

Client Worksheet

A representative will contact you to discuss your Custom Website Design.

There are a few tasks that need to be performed by you in order to create your Custom Website.

1. You will need to access your H3 to load the Cities and Towns that you service, H3 will display the Cities and Towns chosen in the Client Sign Up page and also at the bottom of you website. Please consult MLS PIN rules and regulations pertaining to your coverage area (you must only choose areas you are willing to show property in).
 - * Log onto your MLS PIN program
 - * Click Tools (top menu bar)
 - * Click Options and Settings (verify info is correct and your photo is displayed, if it is not, make changes and click SAVE)
 - * Click Coverage Areas (gray bar at top), click new, name your new coverage area My Coverage Area
 - * Select desired Towns and transfer to the box on right (NOTE if you are licensed in other States use the drop down menu to access additional States)
 - * When completed click SAVE
 - * You should now have a My Coverage Area Link displayed
 - * Click the My Coverage Area Link
 - * Verify Towns in the Selected Towns box on right. If you need to add or remove Towns do so now

BE SURE TO CLICK SAVE WHEN COMPLETE

note: If you have chosen to allow the "search for homes" option, the above Towns will also be displayed in the Town option box.

2. If you have chosen to display a Resume/Bio page, please e-mail information to design@enhancedmls.com, either in the body of the e-mail or as an attachment. A temporary "coming soon" page will be displayed prior to the information being received.

3. If you have chosen to display a Business Referrals page, please e-mail information and links to design@enhancedmls.com, either in the body of the e-mail or as an attachment. A temporary "coming soon" page will be displayed prior to the information being received. You can also mail business cards to: enHancedMLS.com, P.O. Box 130, Pelham, NH 03076

4. You will need to upload a photo to your H3 MLS PIN program.

- * Log onto your MLS PIN program
- * Click Tools (top menu bar)
- * Click options and settings
- * Click upload photo
- * Follow instructions to complete the process

BE SURE TO CLICK SAVE WHEN COMPLETE

Thank You

enHancedMLS.com

P.O. Box 130 - Pelham, NH, 03076

978-935-9643

Sales - sales@enhancedmls.com ? Design - design@enhancedMLS .com

Tech Help - support@enhancedmls.com