



# TEAM SETTINGS

## MLS SHARED IDENTITY

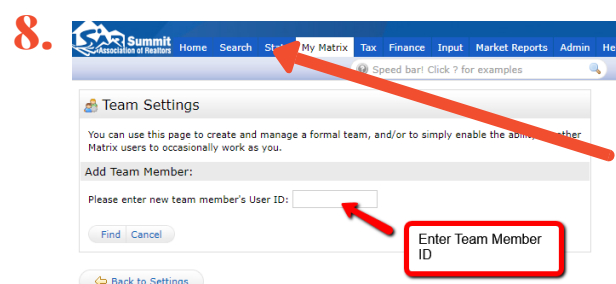
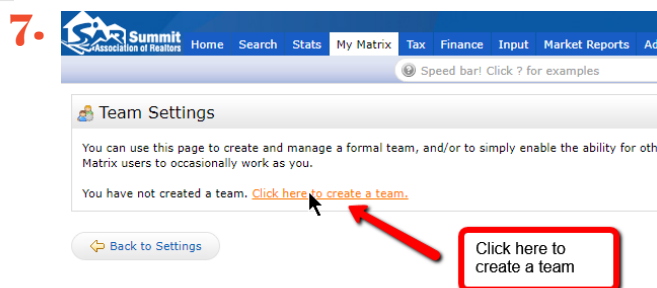
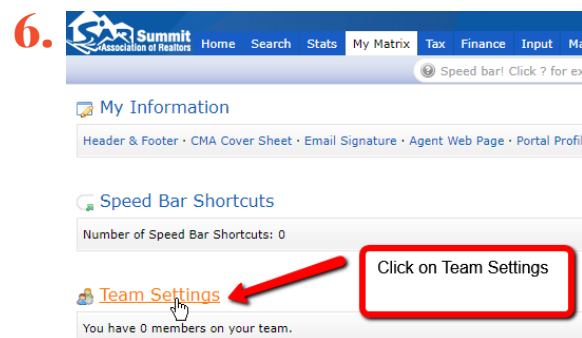
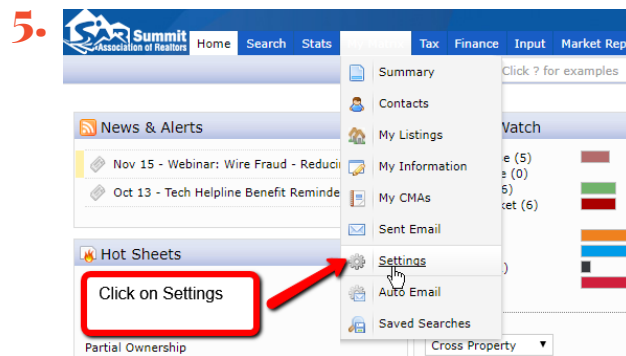
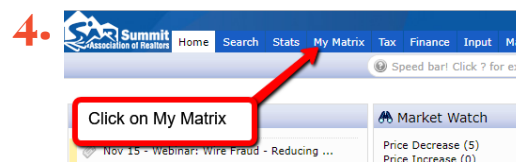
**BROKER/AGENT MUST SET UP TEAM SETTINGS TO ALLOW OTHERS ACCESS TO THIS FUNCTION**

- **MLS IDENTITY CAN BE SHARED WITH:**

- **Other Agents:** Help you if you are out of town
- **Admin Staff:** Help with daily Maintenance and Management

### HOW TO:

1. Click on the SSO Launchpad from the website [www.summitREALTORS.org](http://www.summitREALTORS.org)
2. Log in with your MLS credentials
3. Click on Matrix



If you do not know the ID, search by name under Search Tab.

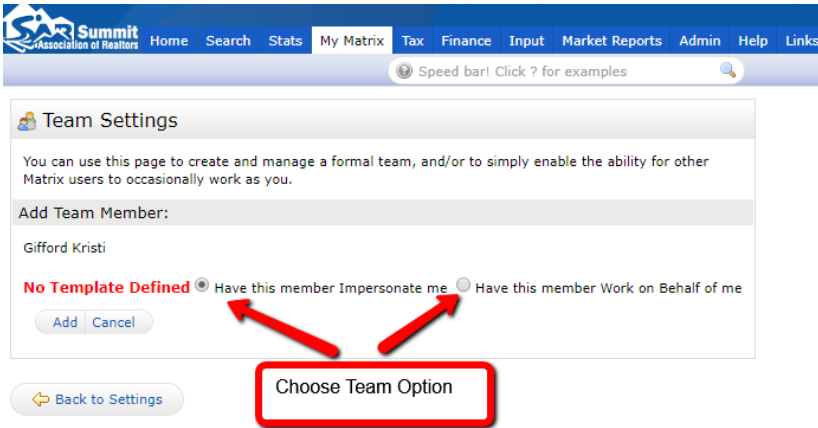




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## MLS SHARED IDENTITY

### HOW TO CONTINUED:

9. 

Team Settings

You can use this page to create and manage a formal team, and/or to simply enable the ability for other Matrix users to occasionally work as you.

Add Team Member:

Gifford Kristi

**No Template Defined**  Have this member Impersonate me  Have this member Work on Behalf of me

Choose Team Option

### CHOOSE YOUR TEAM OPTION:

#### HAVE THIS PERSON IMPERSONATE ME

- Emails from Matrix would be sent from Broker/Agent
- Printed reports will show Broker/Agents Name
- Have access to saved searched and contacts

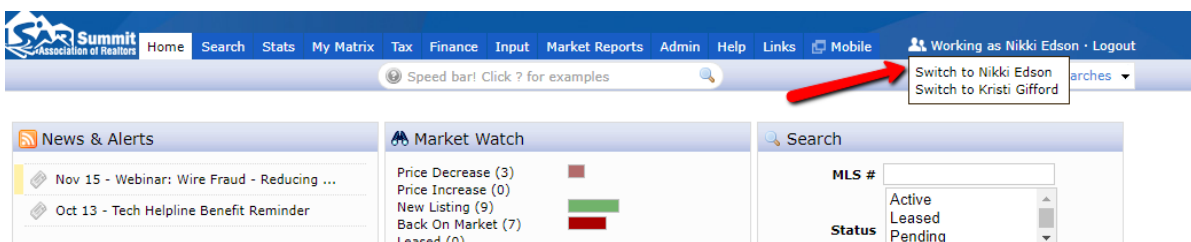
#### HAVE THIS PERSON WORK ON THE BEHALF OF ME

- Emails from Matrix would be sent from your name on behalf of the Broker/Agent
- Printed reports will show your name printed on behalf of Broker/Agent
- Have access to saved searched and contacts

### FROM HERE YOU CAN:

- Add additional team members
- Delete team members
- Add a team name

Once a Team Member is added they can toggle between accounts in the upper right section.



Summit Association of Realtors Home Search Stats My Matrix Tax Finance Input Market Reports Admin Help Links Mobile Working as Nikki Edson · Logout

Speed bar! Click ? for examples

Switch to Nikki Edson  
Switch to Kristi Gifford

News & Alerts

- Nov 15 - Webinar: Wire Fraud - Reducing ...
- Oct 13 - Tech Helpline Benefit Reminder

Market Watch

- Price Decrease (3)
- Price Increase (0)
- New Listing (9)
- Back On Market (7)
- Leased (0)

Search

MLS #

Status

- Active
- Leased
- Pending

