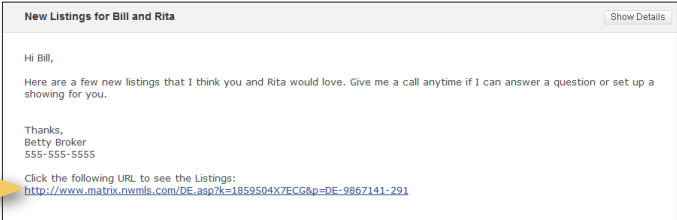


# Welcome to the Portal!

The portal is a great communication tool that helps you and your real estate broker collect your favorite properties. Each time your real estate broker emails listings to you, they will appear in the portal. With the portal you can view details about each property, access the listing photos, and use the advanced map tool to see the street and aerial views of the area. You can also organize the listings into category and write notes to your broker. Follow the directions below to begin using the portal to your advantage:

- **An email will be sent from your real estate broker inviting you to access the portal.**

Click on the link to open the portal and view the listings provided by your real estate broker.



- **A customized list of properties chosen by your real estate broker will appear. You can:**

**TIP:** The "Client Single Line" display will highlight listings you haven't seen and listings with price changes in the last three days.

View listings that you have organized by clicking on one of these buttons.

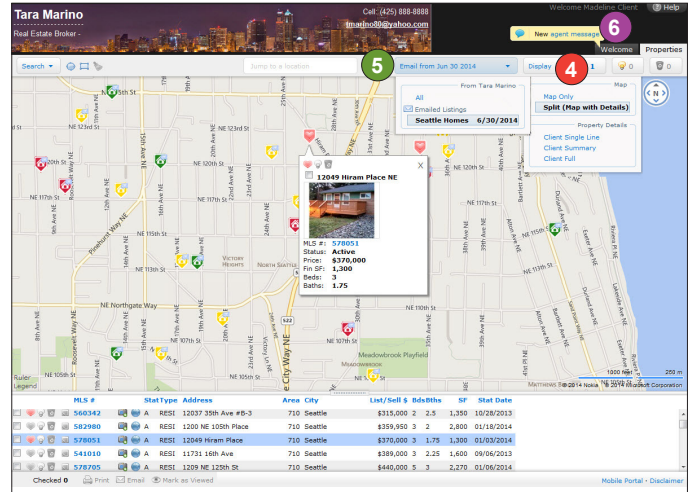
MLS #	StatType	Address	Area	City	List/Sell \$	Bds	Bths
580439	A RESI	568 B Galer St	7				
437131	A RESI	1323 Willard Ave	7		5,290	01/12/2013	
522552	A RESI	524 W Highland Dr	7		8,390	08/28/2013	
576275	A RESI	19 Prospect St	7		7,200	12/27/2013	

- 1 Click on the MLS number to view all of the property information.
- 2 Click on the map, photo, and listing notes icons to view more information or send your broker a note.
- 3 Click on the heart, light bulb or trash icons to sort the listings into categories (Favorites, Possibilities or Discard).



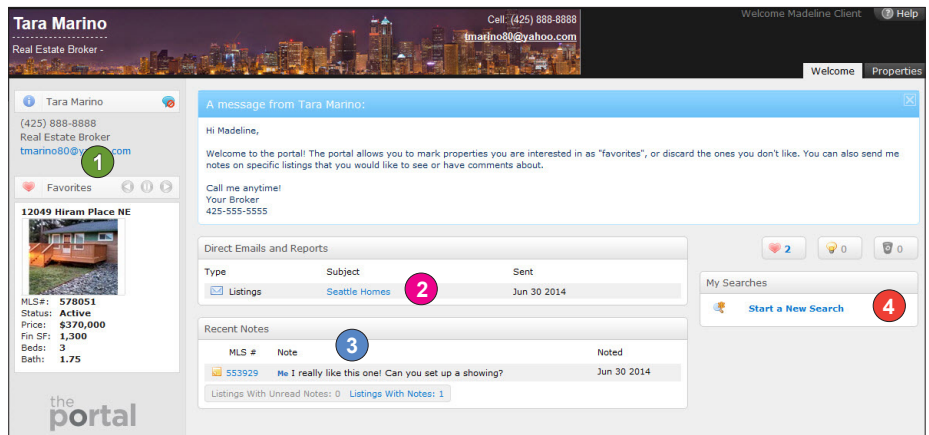
# Welcome to the Portal!

- 4 Change the portal display to your favorite viewing option. The portal will remember your choice and open to that display style in the future.
- 5 Use the portal email drop-down menu to view all listings sent or narrow to listings sent on a particular date.
- 6 Visit the Welcome Page to read notes from your broker



## ➤ Visit the Welcome Page:

- 1 Quickly view listings you marked as Favorites.
- 2 Click the Subject Line of recent emails to view listings sent on a particular date.
- 3 View and write notes back and forth with your broker about particular listings.
- 4 Find and add additional listings to your portal



## ➤ Once you have viewed a listing, you can organize it as "Favorite", "Possibility" or "Discard".

- Listings will only stay in your portal for 90 days, unless you copy them into your "Favorites" or "Possibilities" tabs.
- Your real estate broker can immediately see your selections and track those listings for changes in the MLS system.