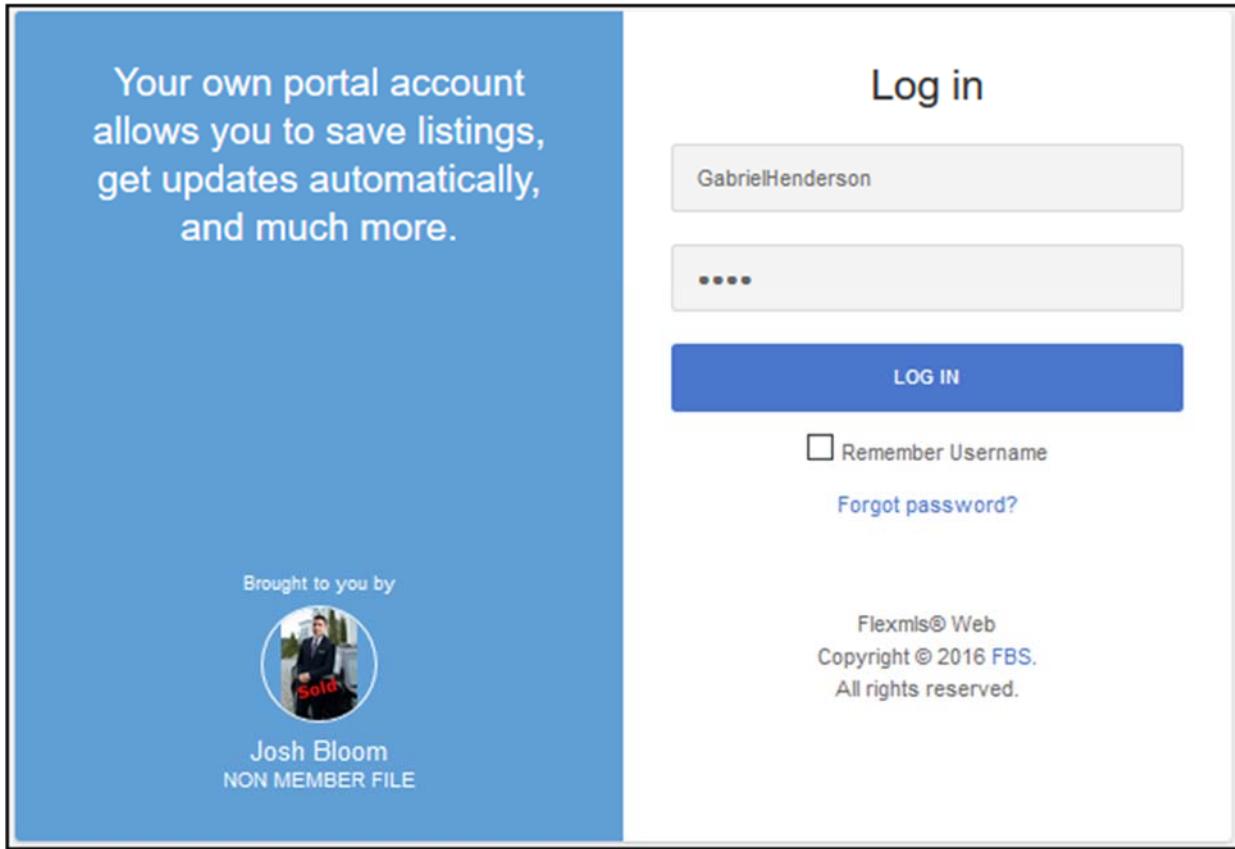


## New Login Process: Login with Email Address and User Defined Password

Currently, contacts login to the customer portal with a username and password the agent sets up for them. There are three problems with this: (1) agents are required to manage usernames and passwords; (2) contacts cannot easily control and reset their own password; and (3) usernames and passwords change per agent instead of sticking with the contact.

With this update, to make the login easier to remember, the contact's email address will be used for the username. When this update takes place, existing users can enter their normal login information on the portal login screen.



Then, they will be notified that they will use their email address to login in from now on and asked to set a password for their account. If they'd like, they can continue using their previous password by typing it into the Password field and retyping it to confirm.

Your own portal account allows you to save listings, get updates automatically, and much more.

Brought to you by



Josh Bloom  
NON MEMBER FILE

## Confirm your information

From now on, you'll use your email to log in.

ghenderson@mailinator.com

Gabriel

Henderson

Password\*

Confirm Password\*

CONFIRM

\* required field

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As they are in control when setting their new username and password, contacts will only have to remember their email address and the password they set themselves, which should make it easier to remember.

If they forget their password, they can click the **Forgot Password?** link on the portal login page. If they ask you to reset their password, access their record in Contact Management, go to the Portal tab, and click the **Reset Account** option at the bottom of the screen. When you reset a contact's portal account, they will receive an email with a link that allows them to set a new password for themselves.

To invite an existing contact or a new contact to use the Portal, select the contact in Contact Management and click on their Portal tab, then click **Invite to Portal**.

Contact Management

Quick Add: First Name:  Last Name:  E-mail:

Search:  aaron gl

Name	Portal	E-mail
Aaron Gorder	OFF	aarong@mailinator

Aaron Gorder Searches/Subscriptions Portal Calendar Messages Listings

Client Portal:  ON  OFF View Portal  
Your portal url: [http://portal.flexmls.com/joshbloom\\_fgo](http://portal.flexmls.com/joshbloom_fgo)  
No listings automatically sent to this contact

**Portal Listing Collections**

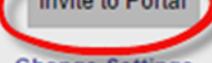
Saved	0 <a href="#">Clear</a>
Recommended	0 <a href="#">Clear</a>
Hidden by Consumer	0 <a href="#">Clear</a>
Hidden by Me	0 <a href="#">Clear</a>

**Portal Activity**

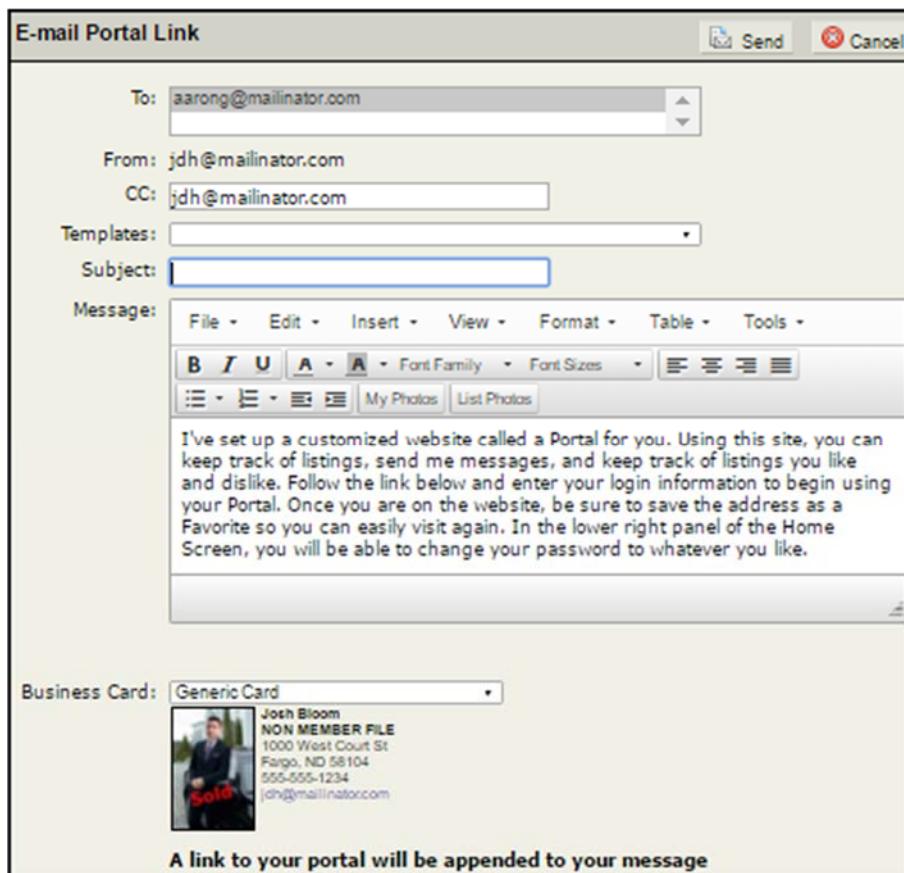
Last Login	Never
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Send a message to me when Aaron Gorder logs into the portal

**Portal Account**

[Invite to Portal](#)  [Change Settings...](#)

A popup text box will open, allowing you to modify the portal invitation message from your Portal Preferences. Notice, you no longer have to set a username and password. Click **Send** to send the invitation.



Your contact will receive an invitation to the portal in their email. When they click the **My Portal** link, they will be able to set their email username as well as their password.

To: aarong@mailinator.com

From: Josh Flextrainer Hernandez Via Flexmls <notify@flexmail.flexmls.com>

Message Id: 1464811847-10007456524-aarong

Subject: A "Portal" for listing information

Received: Wed Jun 01 2016 16:10:47 GMT-0400 (Eastern Daylight Time)

text/html

Show Json

I've set up a customized website called a Portal for you. Using this site, you can keep track of listings, send me messages, and keep track of listings you like and dislike. Follow the link below and enter your login information to begin using your Portal. Once you are on the website, be sure to save the address as a Favorite so you can easily visit again. In the lower right panel of the Home Screen, you will be able to change your password to whatever you like.

**MY PORTAL**

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Josh Flextrainer Hernandez, GREEN  
RAA Test Office

