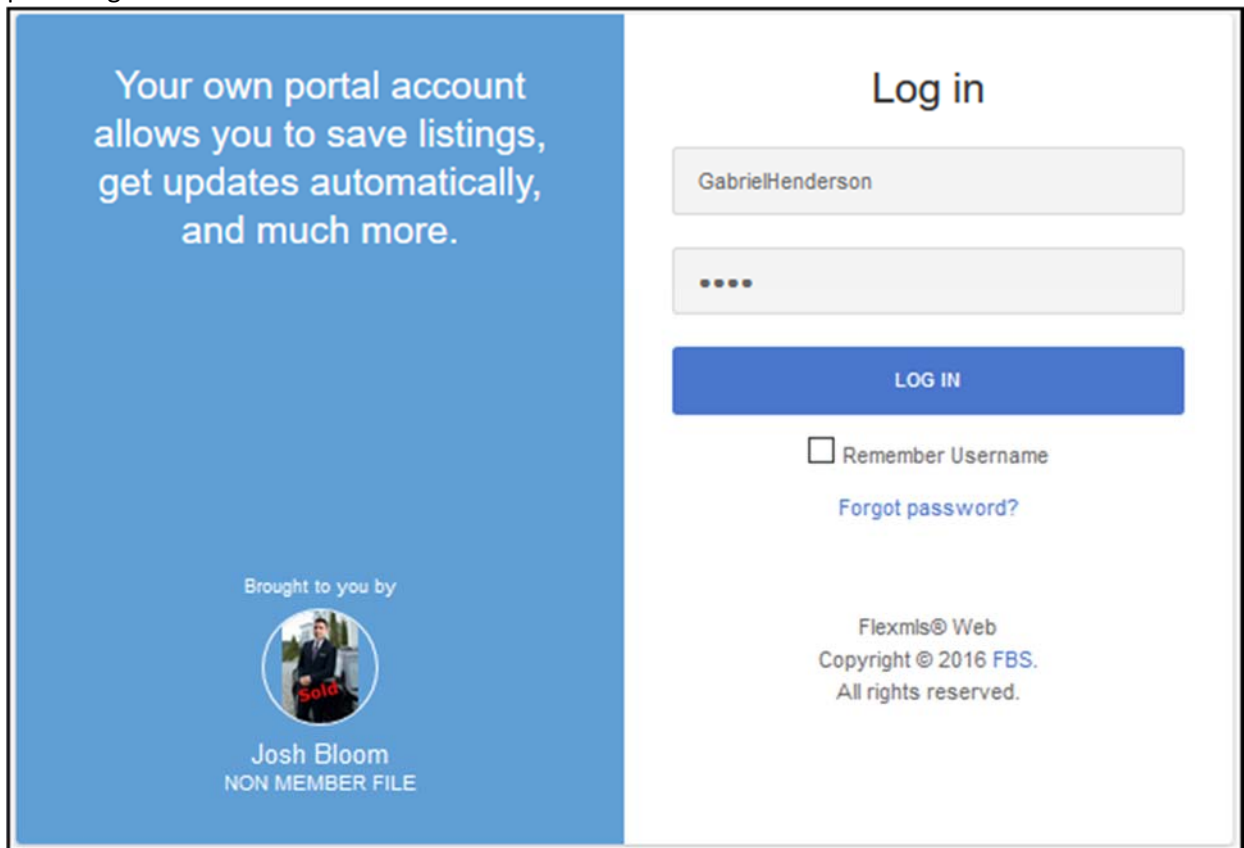


New Login Process: Login with Email Address and User Defined Password


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.



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

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 Josh Bloom
NON MEMBER FILE

Log in

GabrielHenderson

••••

LOG IN

Remember Username


[Forgot password?](#)

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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.

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get updates automatically,
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Confirm your information

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

* 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:

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
No listings automatically sent to this contact

Portal Listing Collections

Saved	0	Clear
Recommended	0	Clear
Hidden by Consumer	0	Clear
Hidden by Me	0	Clear

Portal Activity

Last Login: Never

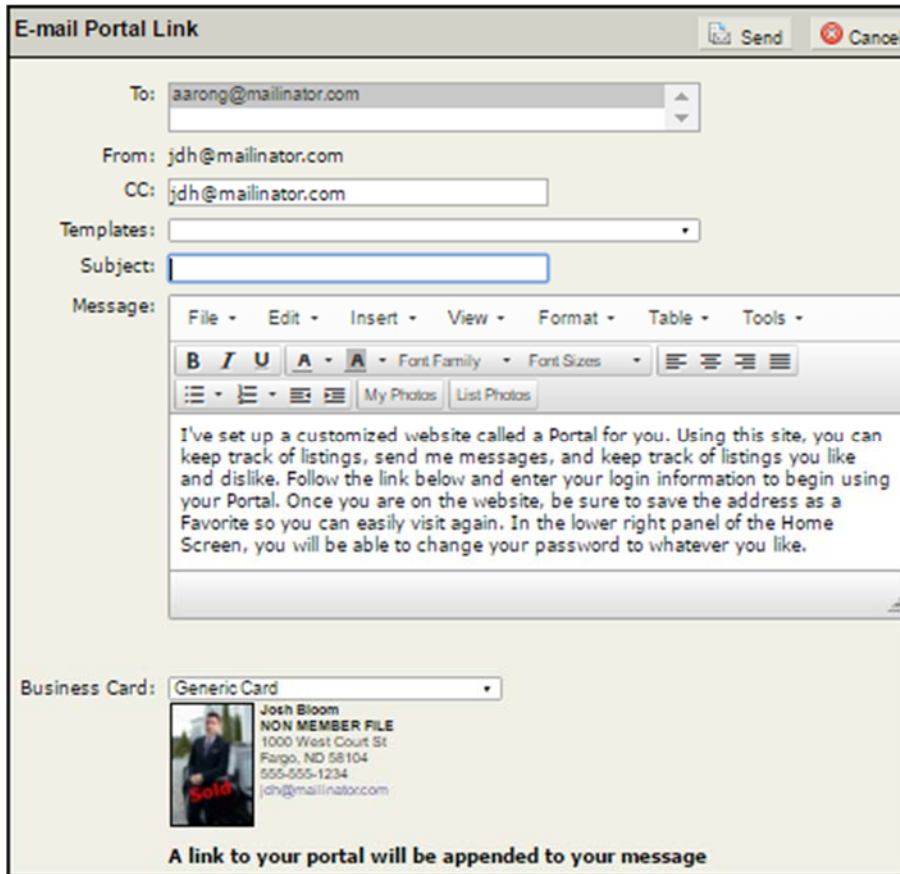
Send a message to me when Aaron Gorder logs into the portal

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.

