Welcome to your Customer Portal. The Portal is a personalized webpage to help you keep track of listings. Use the menu to keep track of you News Feed, Listing Collections, Searches, Emailed Listings, and more.

- Your News Feed contains all of the new and updated listings you've received from Subscription notifications in one convenient place. If you have a subscription (which automatically sends you new listings), the News Feed contains 200 of the most recent listings you've received.
- The number next to your News Feed indicates the number of new listings for you to look at. Unviewed listings are in white, while viewed listings are slightly greyed out.
- Save your favorite listings by clicking the star icon. These listings will appear in your *Saved* collection. Listings that you remove (using the No icon) are removed from your searches and News Feed, but can still be seen in the *Hidden by Me* listing collection. Additionally, listings your agent recommends or removes can be found in the *Recommended* and *Hidden by Agent* collections.
- Click on a saved search to view all of the listings that meet that search criteria.
- Click your agent's name to see their contact information.

Viewing Listings

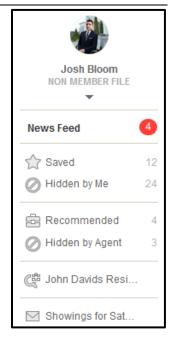
To look at listings, click any category from the menu category. The listings in that category will appear on the main part of the screen, organized by tabs. Click on the tabs to look at different information about the listings.

Regardless of which tab you are on, use the blue Actions button on the highlighted listing to share, print, request a showing, make listing notes, or contact your agent about the listing.

Use the View Checked option to view only listings you have selected by clicking the check box on the listing.

• List tab – this tab shows all of the listings in a group. Compare listings easily here. Click on the Star icon to mark a listing as a favorite. Your starred listings will appear in your Saved collection. Click the No icon to hide a listing and remove it from you News Feed and Searches. Listings that your agent has recommended will have a highlighted briefcase icon next to them.

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200 listings	Mark All As Read			List	Detail Pho	tos Map	Compare	Messages	5
View Checked (0)	88						-	11 + Sort -	-
	▼Price Status MLS #	List Price	Style	Total SqFt.	Total Bedrooms			Specials Inst	
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	\$979,900 6809 CROFTON Lane S Fargo, ND 58104 Active / 15-5479	979,900	2 Story	5,942	6	6	797	5,202	



- **Detail tab** here, you'll see a more detailed listing report. If you'd like, you can also use the Mortgage Calculator on the Detail tab.
- **Photos tab** look at all of the photos for a listing here. Click on the arrows to navigate through the photos. You can use the arrow buttons on the screen, or the arrow keys on your keyboard. The double arrow button in the bottom left corner will launch a full screen photo slideshow.



- **Map tab** plot the listings on a map here. You can move the map around and zoom in to get a better look. Click on the Driving Directions link to open the location in Google maps where you can get detailed driving directions.
- **Messages tab** here, send you agent messages about properties. I'll respond, and our conversations about individual listings will be visible on the Messages tab, or you can look at all of our conversations on the Dashboard.

My Account

	Customer Portal for John Davids	🖂 Contact 💿 Help Ug Off				
	Searches and Reports	View Auto Emailed Listin	gs	Collections		
	Provided Searches		^	Recommended	4 Listings share	
	John Davids Residential Search	100 New or Changed		Saved	14 Listings share X	
5010	An example search for listings with 2+ bedrooms			Hidden by1 Changed in 25 Listings share X Me		
	Emailed Listings from Josh Bloom	Date Sent			2 Lintings of an	
	Showings for Saturday	03/14/2016		Hidden by Agent	3 Listings share	
Josh Bloom	Listings	03/03/2016				
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NON MEMBER FILE						
	Messages	Notification Options	2	Profile (View My Listings)		
	Write Expand all messages Collapse all messages	e a message to Josh Bloom Search messages	^	Contact Information Z		
	[15-5269] Contact request, 2401 32 Street S, Fargo, ND 58103	To: Josh Bloom 03/18/2016				
1000 West Court St Fargo, ND 58104 555-555-1234 E-Mail	Note added to 1029 51 Avenue W, West Fargo, ND 58078 (MLS# 15-4399)	To: Josh Bloom 03/16/2016			ds@yandex.com (555) 555-1234	
	Note added to 1029 51 Avenue W, West Fargo, ND 58078 (MLS# 15-4399)	To: Josh Bloom 03/16/2016	~		/ Password	

Click on the **My Account** link to access your portal Dashboard of E-mail Settings. The Dashboard contains four sections: the Searches and Reports panel contains links to your news feed, searches, emailed listings, and reports; the Collections panel contains your recommended, saved, and hidden listings as well as custom listing collections; the Messages panel contains all of the messages you have sent to and received from your agent; and the Profile panel allows you to update your contact information.