



Property Search

HOW-TO GUIDE

Create an Account

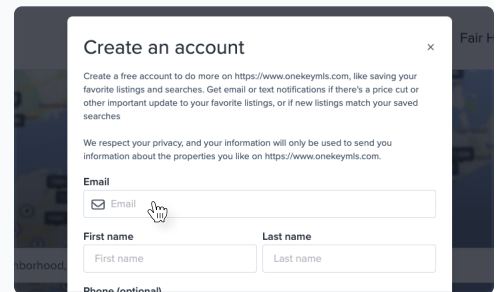
Step 1

- Click “Sign up”



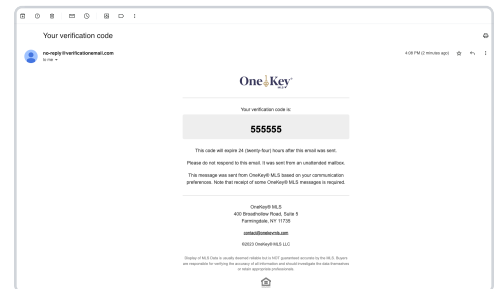
Step 2

- Fill out the form and click “Create my account”
- You will receive an verification code via email



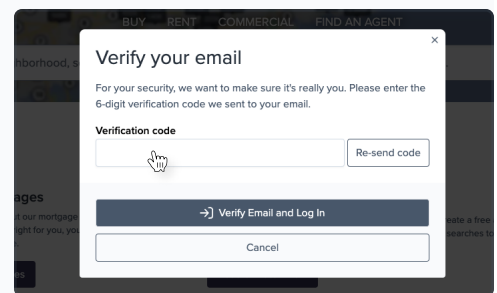
Step 3

- Check your email for the verification code



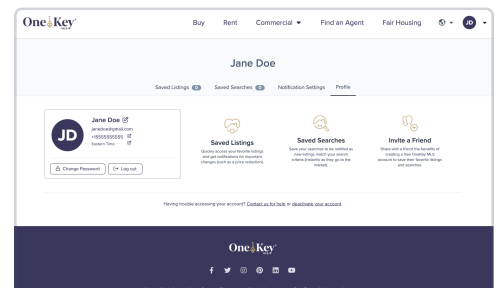
Step 4

- Enter the verification code and click “Verify Email and Log In”



Step 5

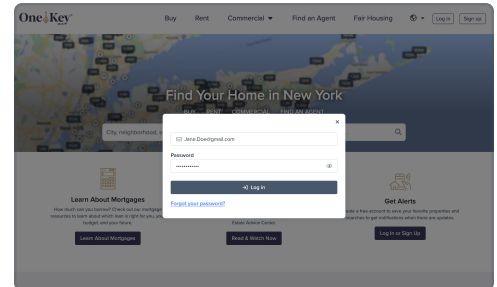
- Explore your user profile



Account Migration

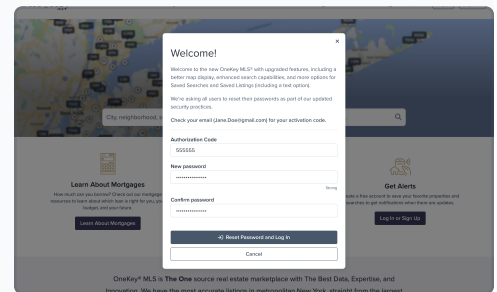
Step 1

- From any page, click the “Log in” button
- Enter your username and password
- Click “Log in”



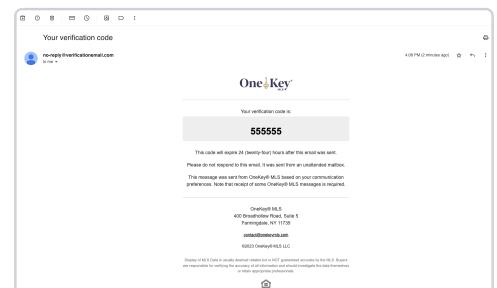
Step 2

- You will receive an verification code via email
- You will need to reset your password



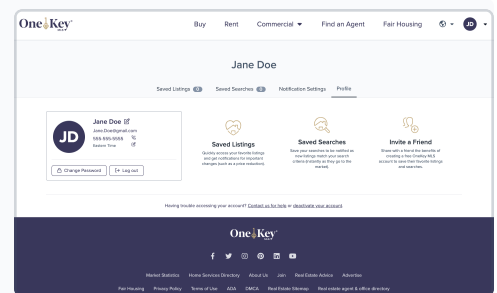
Step 3

- Check your email for the verification code



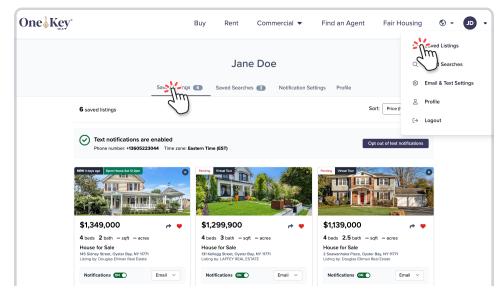
Step 4

- Enter your verification code and new password
- Click “Reset Password & Log In”



Step 5

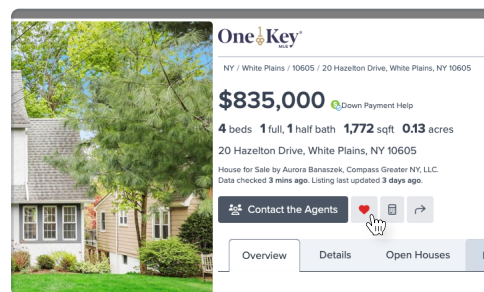
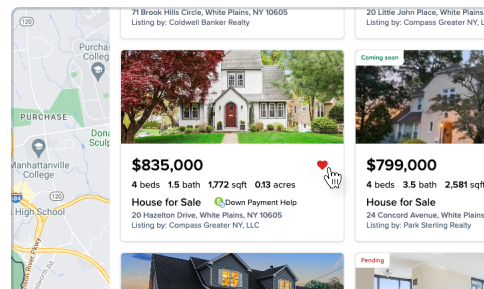
- From your profile page or dropdown menu, click “Saved Listings” or “Saved Searches” to see your previously saved properties and searches



Save a Listing

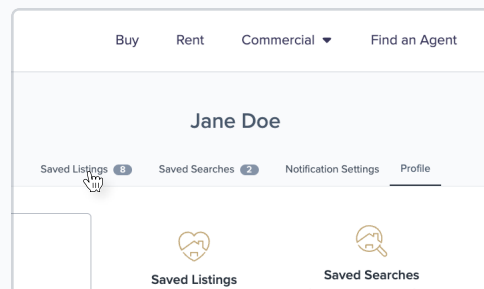
Step 1

- Click the heart icon to save a listing
- Listings can be saved from:
 - Search Results
 - Listing Details



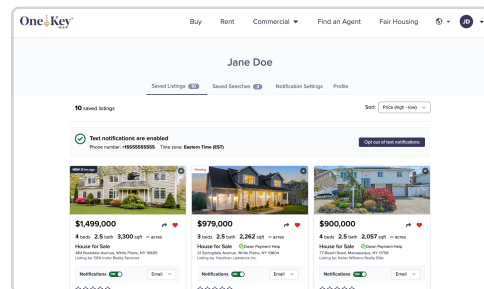
Step 2

- To view your saved listing:
 - Click on your user profile
 - Click on the "Saved Listings" tab



Step 3

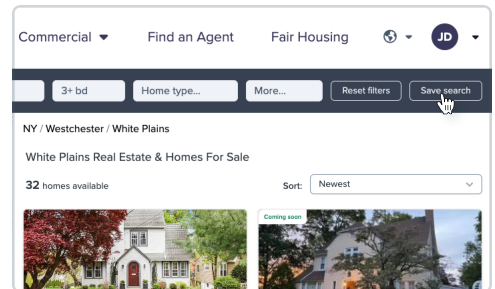
- Explore your saved listings



Save a Search

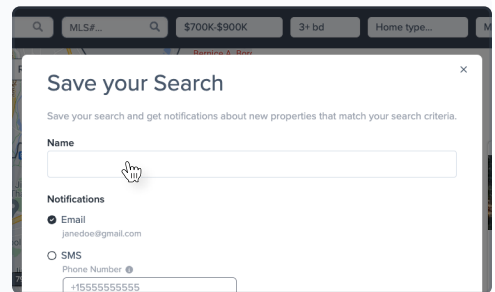
Step 1

- Enter a search with filters
- Click “Save search”
- Note: your search must contain less than 1,000 results



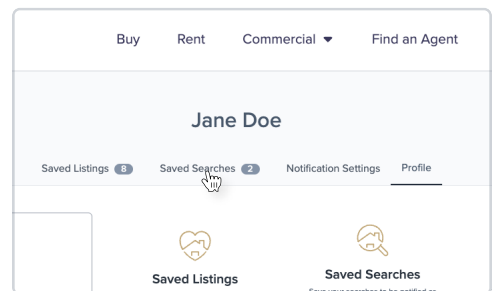
Step 2

- Name your search
- Select notification settings (email or text and frequency)
- Click “Save search”



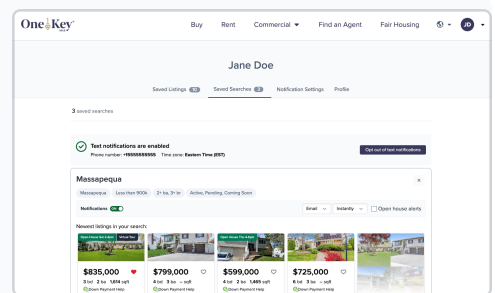
Step 3

- To view your saved search:
 - Click on your user profile
 - Click on the “Saved Searches” tab



Step 4

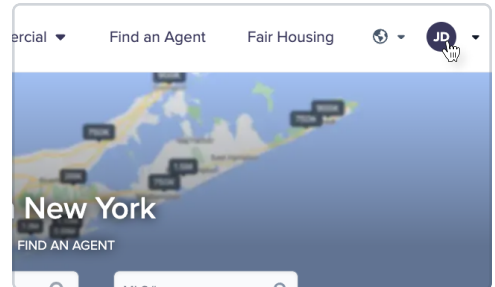
- Explore your saved searches



Saved Listing Notifications

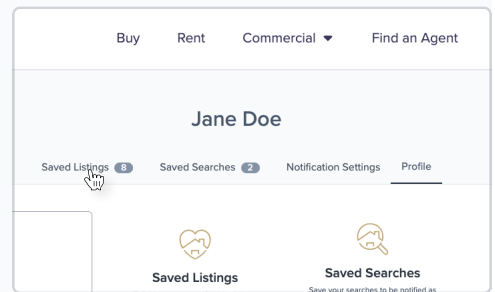
Step 1

- Log in
- Click on your user profile



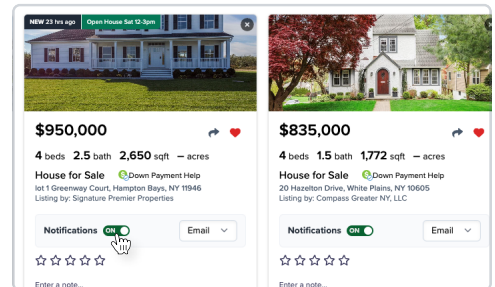
Step 2

- Click on the “Saved Listings” tab



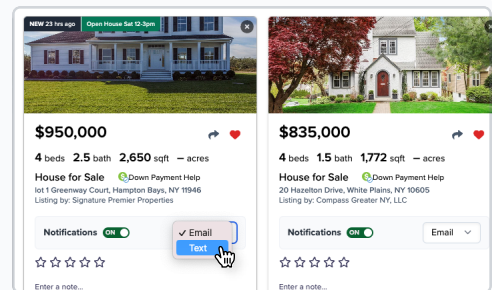
Step 3

- Toggle notifications on and off



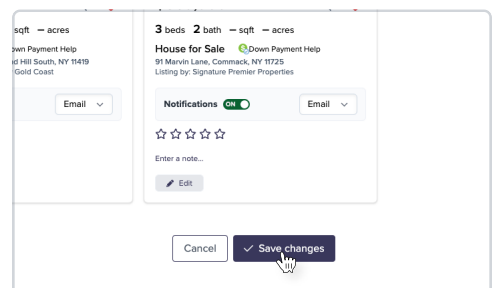
Step 4

- Select email or text notifications



Step 5

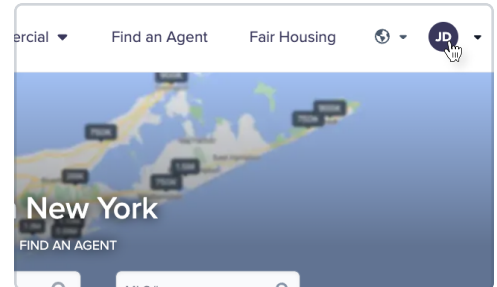
- Click “Save changes”



Saved Search Notifications

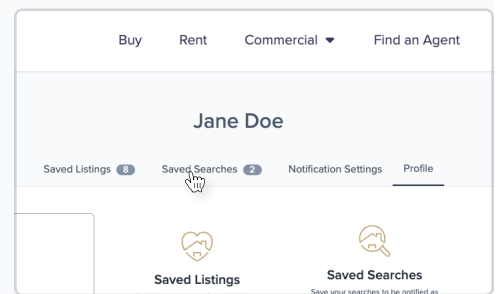
Step 1

- Log in
- Click on your user profile



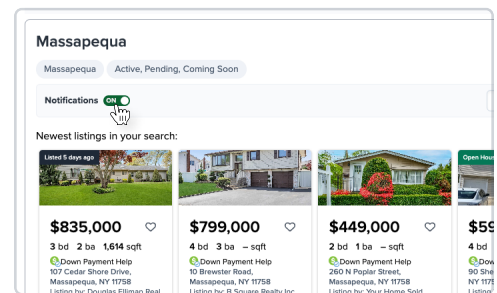
Step 2

- Click on the “Saved Searches” tab



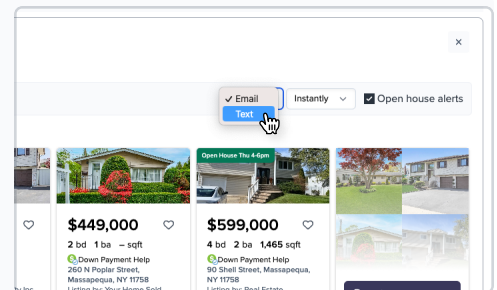
Step 3

- Toggle notifications on and off



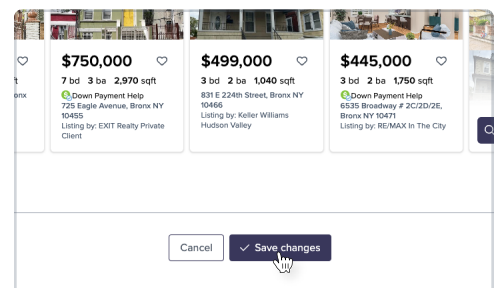
Step 4

- Select email or text notifications
- Select frequency
- Select if you want to receive “Open house alerts”
- Note: Open house alerts are delivered daily at 7pm ET



Step 5

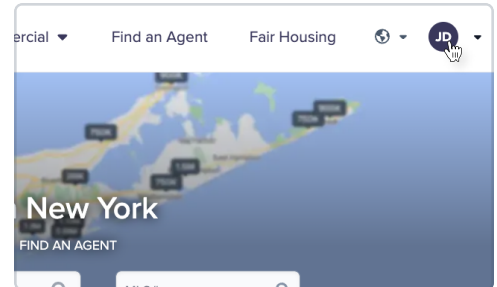
- Click “Save changes”



Opt In to Text Messages

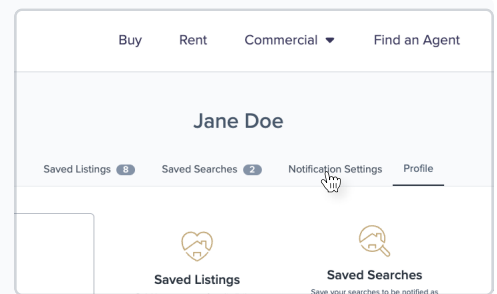
Step 1

- Log in
- Click on your user profile



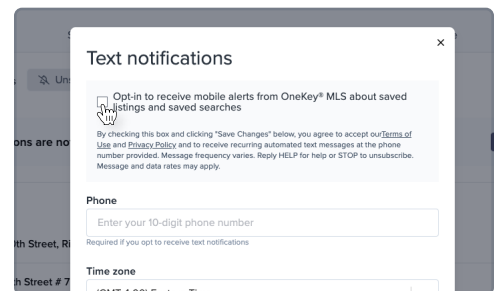
Step 2

- Click on the “Notification Settings” tab



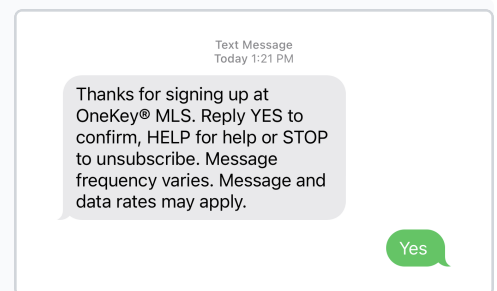
Step 3

- Click “Turn on text notifications”
- Click the “opt in” checkbox and enter your phone number
- Click “Save changes”



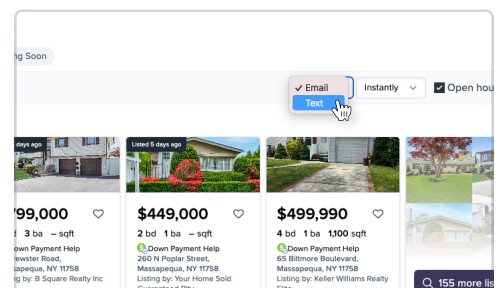
Step 4

- When you receive a text message from us, reply “YES” to confirm



Step 5

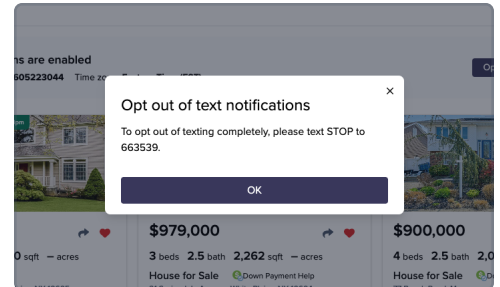
- Switch some of your saved searches or listings to “Text”
- Click “Save changes”
- Note: text messages are sent 8am - 8pm ET



Opt Out of Text Messages

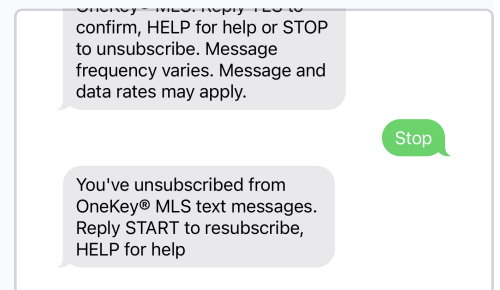
Check your texting status

- View your status on the “Saved Listings”, “Saved Searches”, or “Notification Settings” tabs
- If text notifications are enabled and you click “Opt out of text notifications”, you will see this message:



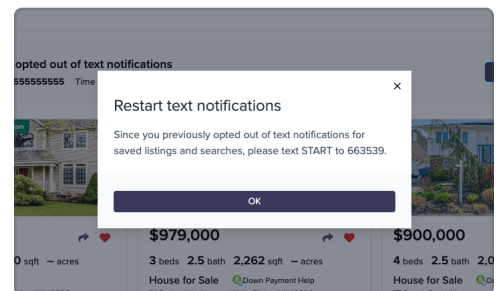
Step 1

- To opt out of texting completely, text STOP to 663539



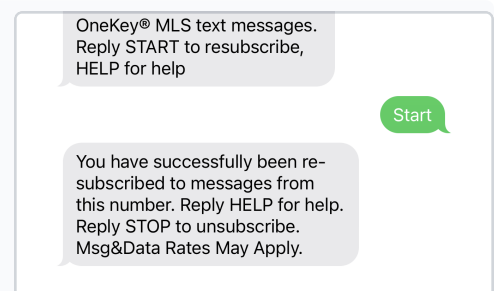
How to restart text notifications later

- If you’ve opted out of text notifications and click “Restart text notifications”, you will see this message:



Step 1

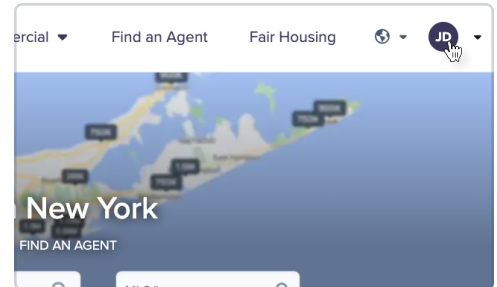
- To restart text notifications, text START to 663539



Notification Settings

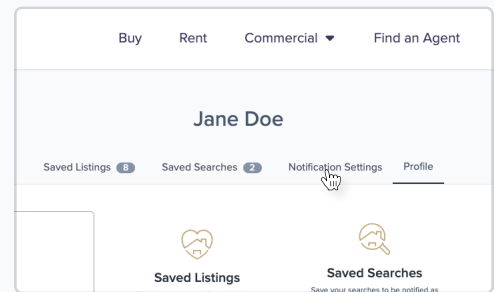
Step 1

- Log in
- Click on your user profile



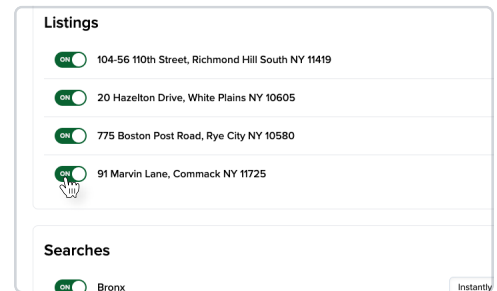
Step 2

- Click on the “Notification Settings” tab



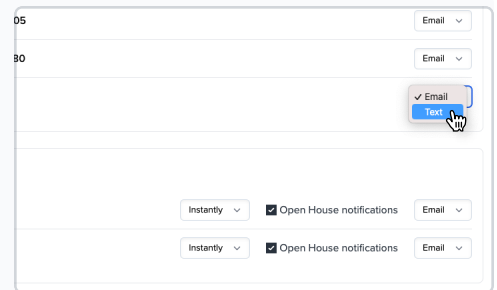
Step 3

- Toggle notifications on and off



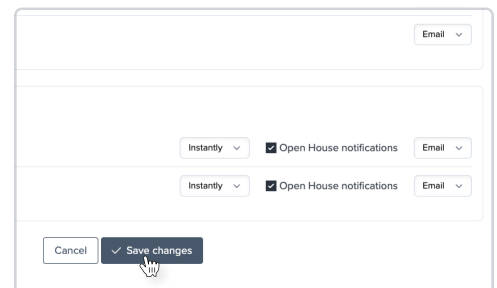
Step 4

- Select email or text notifications
- Select frequency for searches
- Select if you want to receive “Open house notifications” for searches



Step 5

- Click “Save changes”



Leads and Redirects

Leads

- Leads are sent to the Broker and Agent
- Coming Soon: preferences with additional options for who receives leads

Redirects

- If users have bookmarked existing pages, they will automatically re-direct to the new site
- Existing e-mail alerts will re-direct to the new site