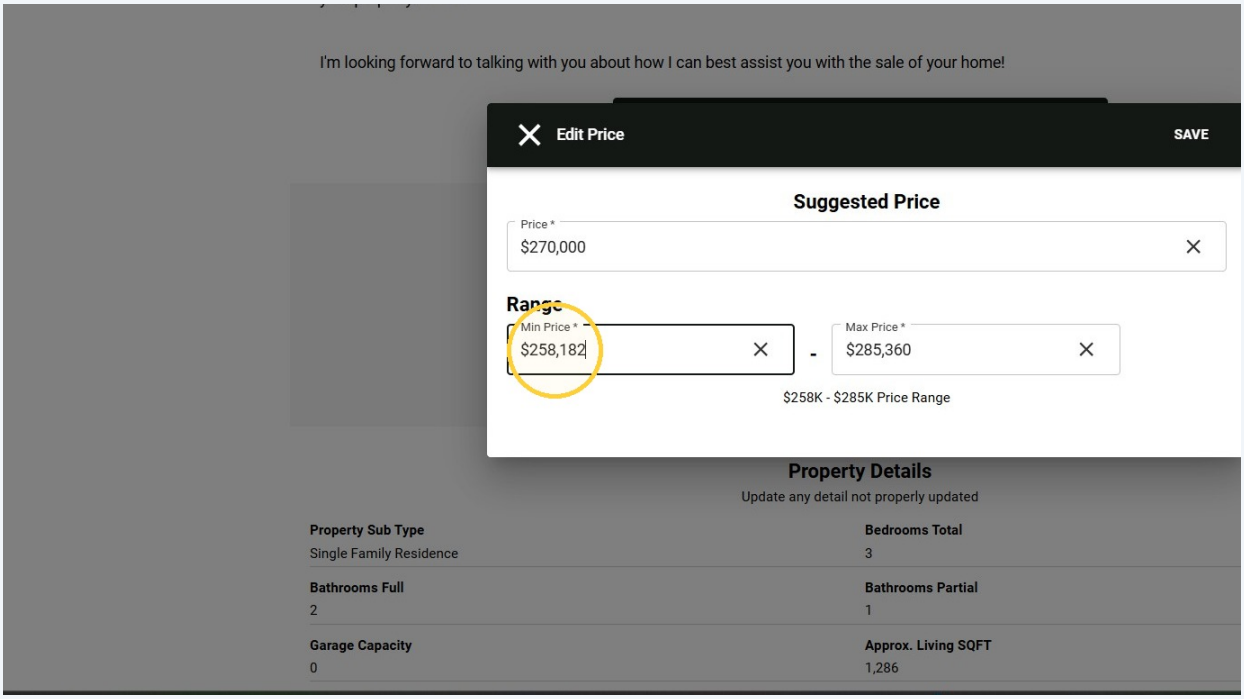


31 Set Suggested Price to $270,000 and open Min Price.

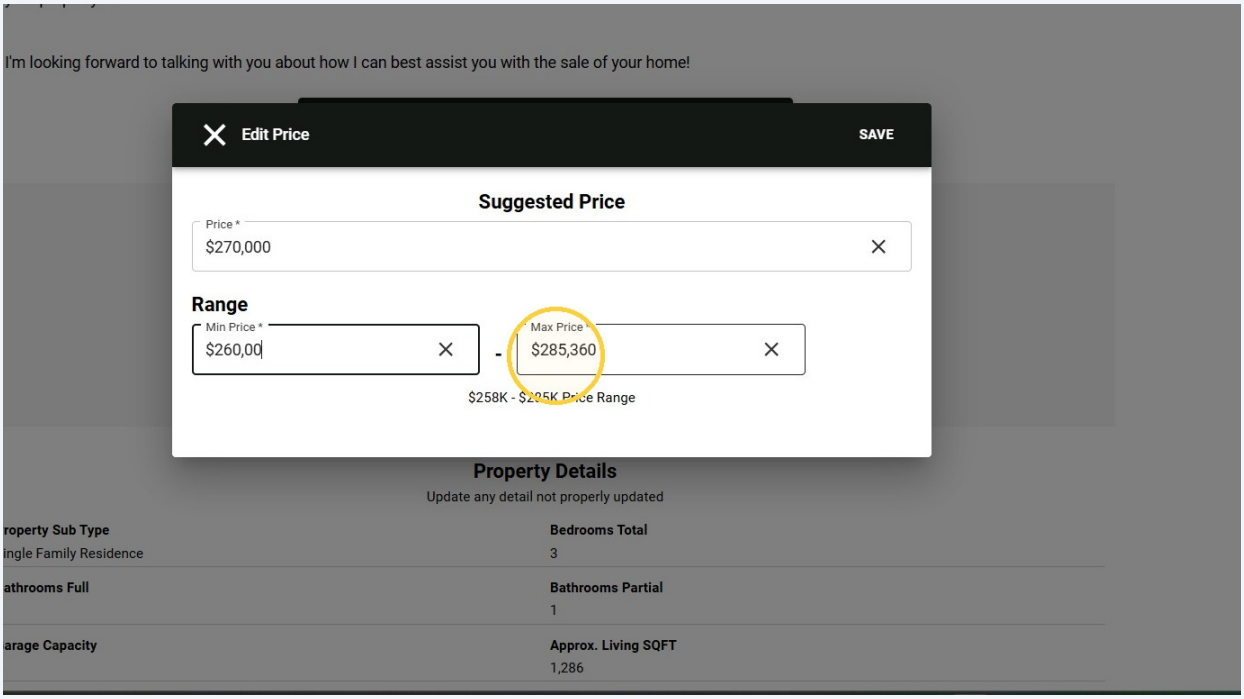


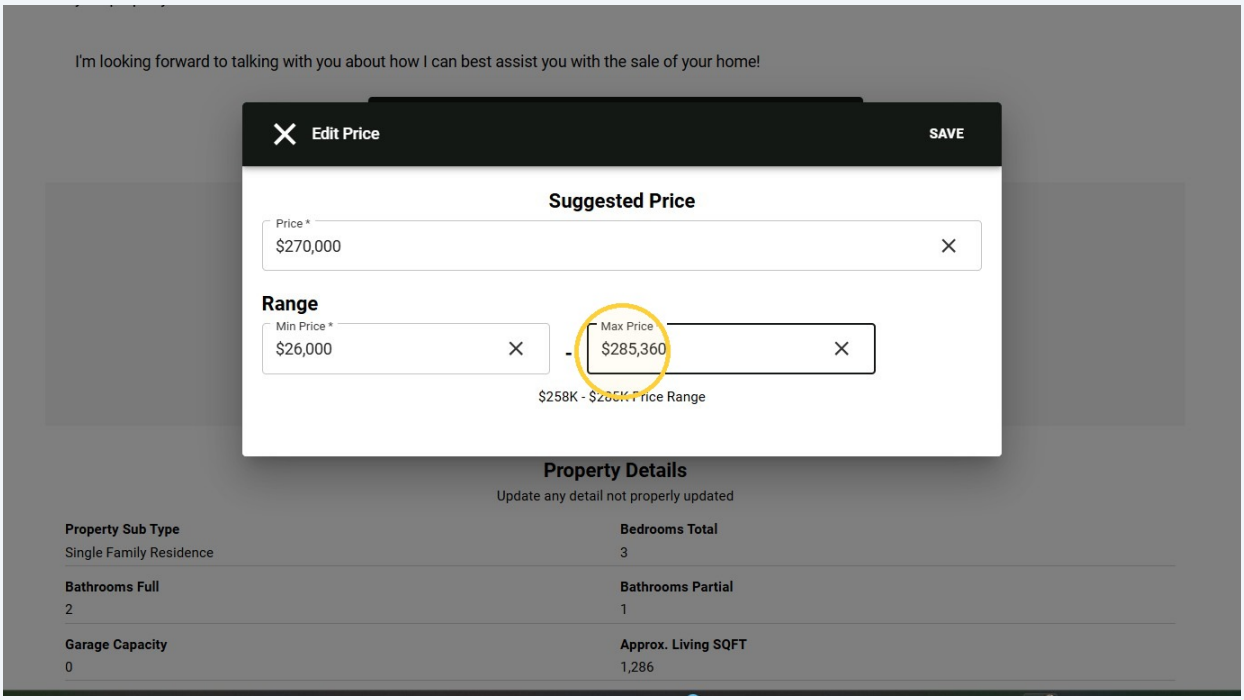


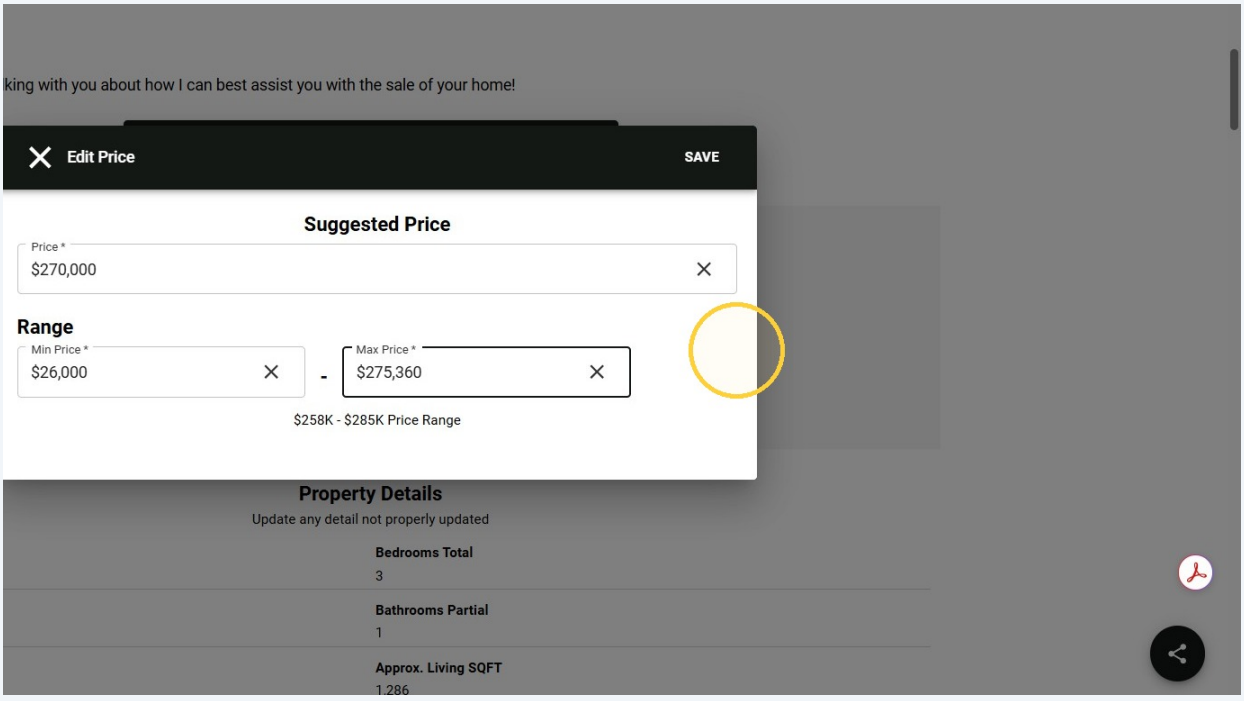
32 Click "Min Price"



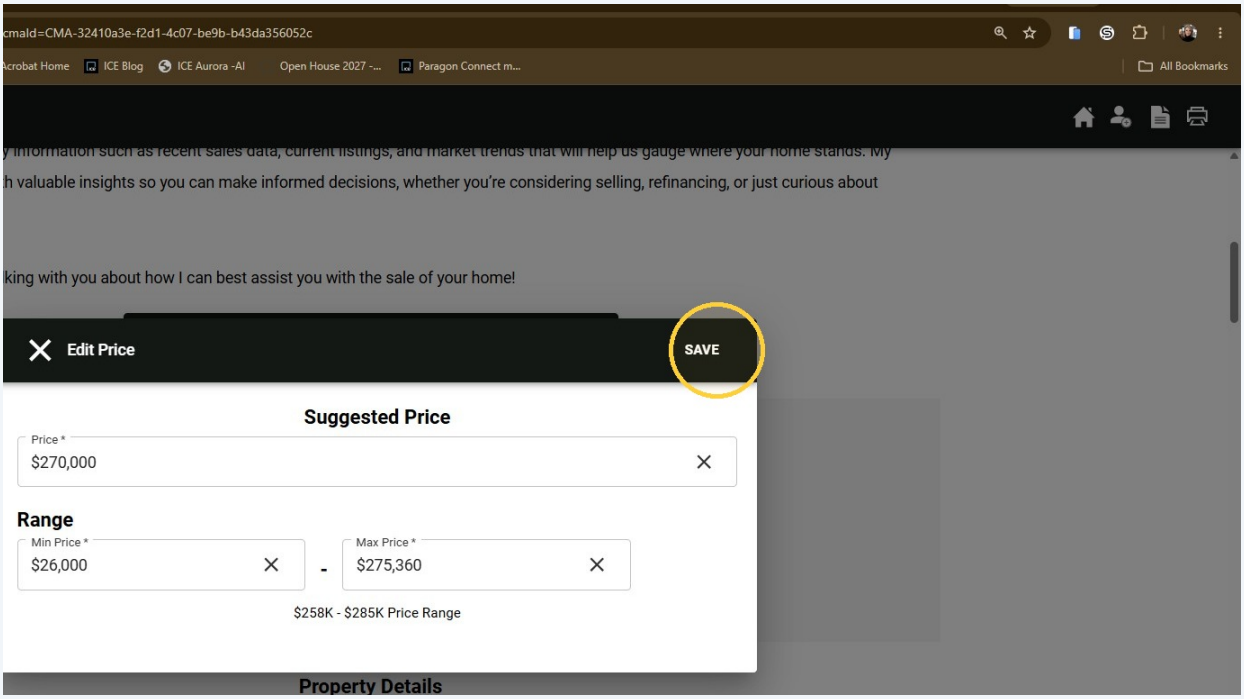
33 Set Max Price to $275,360.



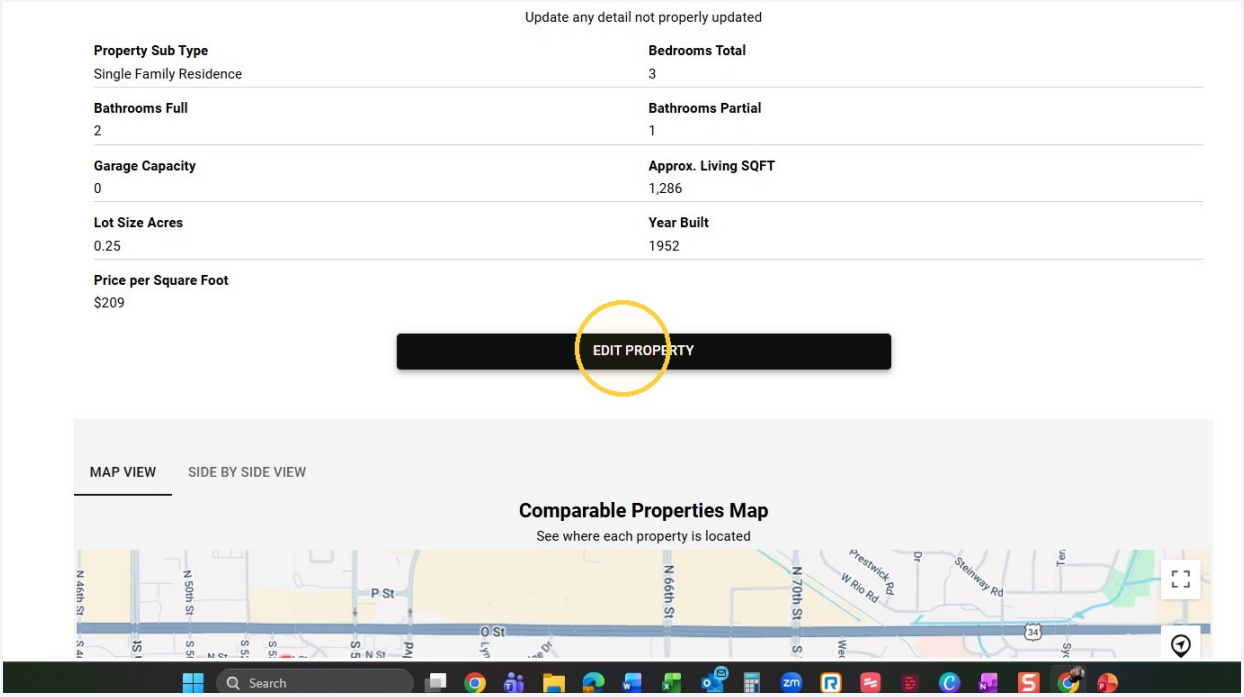

I'm looking forward to talking with you about how I can best assist you with the sale of your home!
Edit Price
SAVE
Suggested Price
Price *
$270,000
Range
Min Price *
$26,000
Max Price
$285,360
$258K - $285K Price Range
Property Details
Update any detail not properly updated
Property Sub Type
Single Family Residence
Bedrooms Total
3
Bathrooms Full
2
Bathrooms Partial
1
Garage Capacity
0
Approx. Living SQFT
1,286


king with you about how I can best assist you with the sale of your home!
Edit Price
SAVE
Suggested Price
Price *
$270,000
Range
Min Price *
$26,000
Max Price *
$275,360
$258K - $285K Price Range
Property Details
Update any detail not properly updated
Bedrooms Total
3
Bathrooms Partial
1
Approx. Living SQFT
1,286

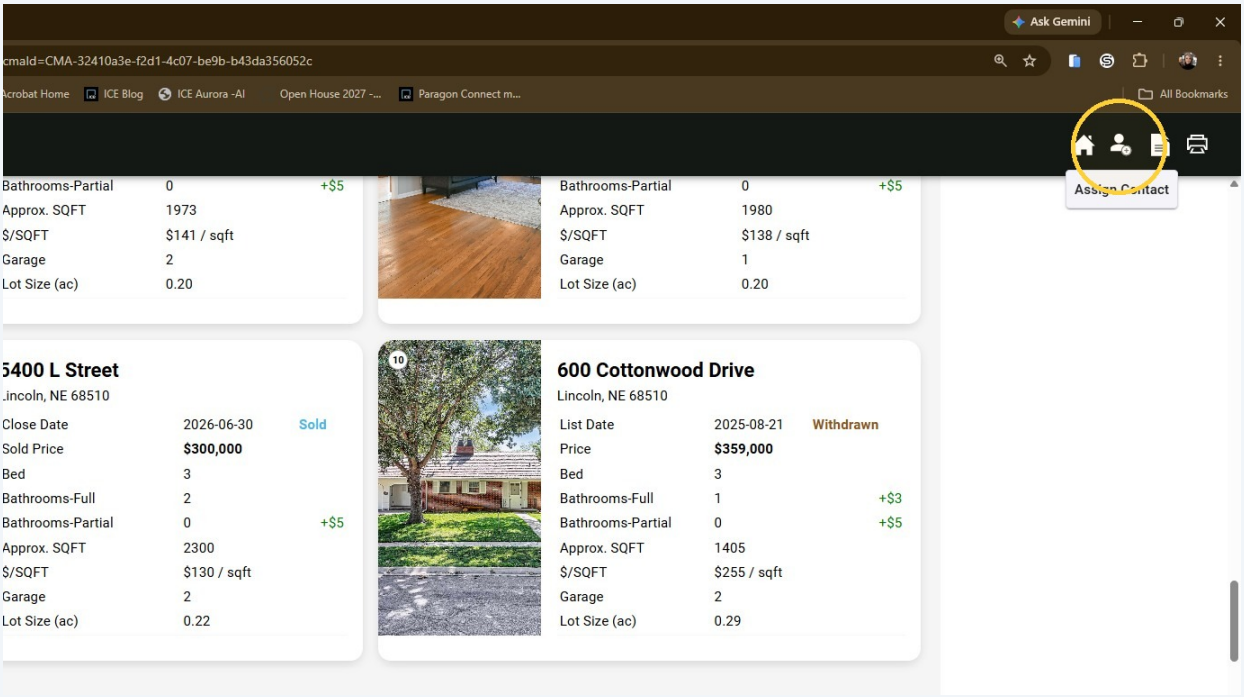
34 Click "Save"



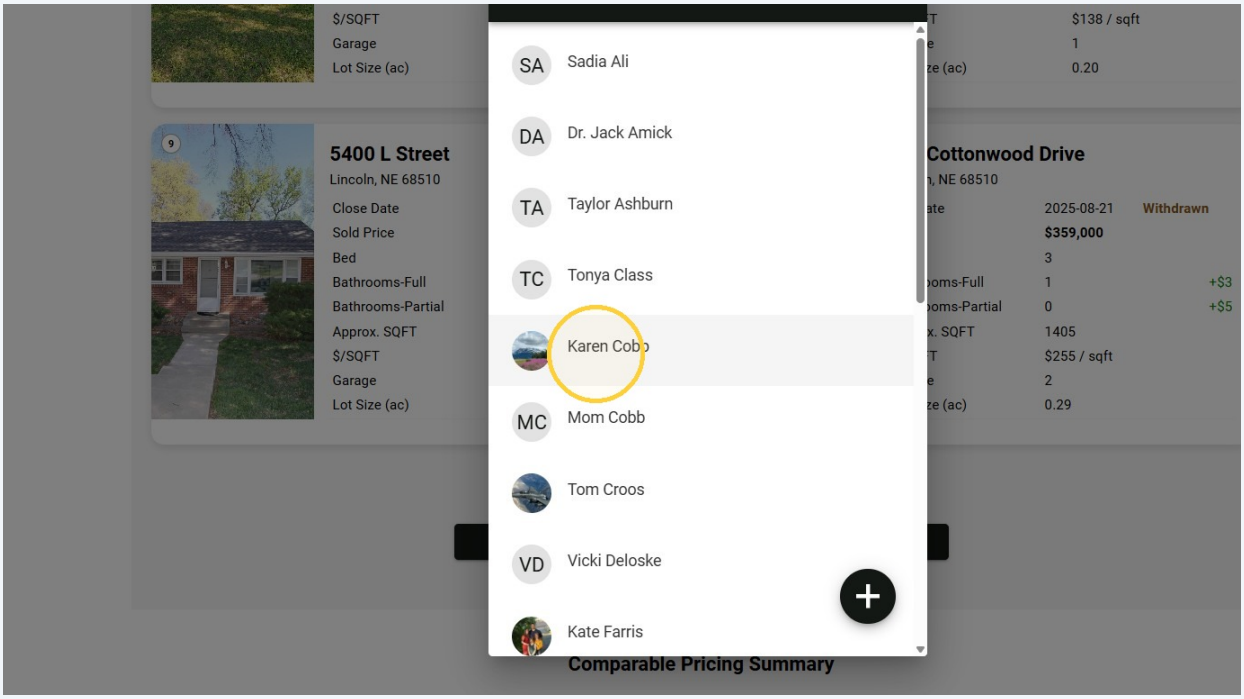
35 Click "EDIT PROPERTY" to make changes- if you change the subject property you will generate new comps



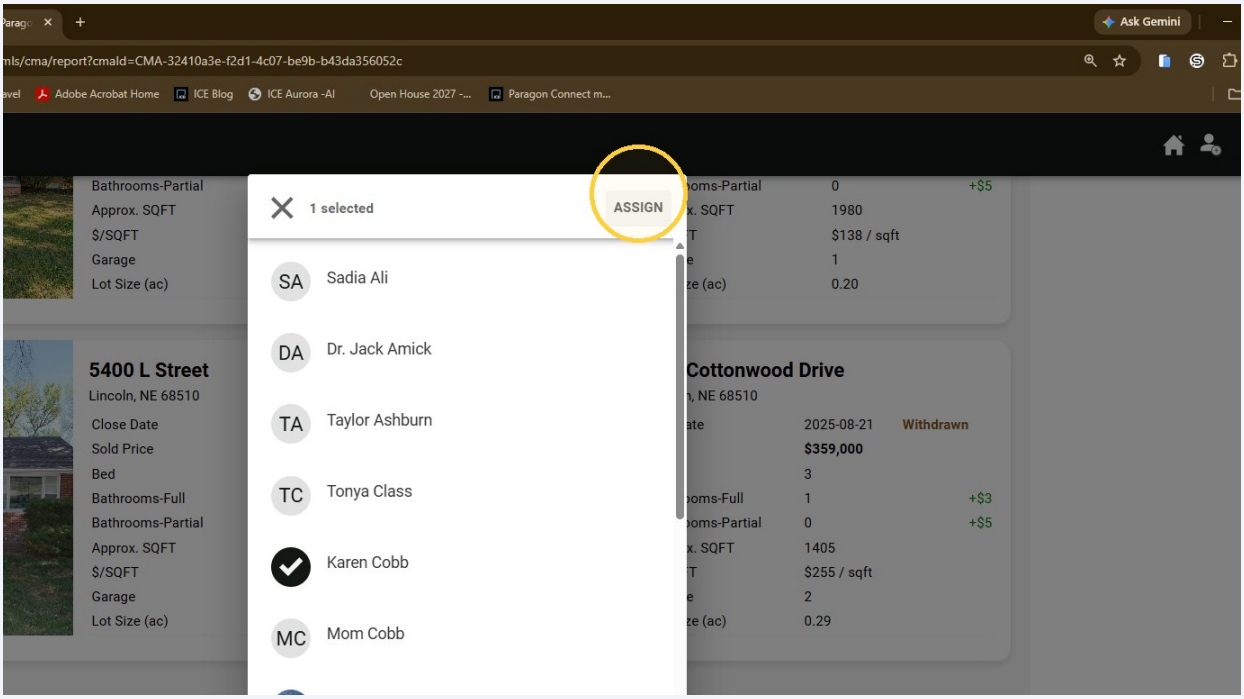
36 You can also associate this property with a contact. Click "Assign Contact."



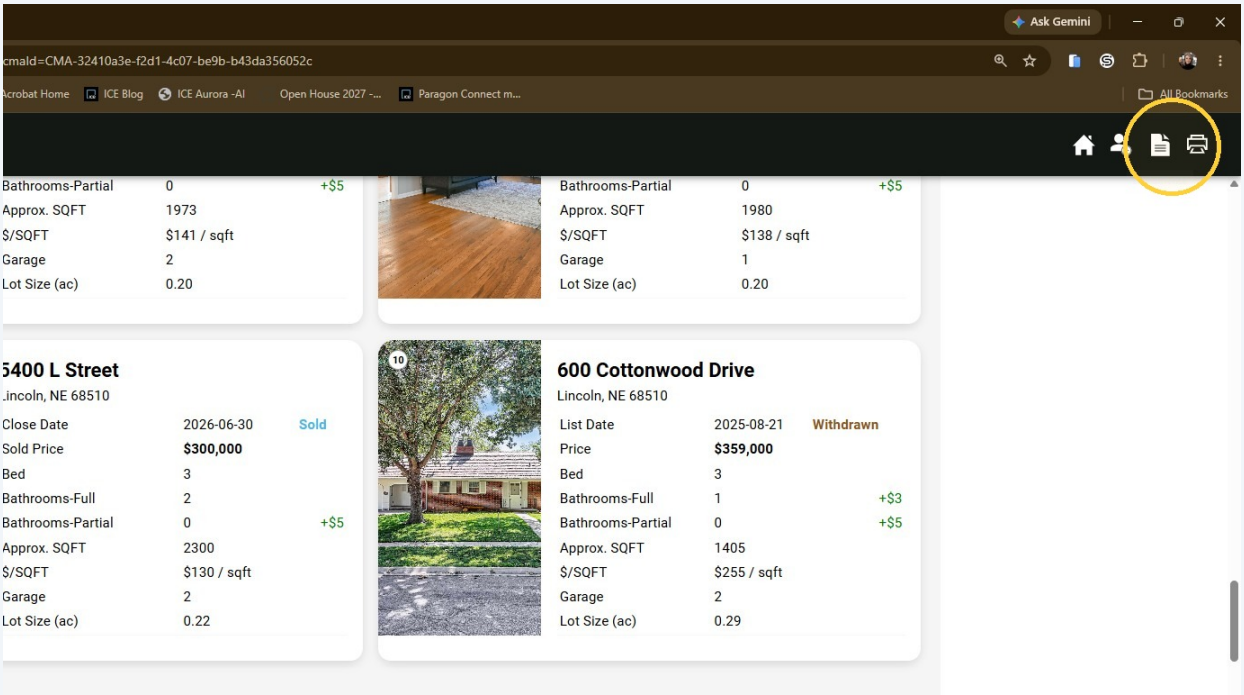
37 Select a contact from the Assign Contact list.



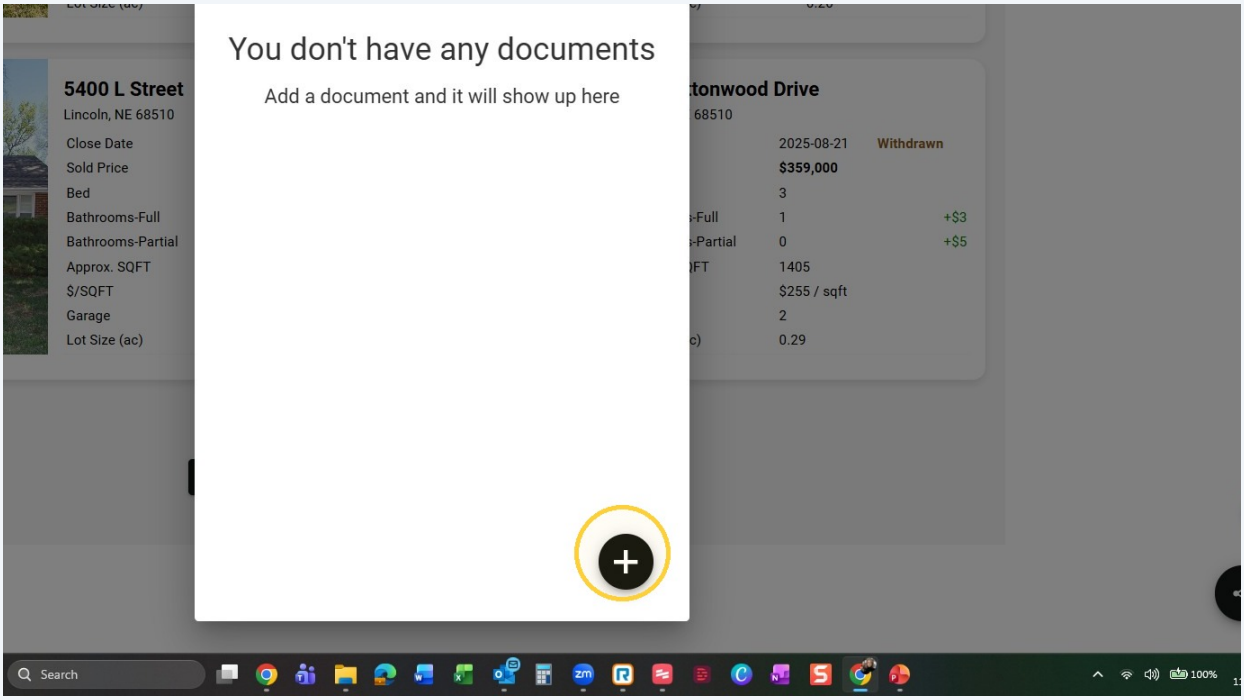
38 Click "ASSIGN"



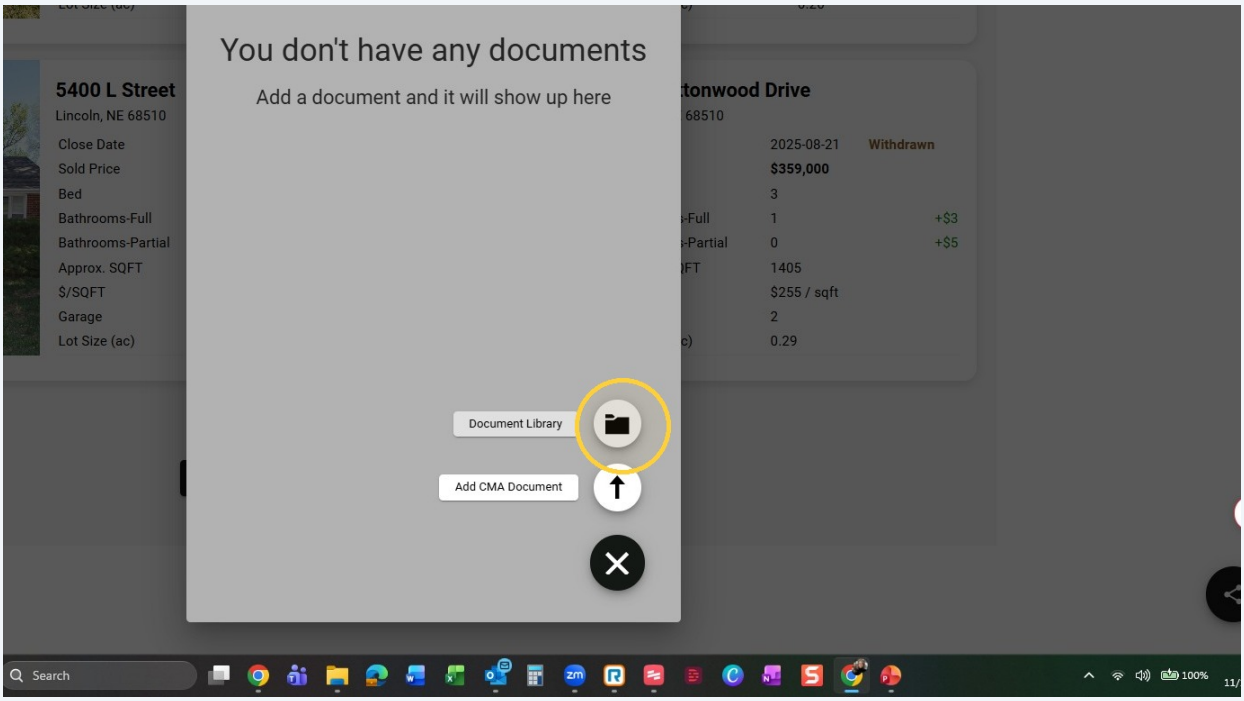
39 You can add documents from your Document Library by Clicking "Documents."



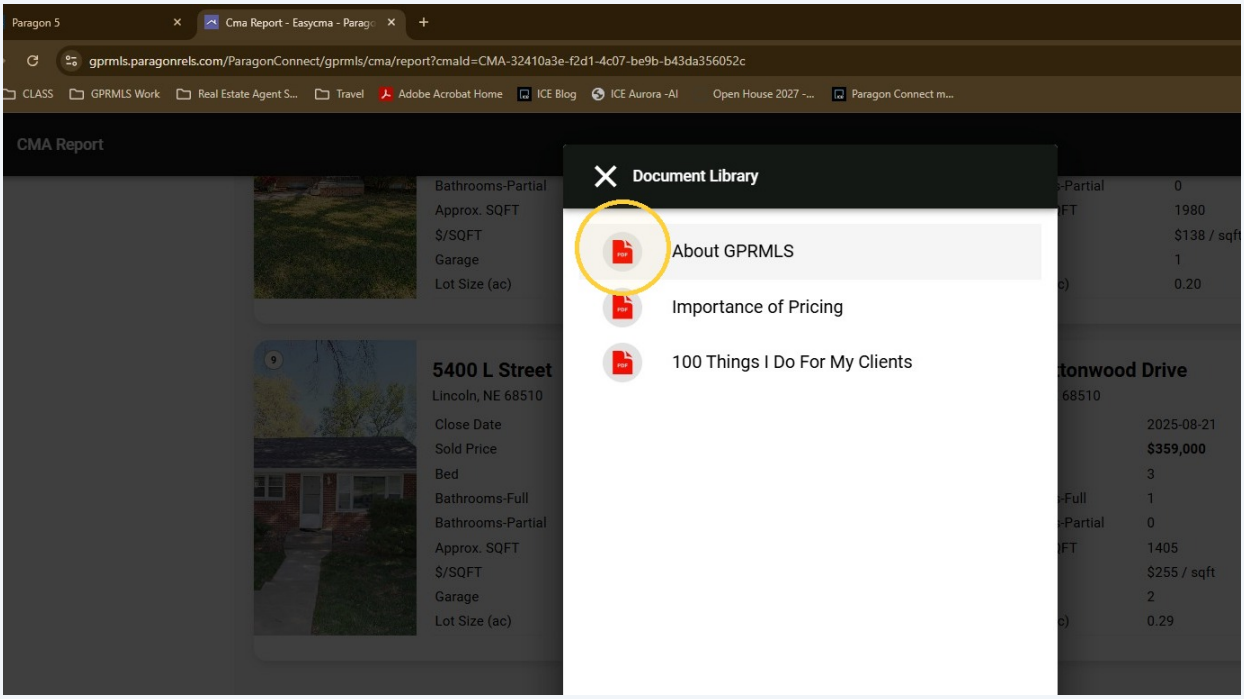
40 If your documents have not been loaded you can add them here. Click the "+" button and adding your document to the library



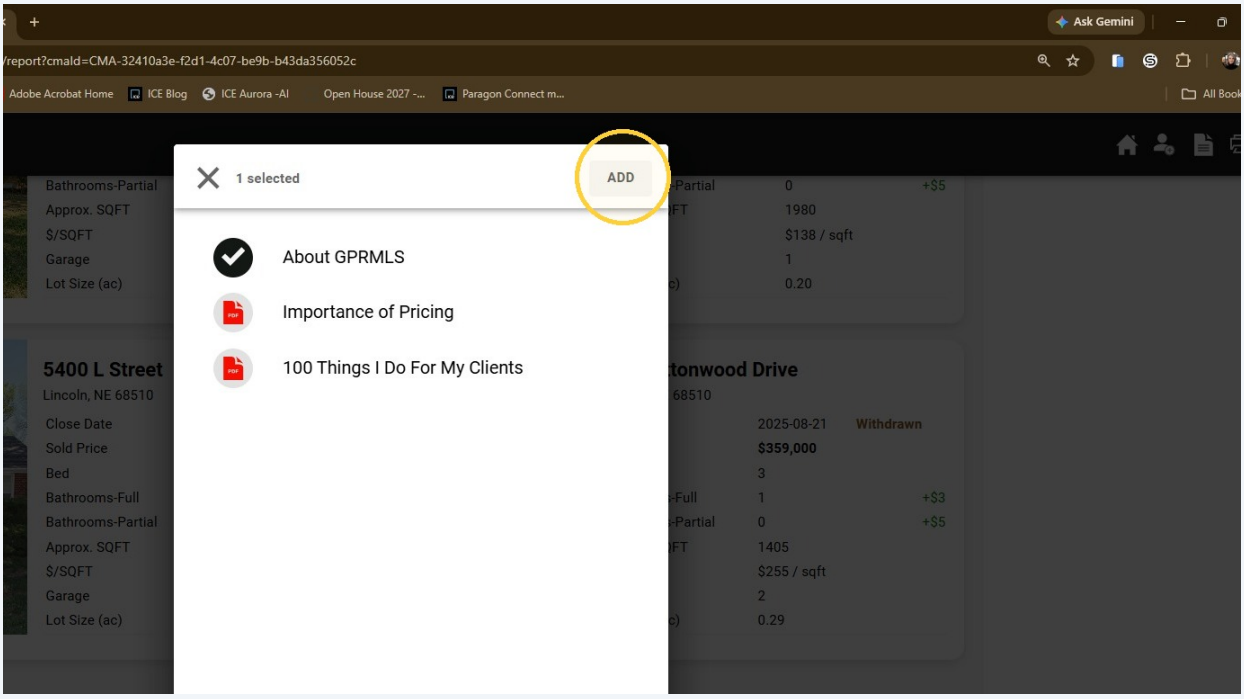
41 Once your documents are loaded, you can choose them from the library. Click "Document Library"



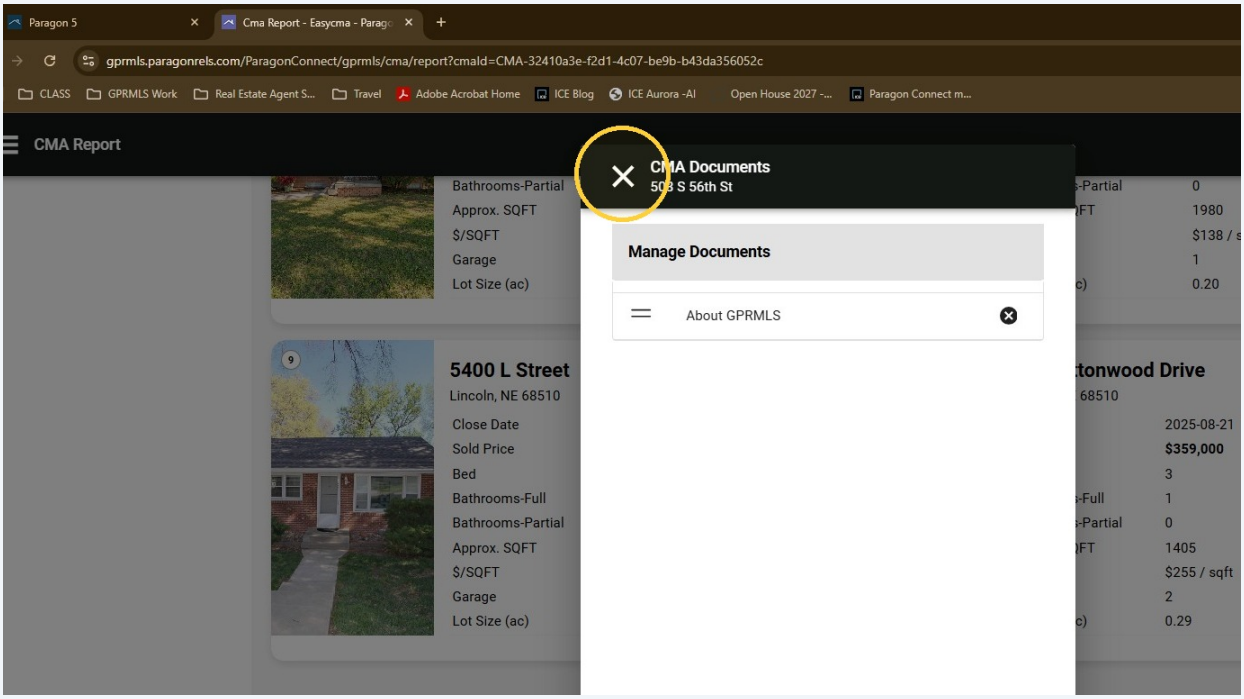
42 Click on the document you want to add



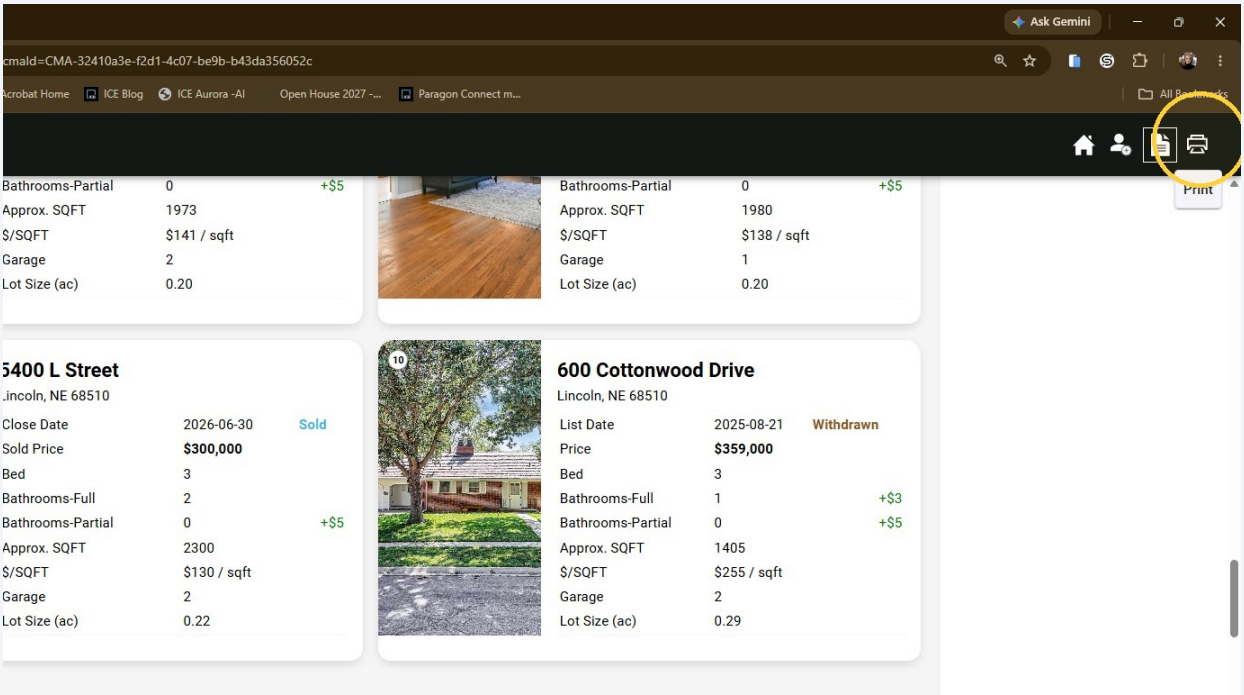
43 Click "ADD"



44 Click "close."

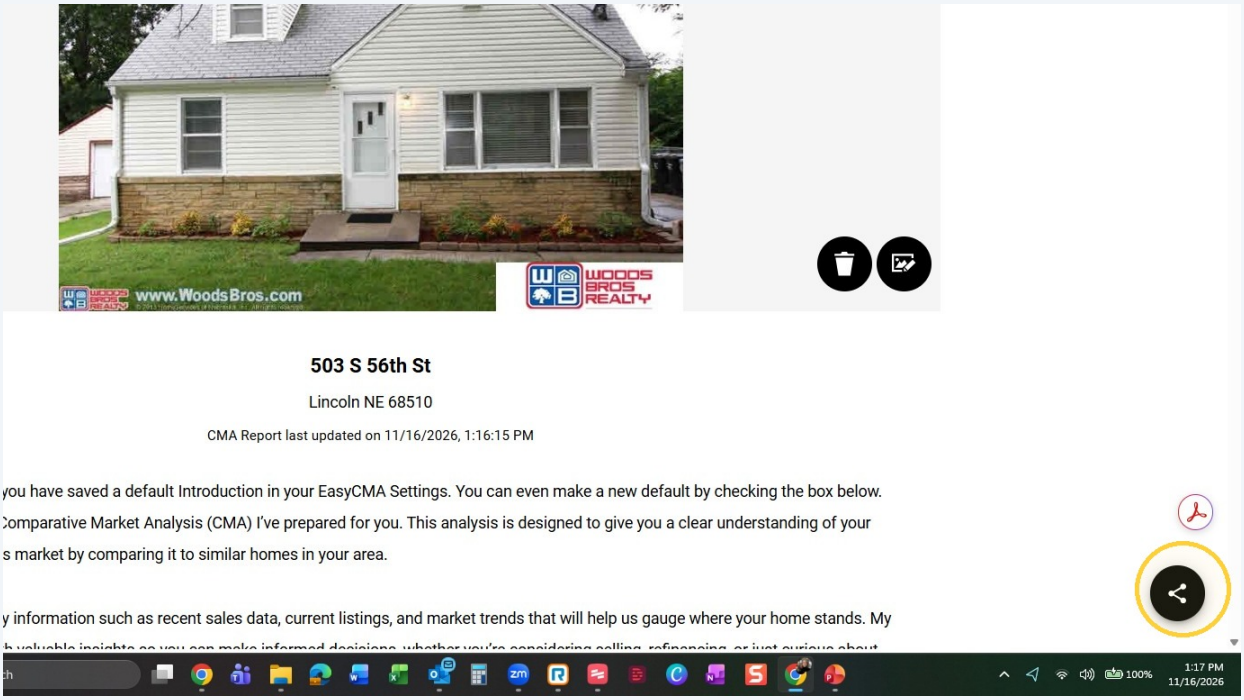


45 You can print y our CMA - Click "Print."

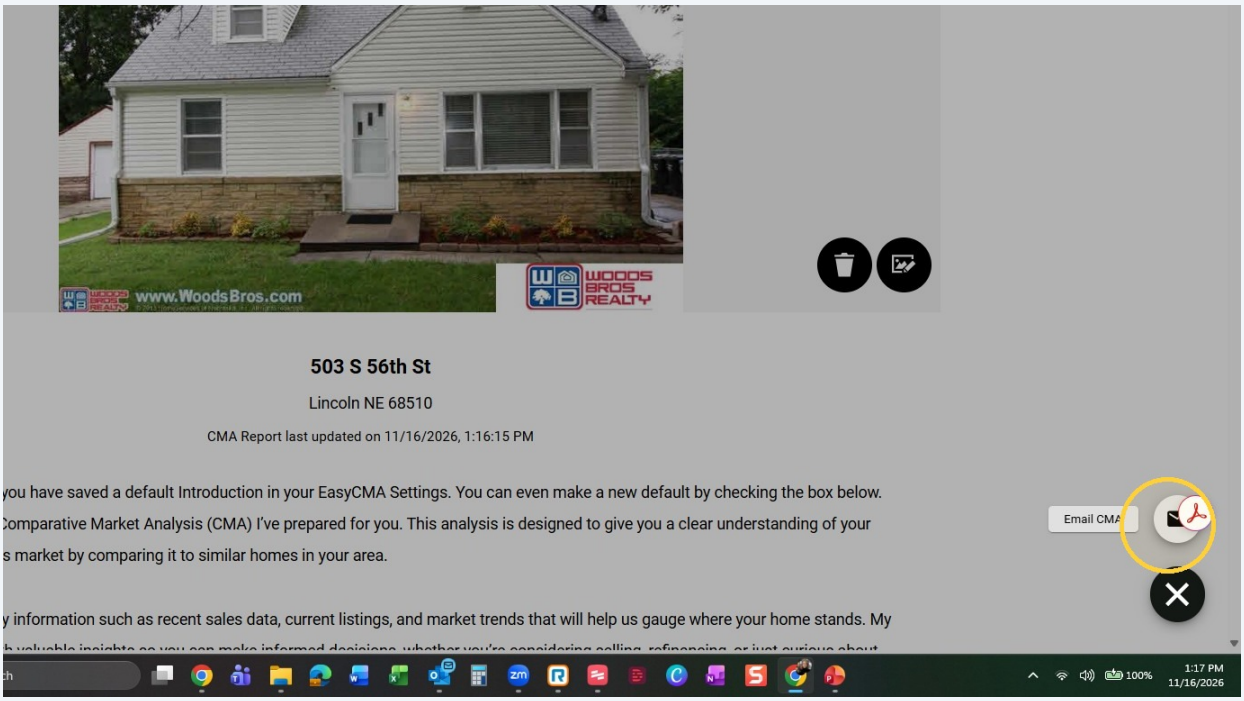


Share the CMA

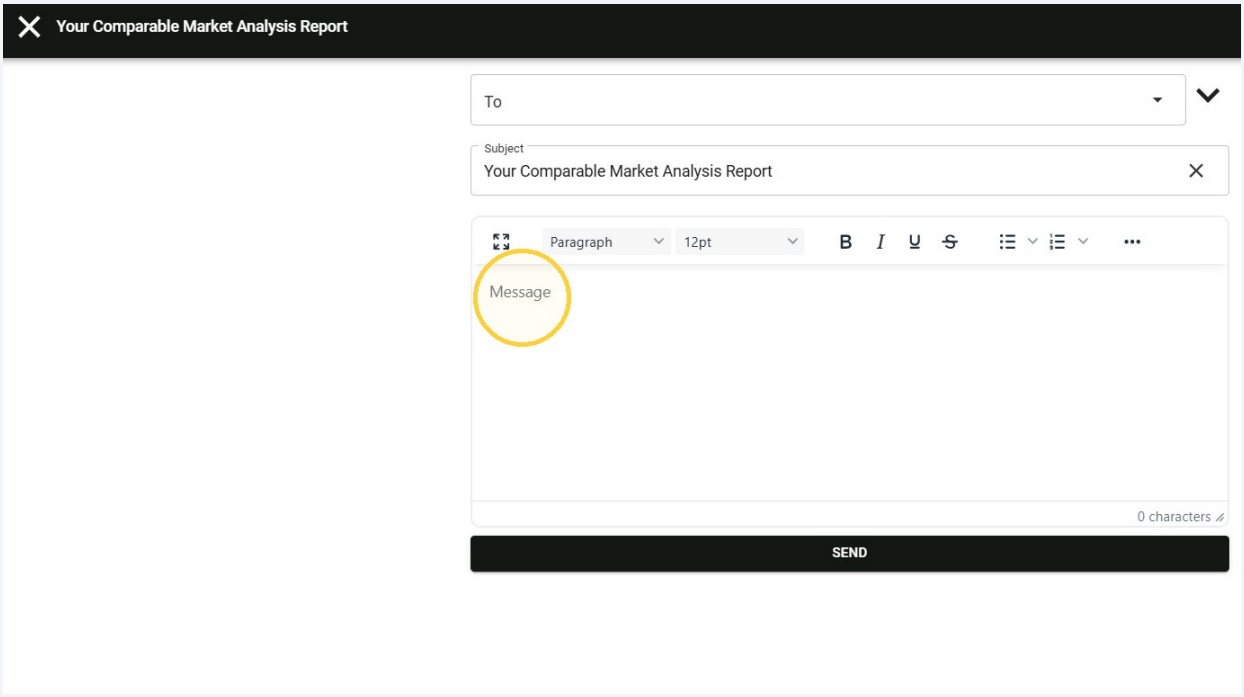
46 You can share by clicking on the "Share" button



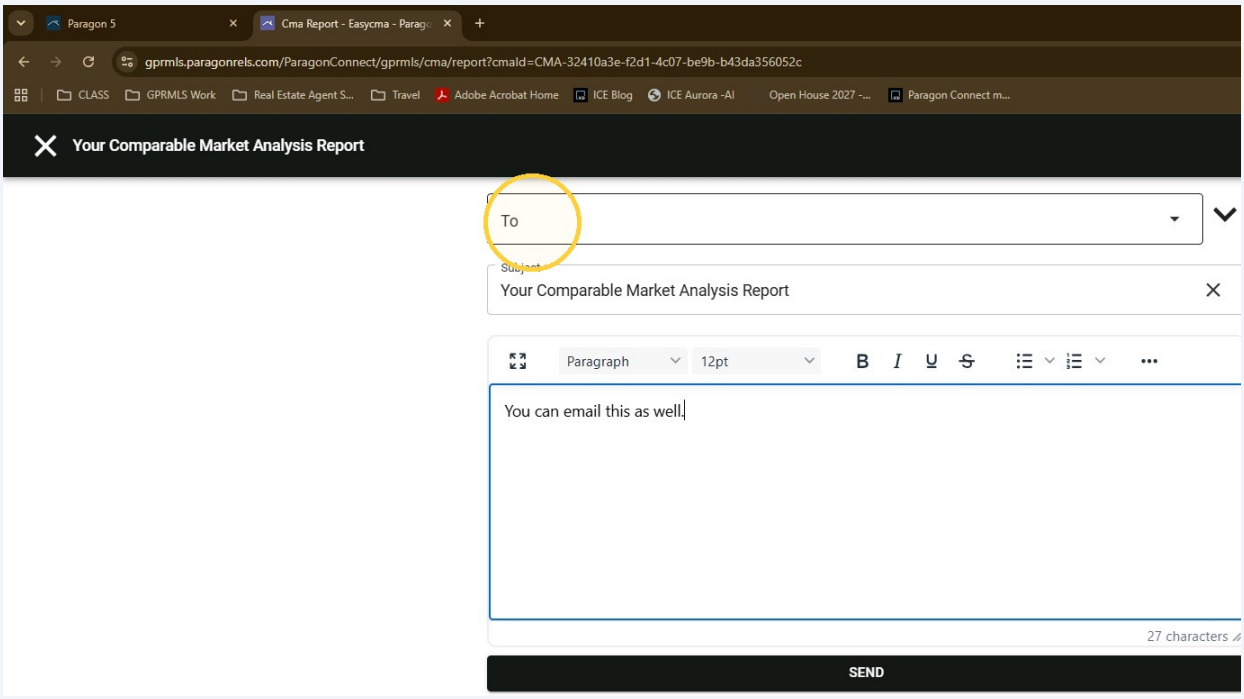
47 Select the method you want to share - I am not on my so I emailed mine. If I were on my mobile device, I could also choose to Text my CMA

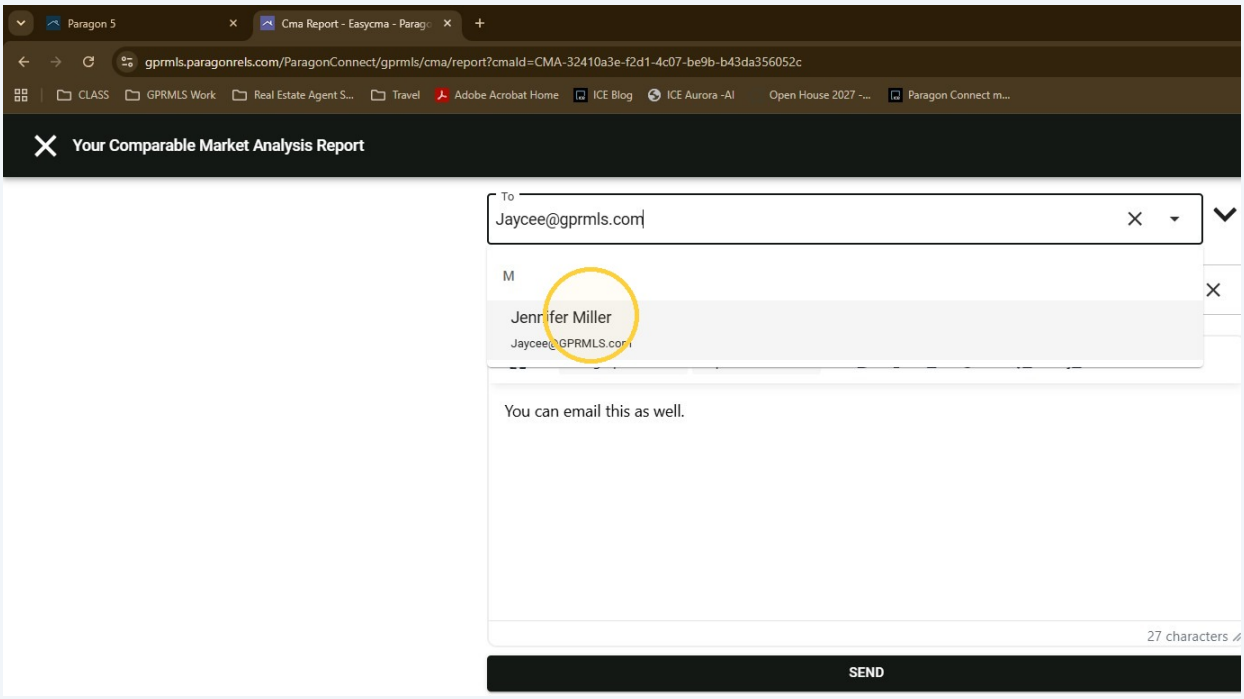


48 You may type in a message here.



49 Choose a recipient from the To field suggestions.





50 Click "SEND".

