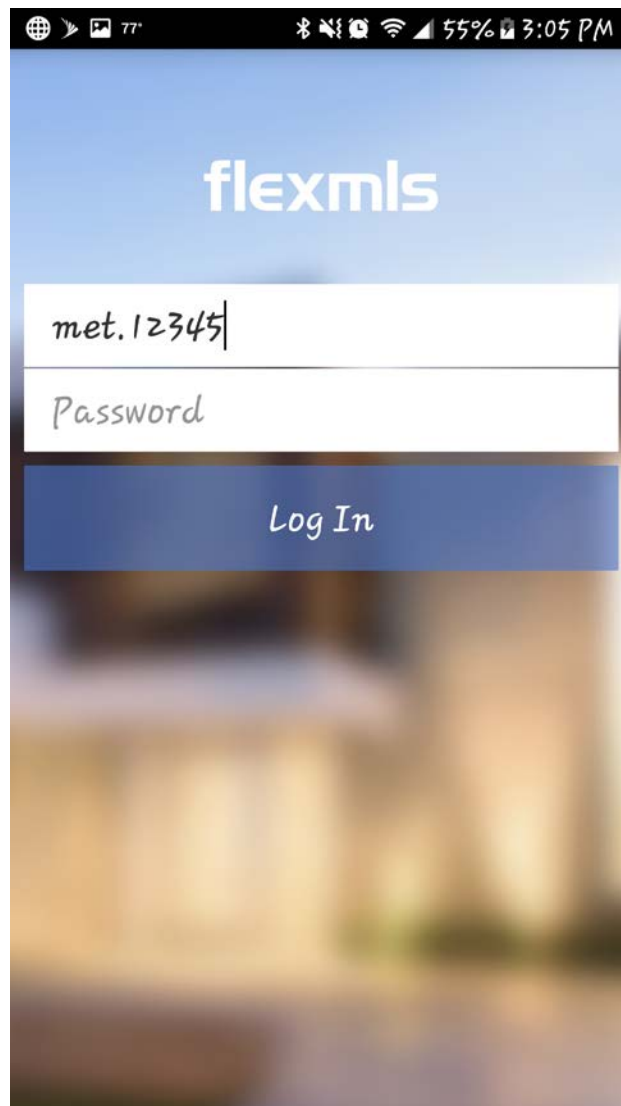


## m.flexmls.com

FlexMLS mobile is a free site for our members to access their MLS data and is specifically designed for mobile devices. You may access the mobile site by navigating your device's web browser to **m.flexmls.com**.

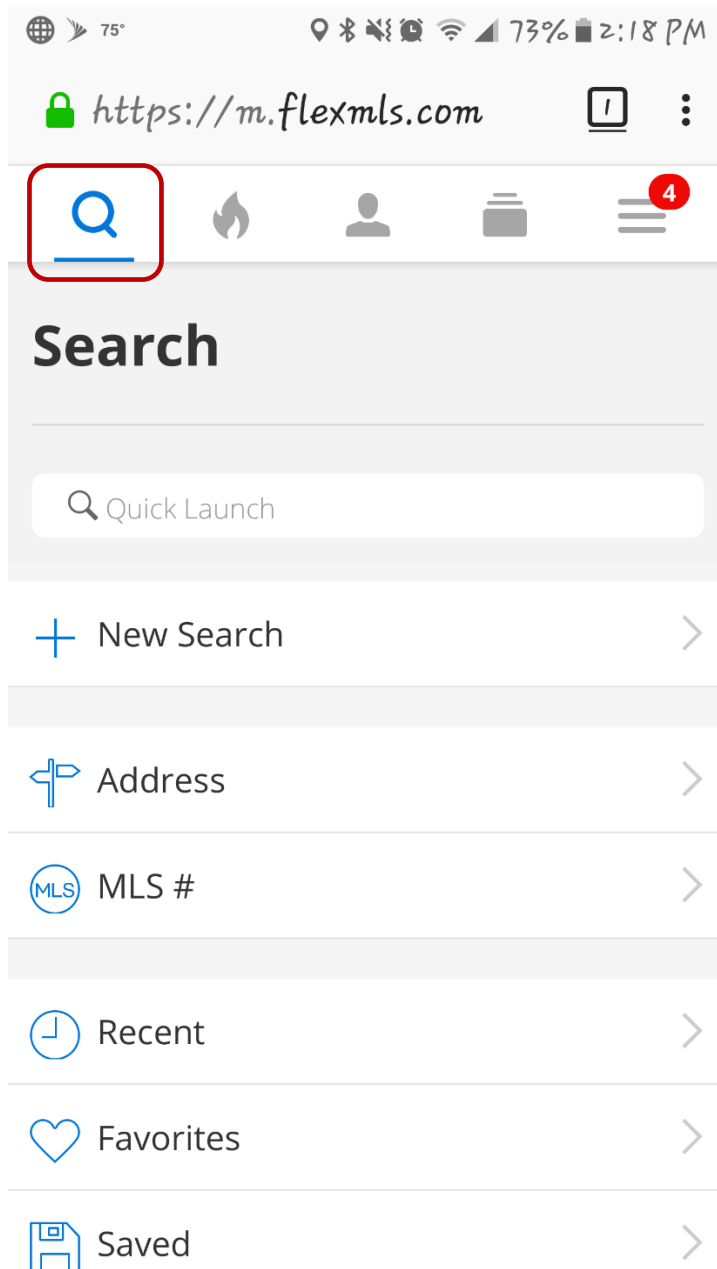
### *Log In Screen*

To access the FlexMLS mobile site, open the browser on your mobile app and navigate to **m.flexmls.com**; you will be directed to apps.flexmls.com, which is the log in screen. Log in with the same credentials as when you log into FlexMLS on your desktop/laptop.



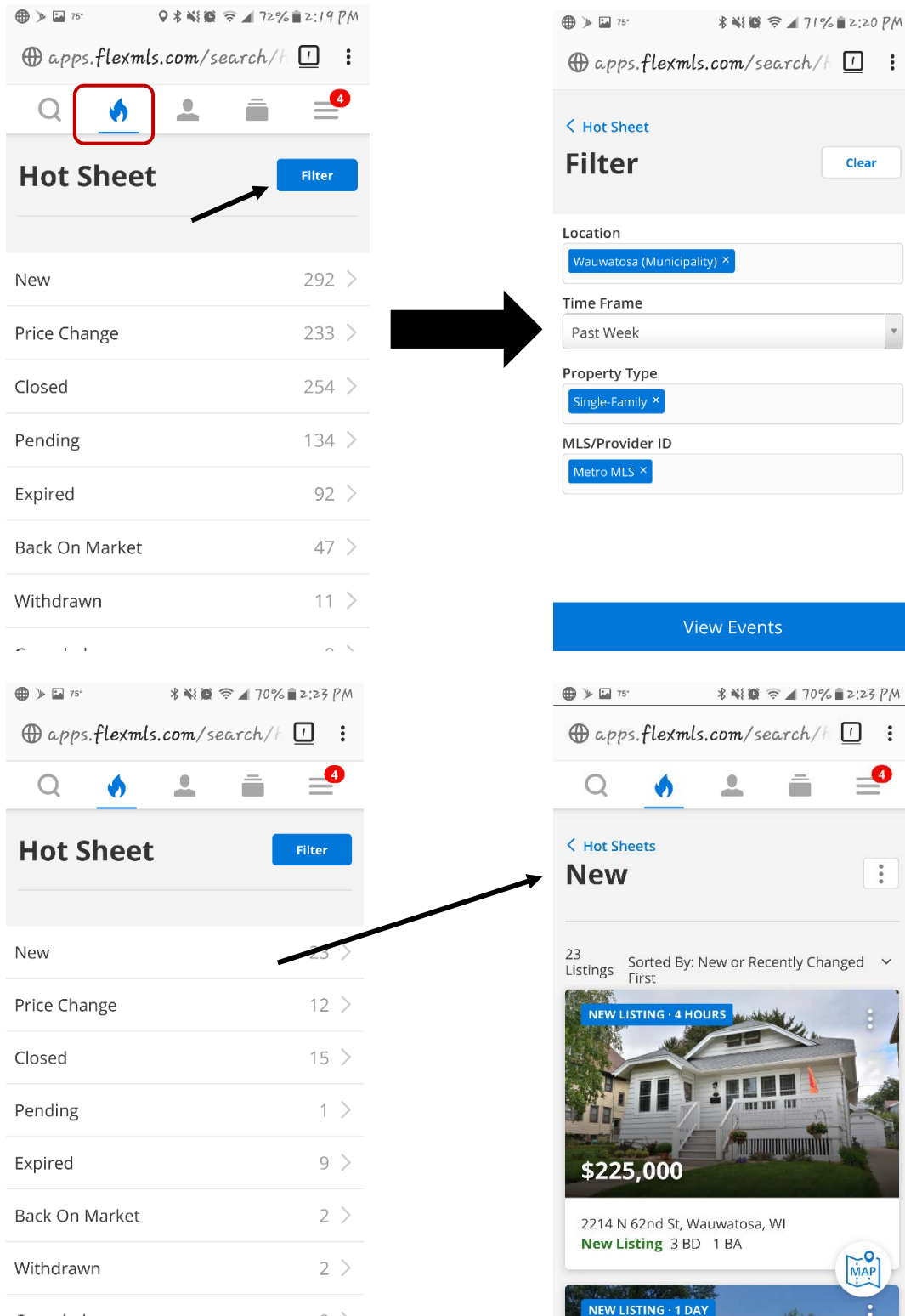
## Main Menu Screen

Once you have successfully logged in, you will be routed to the main menu screen of the mobile site; the default screen is the Search (magnifying glass icon) screen. From this screen, you can create a new search using the **Quick Launch** field or using **New Search**. You can also search on a specific address using **Address** or list number using **MLS#**. **Recent** gives you access to the last five searches you've performed; **Favorites** will display saved searches you have marked as favorite; **Saved** will display all of your saved searches.



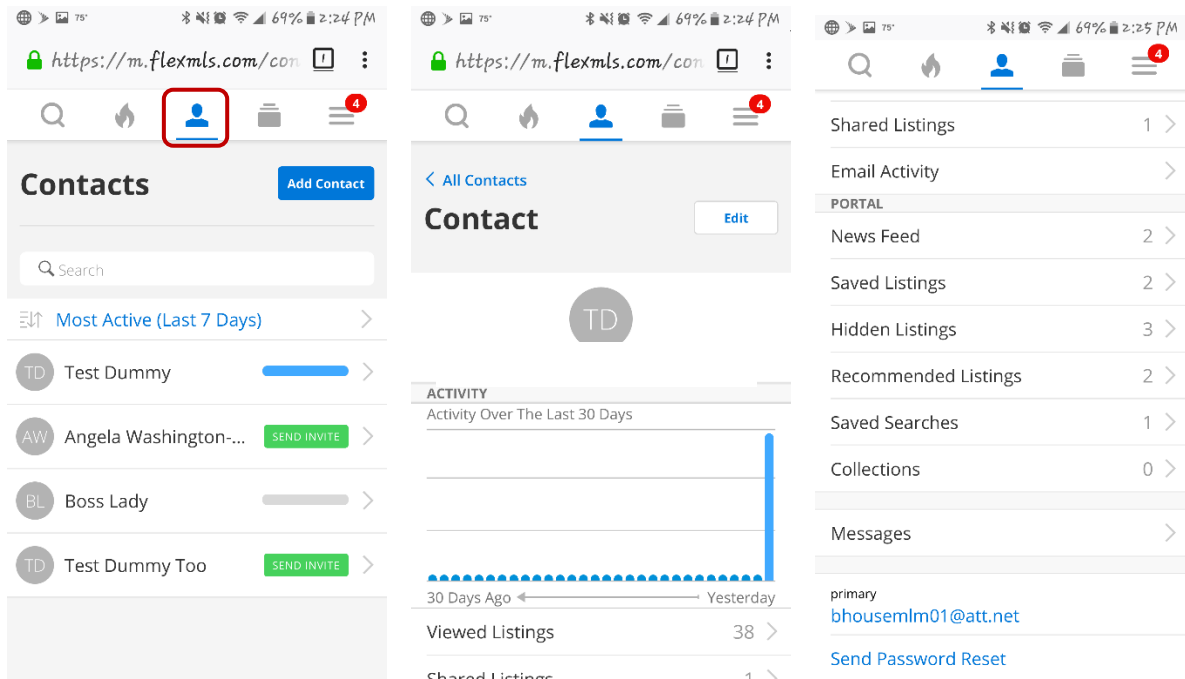
## Hot Sheet

The **Hot Sheet** (flame) icon will route you to the options for the Hot Sheet on the mobile site. The Hot Sheet allows users to specify a time frame, county, municipality, zip code, property types, and MLS using the **Filter** link. You can then view the results by tapping your desired event and use the list or map views, with the same action options (recommend, save to cart, email) as are available through searches.



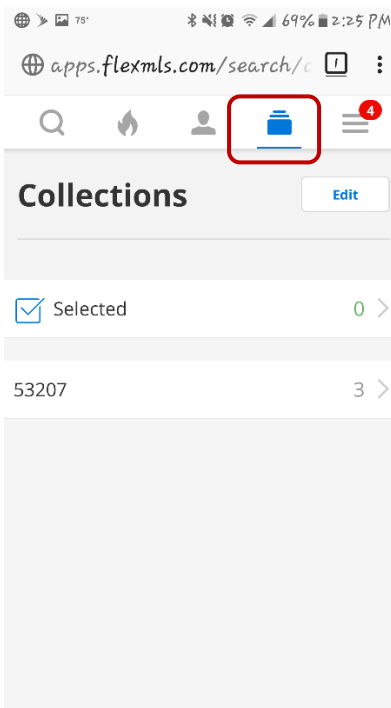
## Contacts

You can access your Contacts that are saved in your Contact Management module of FlexMLS by tapping the **Contacts** icon. Tapping on a Contact ID will open to the information and options available.



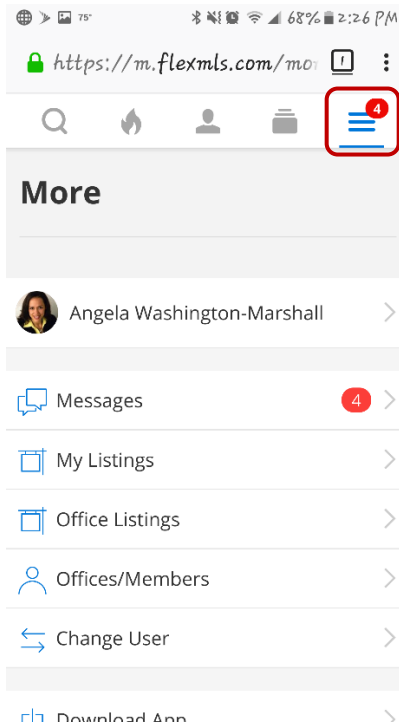
## Collections

You can access your saved Listing Collections by tapping the **Collections** icon; this will display the listings currently saved in that collection.

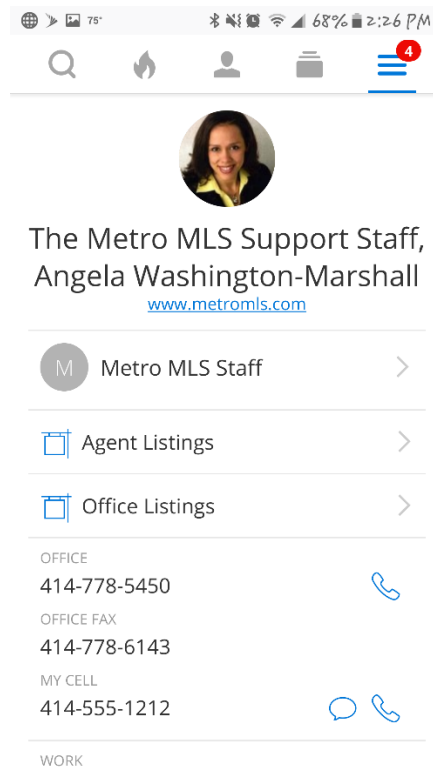


## More

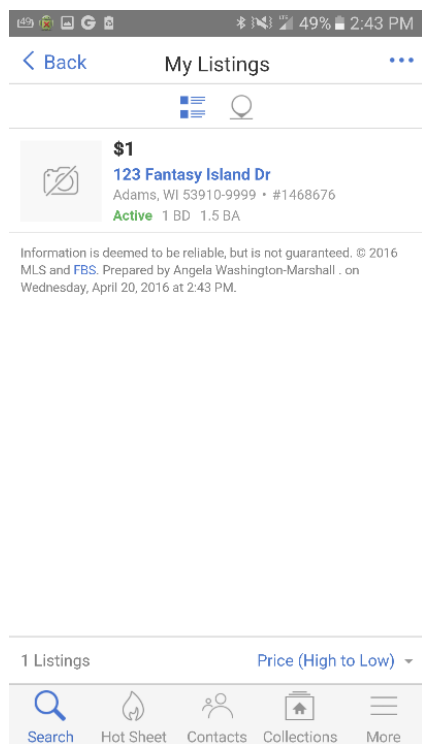
Options to view your agent profile information, access your messages and current listings, log out, and more can be accessed by tapping the **More** icon.



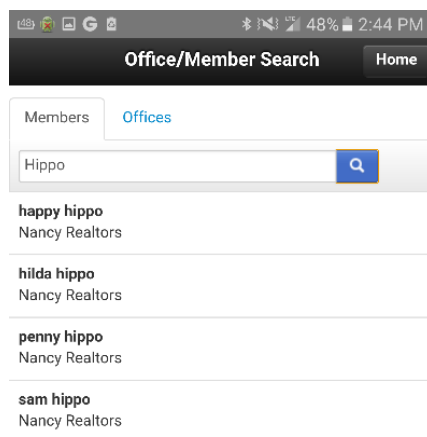
Tapping your name allows you to view your profile information.



Tapping **My Listings** will display your current listings.



Tapping **Office/Member Search** allows you to search for Metro MLS members and offices by name. Tap your searched name for more information.



Tapping **View Full Site** will open to the met.flexmls.com site, which is the desktop site. When you come to this site, you will get a 'Redirect to Mobile' pop-up. If you wish to proceed to the full site, tap 'Cancel'.

Keep in mind, mobile functionality of this site may not work as it does on your desktop.

