enHancedMLS.com
User Guide

Your Domain Name:

Your personal domain is www. ________________________.______

Your team domain is www. ___________________________.______

Your New E-Mail Account

This guide will explain the basics of your new e-mail. While using your new service you will discover that many other features are available.

To access your e-mail, go to your website, and click the “Mail” link at the bottom of the left side navigation bar. This will open a new window with our mail service displayed. Enter your complete e-mail address in the upper text box on the lower left of the screen:

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Then enter your temporary password in the lower text box:

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Click the “login” button. Your Inbox will be displayed. Click the “Options” tab, adjust the time settings then click “update”. Click the “password” tab, insert text as instructed to change your password then click “update”. **Please remember the password chosen as it will be your new unique password to log in to your e-mail.**

If you forget your password please e-mail support@enhancedmls.com with “password” in the subject line or simply call tech support at 978-935-9643 and we will reset your password for you.

Thank You,

enHancedMLS.com

Client Sign Up/Activation

Now that you have an internet presence you need to be aware that customers can *sign themselves* up on your website. Your H3 program will notify you two ways:

First it will send you an e-mail *the instant* the client signs on letting you know that there is a new client, and sending you to your VOW.

Secondly, the new client information will be displayed on the front page of your H3 program on the bottom left under the heading “New Web Sign Ups”.

You will then have to go to your “Clients” page.

1. Log on to your MLS PIN Program.
2. Go to the lower left of the front page under New Web Sign Ups.
3. Click the Client’s Name to go to the Pending client area.

TIP: Before activation you can to edit client settings. We highly recommend that you change the random password to one your client can easily remember. To do this, click the client’s name. The login password box is the first editable box, change the password. You can also edit the search criteria and many other features including: allowing addresses, reverse prospecting, open houses etc. When you are finished editing, **be sure to save** by clicking the “Save Client” button on the top left of the page. This will save your changes and take you back to the pending section where you can verify the password change. You are now ready to activate you new client. Click the “Pending” button under “status”. A box will appear telling you how many matches. Click “ok”.

Your New Client is now activated.

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