

Getting Started with Your Customer Portal

Welcome to your Customer Portal. The Portal is a personalized webpage to help you keep track of listings. Use the menu to keep track of you News Feed, Listing Collections, Searches, Emailed Listings, and more.

- Your News Feed contains all of the new and updated listings you've received from Subscription notifications in one convenient place. If you have a subscription (which automatically sends you new listings), the News Feed contains 200 of the most recent listings you've received.
- The number next to your News Feed indicates the number of new listings for you to look at. Unviewed listings are in white, while viewed listings are slightly greyed out.
- Save your favorite listings by clicking the star icon. These listings will appear in your *Saved* collection. Listings that you remove (using the No icon) are removed from your searches and News Feed, but can still be seen in the *Hidden by Me* listing collection. Additionally, listings your agent recommends or removes can be found in the *Recommended* and *Hidden by Agent* collections.
- Click on a saved search to view all of the listings that meet that search criteria.
- Click your agent's name to see their contact information.

Viewing Listings

To look at listings, click any category from the menu category. The listings in that category will appear on the main part of the screen, organized by tabs. Click on the tabs to look at different information about the listings.

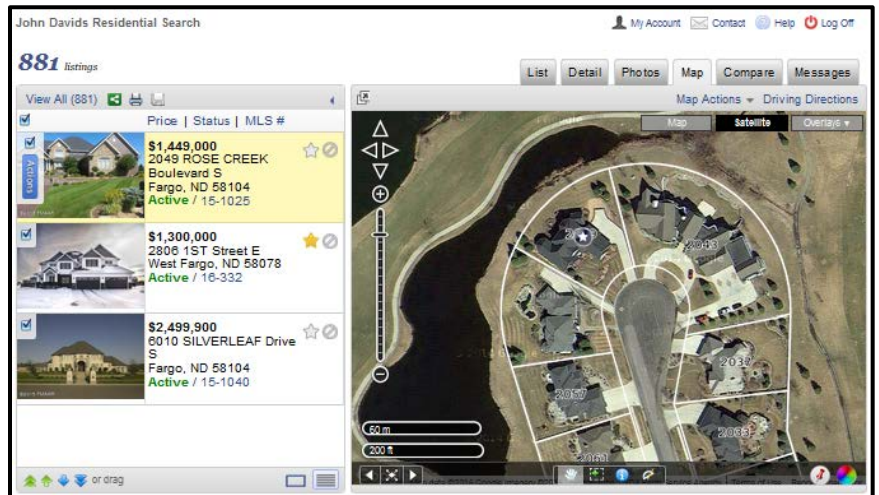
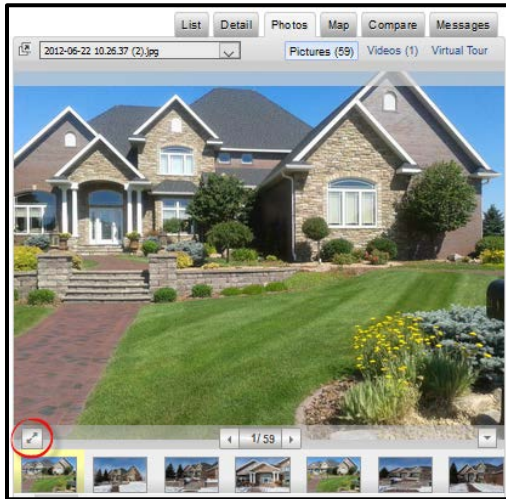
Regardless of which tab you are on, use the blue Actions button on the highlighted listing to share, print, request a showing, make listing notes, or contact your agent about the listing.

Use the **View Checked** option to view only listings you have selected by clicking the check box on the listing.

- **List tab** – this tab shows all of the listings in a group. Compare listings easily here. Click on the **Star** icon to mark a listing as a favorite. Your starred listings will appear in your Saved collection. Click the No icon to hide a listing and remove it from you News Feed and Searches. Listings that your agent has recommended will have a highlighted briefcase icon next to them.

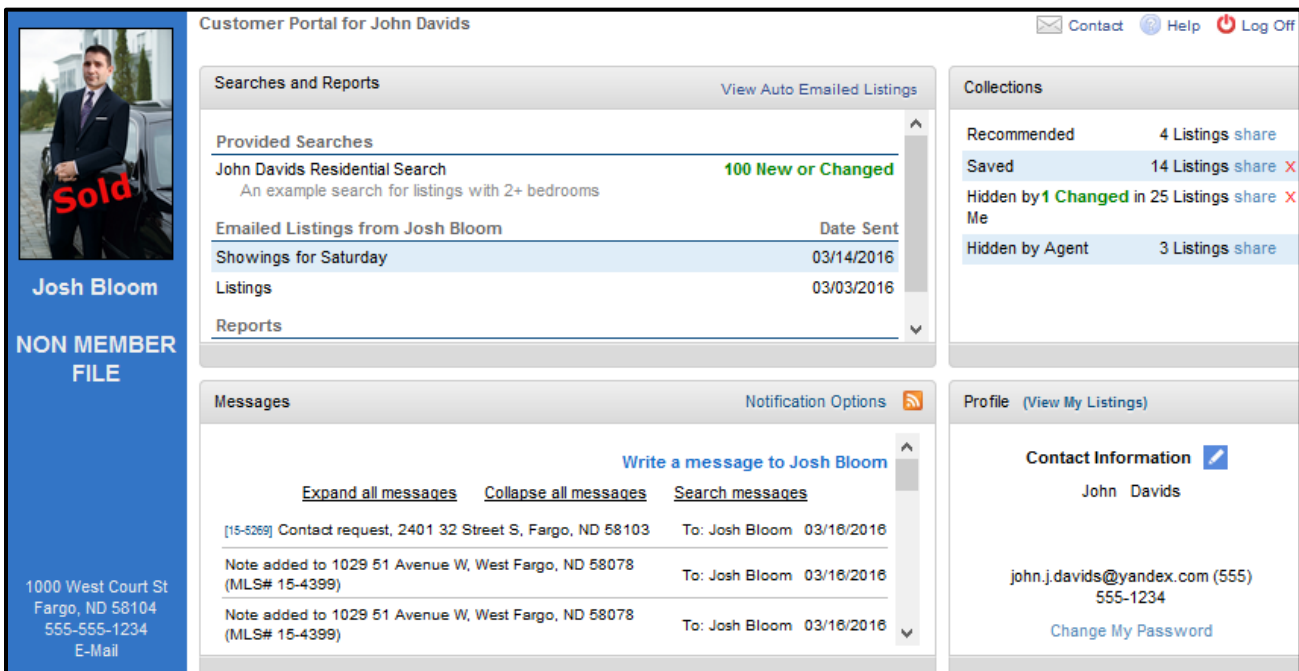
	Price	Status	MLS #	List Price	Style	Total SqFt.	Total Bedrooms	Total Bathrooms	Gen Tax	Specials Inst
	\$2,375,000	★		2,375,000	1 1/2 Stor	6,486	4	5	9,904	0
50887 FISH LAKE Road Detroit Lakes, MN 56501 Active / 16-1132 New at 3-21-2016 1:17 PM										
	\$979,900	☆		979,900	2 Story	5,942	6	6	797	5,202
6809 CROFTON Lane S Fargo, ND 58104 Active / 15-5479										

- **Detail tab** – here, you’ll see a more detailed listing report. If you’d like, you can also use the Mortgage Calculator on the Detail tab.
- **Photos tab** – look at all of the photos for a listing here. Click on the arrows to navigate through the photos. You can use the arrow buttons on the screen, or the arrow keys on your keyboard. The double arrow button in the bottom left corner will launch a full screen photo slideshow.



- **Map tab** – plot the listings on a map here. You can move the map around and zoom in to get a better look. Click on the Driving Directions link to open the location in Google maps where you can get detailed driving directions.
- **Messages tab** – here, send you agent messages about properties. I’ll respond, and our conversations about individual listings will be visible on the Messages tab, or you can look at all of our conversations on the Dashboard.

My Account



Click on the **My Account** link to access your portal Dashboard of E-mail Settings. The Dashboard contains four sections: the Searches and Reports panel contains links to your news feed, searches, emailed listings, and reports; the Collections panel contains your recommended, saved, and hidden listings as well as custom listing collections; the Messages panel contains all of the messages you have sent to and received from your agent; and the Profile panel allows you to update your contact information.