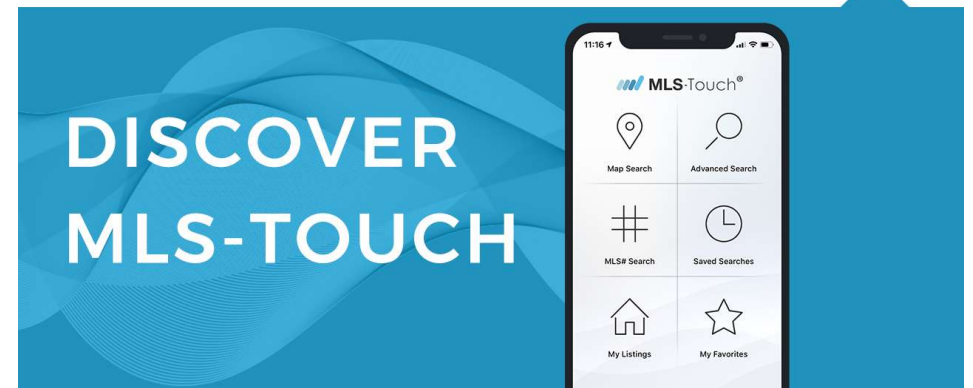


MLS-Touch - Getting Started

Welcome to MLS-Touch, the premium mobile real estate app that's fully integrated with CoreLogic platforms including Matrix™, OneHome™ and Realist®! MLS-Touch is packed with on-the-go features that keep you connected with your MLS and engaged with your clients from anywhere, on any device.

Getting started is easier than you think!

 **MLS-Touch**



Download the App

MLS-Touch is available as a member benefit, all you need to do is:

- Download the app in your App Store or Google Play Store
- Select your State and Board
- Log in with your Matrix credentials

Import Your Contacts

With MLS-Touch you can easily share suggested listings to your clients, and invite your contacts to connect with you using your own branded app. All your customer interactions and client related activities are tracked and stored in the contact record for easy reference.

Starts by getting your contacts imported into MLS-Touch.

From Matrix MLS

Your Matrix contacts are automatically synced and ready for you the very first time you log into MLS-Touch. This is not a one-time download. After the initial sync, every time you add or edit a contact in either Matrix or MLS-Touch, the changes will instantly update in both platforms.

From Your Phone

Follow the steps below to add contacts from your phone into MLS-Touch:

- Within the MLS-Touch Mobile app, select **Contacts** on the Home screen.
- On an iPhone, tap **Add** in the top right corner.
- For an Android, tap the **+ button** in the bottom right corner.
- Select **Import from Device**

It may ask you for permission for the app to access your contacts. Click **Ok/Allow**.

Choose Contacts to Import

Next, choose **All** if you want every contact on your device to import into the app, or select only the ones you want by tapping on the name. If you don't want your personal contacts to import, we recommend you select your business contacts only.

When you're finished select **Done** (on iPhone) or **Import** (on Android).

Configure Your Hotsheet

Use the Hotsheet feature to see real-time market activity in your area. With MLS-Touch you can keep up-to-date with a tap of a button. Set up is quick and easy.

- Select **Hotsheet** on the Home screen.
- Set your areas of interest by tapping **Change Location**, then choose up to 10 cities or areas within your MLS. You can also select the type of listings you want to track by tapping **Change Property Type**. Lastly, choose your **preferred time frame**, from 1 day up to 30 days.
- Select any Hotsheet category such as **Active**, **Back on the Market**, or **Price Decreases** to bring up the property list. Toggle from **List** view to **Map** view to see the listings on a map, and tap **Filters** to focus even more specifically by beds, baths and other criteria.

Select a listing from the **List** or **Map** view to see full listing details.

- From the Action bar, tap **Share** to **Send By SMS**, **Email**, or **Send in a Message**.
- Choose **Showing Request** to book a viewing, **Add to Cart** to link to a contact, or view listing **Comparables** – all with the tap of a button

Define Comparables

When you're on-the-go and meeting with clients, you'll appreciate the quick, one-tap access in MLS-Touch to comparable listings.

Configure your comparable search results:

- Tap the **More** menu on the Home screen.
- Select **Settings**, then **Comparables**.
- Select whether you want to see on-market or off-market listings.
- Specify a price range, eg: +/- 10%.
- Narrow your results by distance, eg: within 10 miles.

View comparables:

- When viewing a listing on the Listing Details screen, select Comparables.

Connect Your Facebook Business Page

Connect your Facebook page to MLS-Touch, and specify which type of listing announcements you want to make eg: New listings

The app will automatically publish your listing information to your Facebook page and best of all, you'll instantly be notified of any inquiries.

- Select the **Facebook Publishing Tool** from the More menu on the Home screen.
- Tap **Connect** and **Continue**.
- Personalize your announcements with captions and emojis.
- Save settings and you're done!

Make sure your Facebook posts are branded! Use the Brand & Share feature to specify your brand logo and colors.