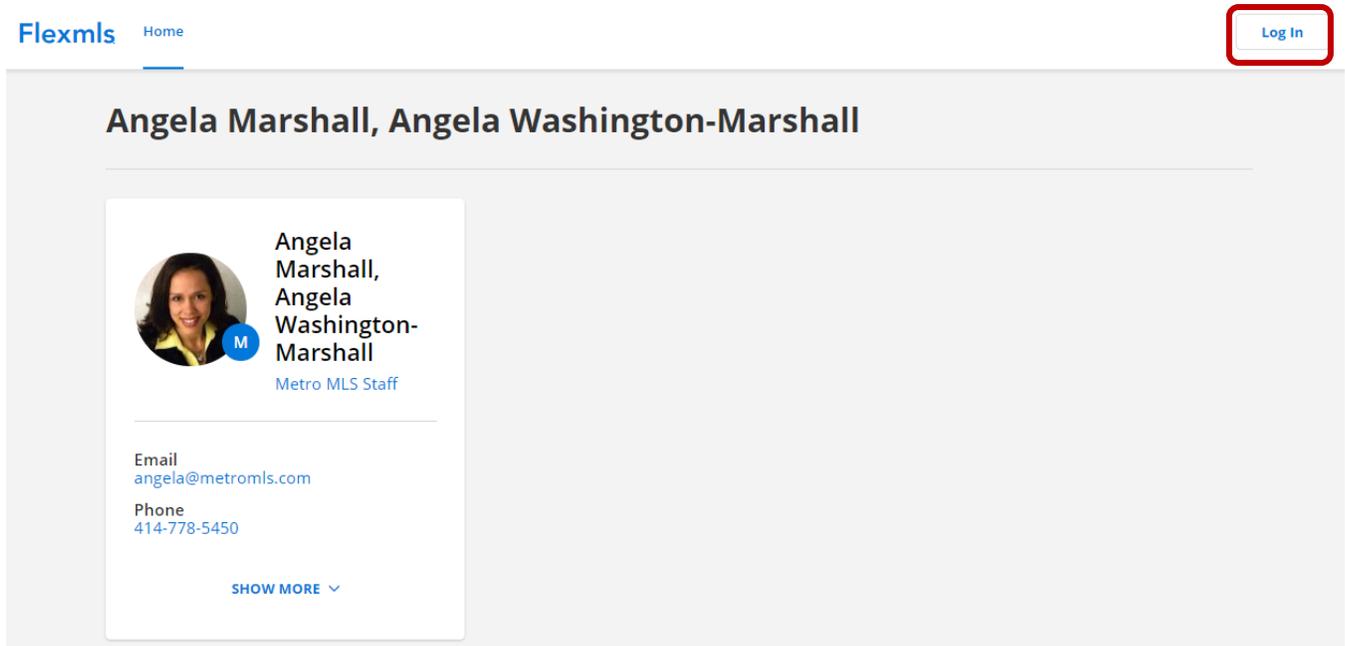


Contact side of the 'New' Contact Portal

When your Contact receives the Portal notification email that their Portal account has been created, within that email, there will be a brief, general overview on what they can do in their Contact Portal; there will also be a button/link for them to access the Portal URL. When they click the Portal URL, it will take them to their agent's Portal Dashboard. When they click the Log In button, it will take them to their log in screen. Here, they will enter their username (the primary email address on the Contact file) and create a password in the appropriate fields, and then click the **Log In** button.



The screenshot shows the Flexmls contact profile for Angela Marshall, Angela Washington-Marshall. The page has a blue header with the Flexmls logo and a "Home" link. A "Log In" button is highlighted with a red box in the top right corner. The main content area displays the contact's name, a profile picture, and their title as Metro MLS Staff. Below the profile information, the contact's email address (angela@metromls.com) and phone number (414-778-5450) are listed. A "SHOW MORE" link with a dropdown arrow is located at the bottom of the profile card.

NOTE: There is only one set of log in credentials for a Contact Portal; the primary email address on the Contact's file is the username and the password is what they create. Multiple users will need to share log in credentials.

When your Contact(s) logs into their Portal, it will open to the 'Home' screen of their Portal; at the top of the screen is their navigation tools.

The screenshot shows the 'flexmls' portal interface. At the top, there is a navigation bar with the 'flexmls' logo on the left and links for 'Home', 'Search', 'Saved', and 'News Feed'. A search box on the right contains the placeholder text 'Find an Address or MLS #' and is highlighted with a red border. A circular profile icon with the initials 'AW' is located in the top right corner. Below the navigation bar, a large grey banner displays 'Welcome back!'. The main content area is divided into two sections. On the left is a user profile card for 'The Metro MLS Support Staff, Angela Washington-Marshall', which includes a profile picture, a blue 'MM' badge, the title 'Metro MLS Staff', and contact information: 'Email: angela@metromls.com' and 'Phone: 414-778-5450'. At the bottom of the profile card is a 'SHOW MORE' link with a downward arrow. On the right is a 'Messages' section with a speech bubble icon and a right-pointing arrow. An arrow points from the text 'Shows your profile information and your bio entered in your profile.' to the 'SHOW MORE' link.

flexmls Home Search Saved News Feed

Q Find an Address or MLS # AW

Welcome back!

 **The Metro
MLS Support
Staff, Angela
Washington-
Marshall**
Metro MLS Staff

Email
angela@metromls.com

Phone
414-778-5450

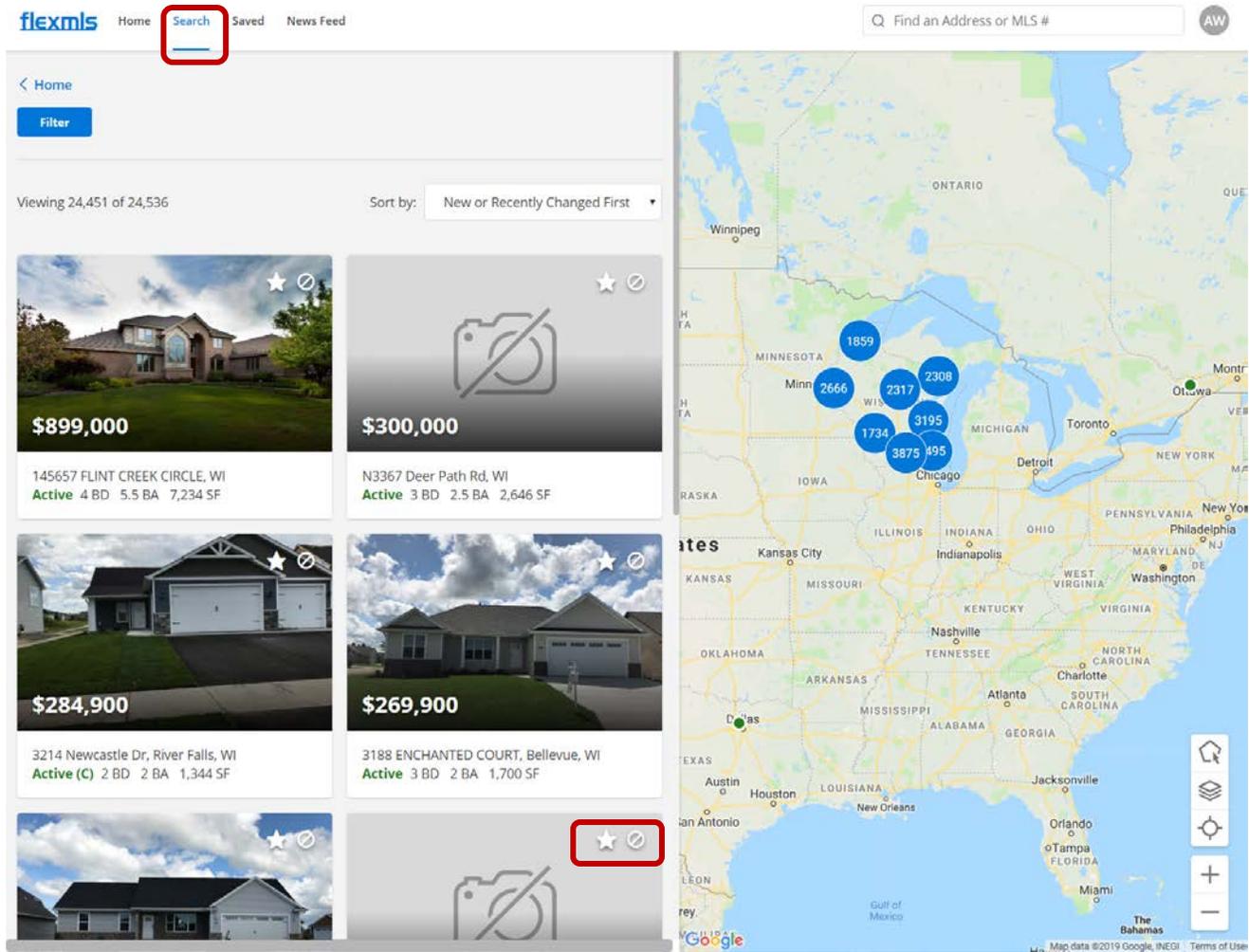
SHOW MORE ▾

Messages >

Shows your profile information and your bio entered in your profile.

Search

When you click **Search**, a map and a list of all active single-family listings in the Metro MLS will load; this format will allow your Contact to search active listings of available property types using filters.



The star icon at the top right corner of the photo will allow your Contact to add that listing into their Saved collection; the universal no symbol will hide that listing from your Contact's Portal.

If your Contact would like to perform their own searches, from this screen, they can click the **Filter** button. This will display fields for parameters they can search. Once they have completed entering their desired search criteria, they can click the **View (#) Listings** button at the bottom of the Filter window.

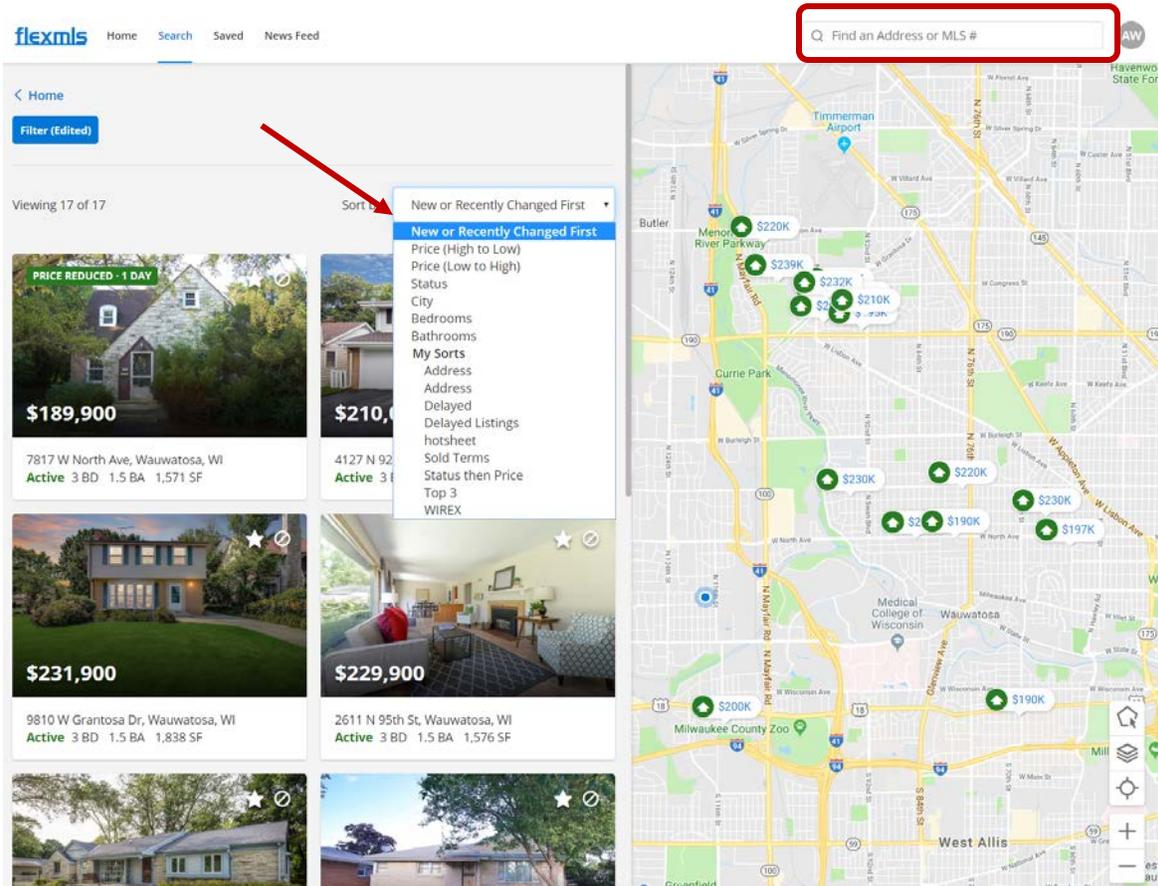
Filters [Reset Filters](#)

Location	<input type="text" value="wauw"/> Wauwatosa (Municipality)	
Status	Active x	
Property Classification	Residential x	
MLS/Provider ID	WIREX - except Metro MLS x Metro MLS x	
Total Bathrooms	<input type="text" value="1.5"/>	<input type="text" value="2.5"/>
Bedrooms	<input type="text" value="3"/>	<input type="text" value="4"/>
Est. Total Sq. Ft.	<input type="text" value="1500"/>	<input type="text" value="Max"/>
List Price	<input type="text" value="185000"/>	<input type="text" value="240000"/>
Est. Year Built	<input type="text" value="Min"/>	<input type="text" value="Max"/>

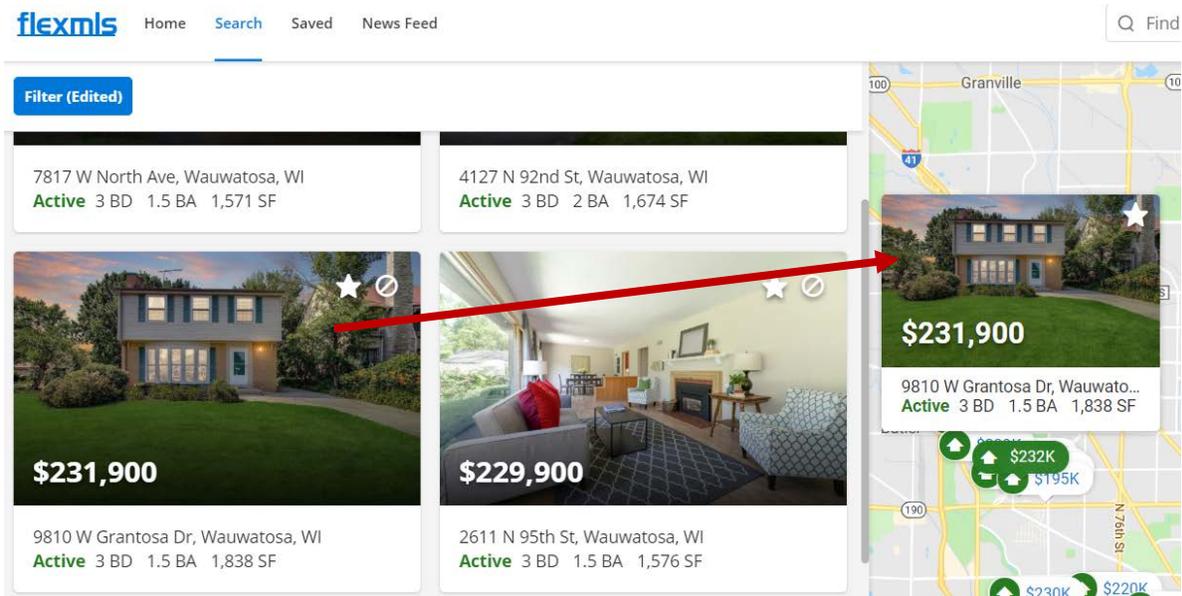
CANCEL VIEW 1,597 LISTINGS

NOTE: These are 'one-off' searches that cannot be saved. The Contact also cannot edit any searches you have saved to their Contact file in FlexMLS.

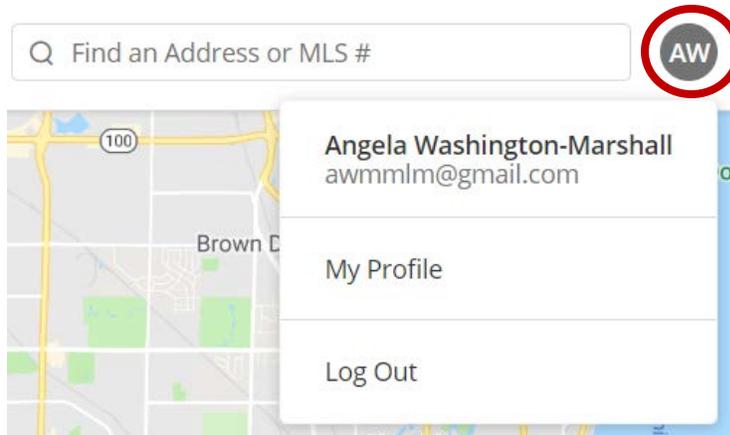
At the search results screen, the matching listings will display, along with a map of those listings. Your Contact can also change the sort order of the listings based on if they would like to see the most recent first, lowest to highest price, and other sorts listed in the **Sort by** drop-down menu. There is also a search field option to search for a listing using an address or MLS #.



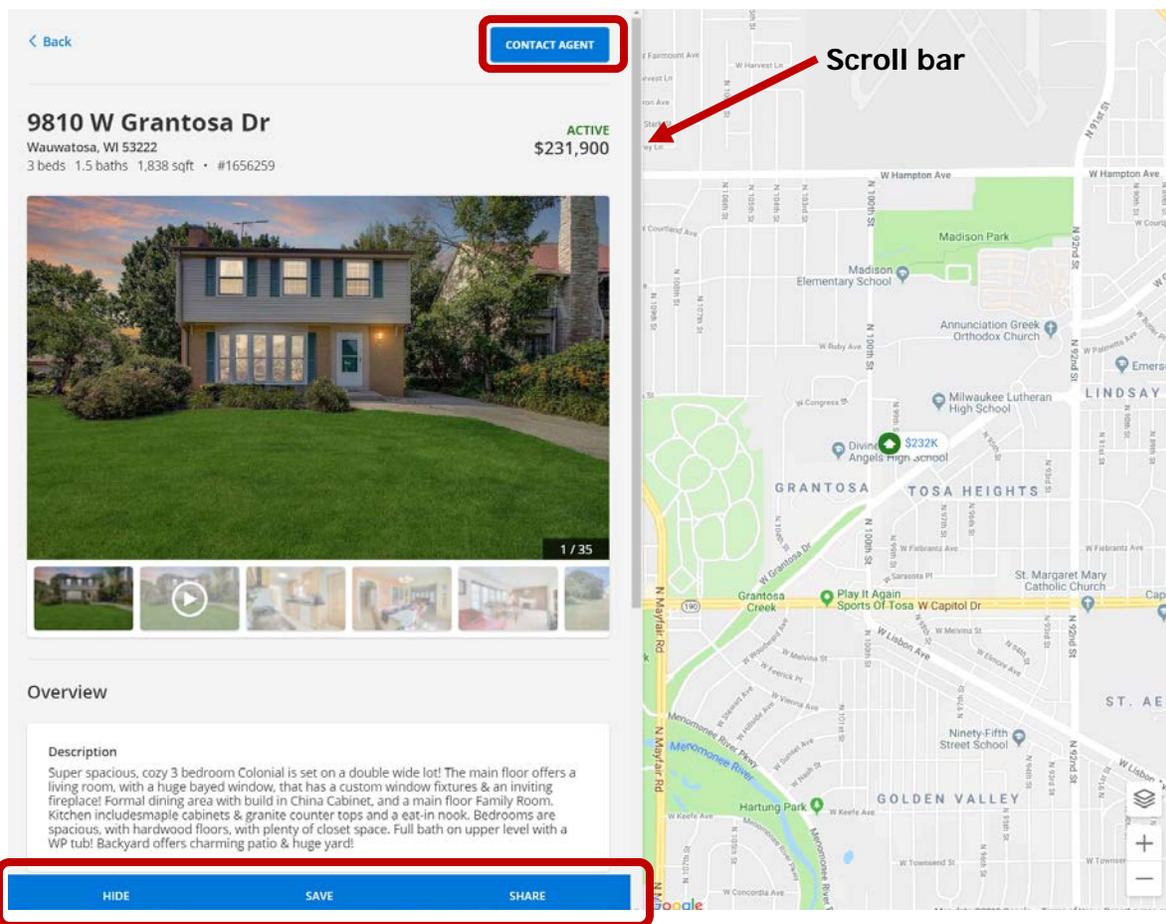
Hovering over a listing in the results panel will pop that listing up on the map.



The Contact ID button allows for your customer to view their profile and to log out of the Portal.



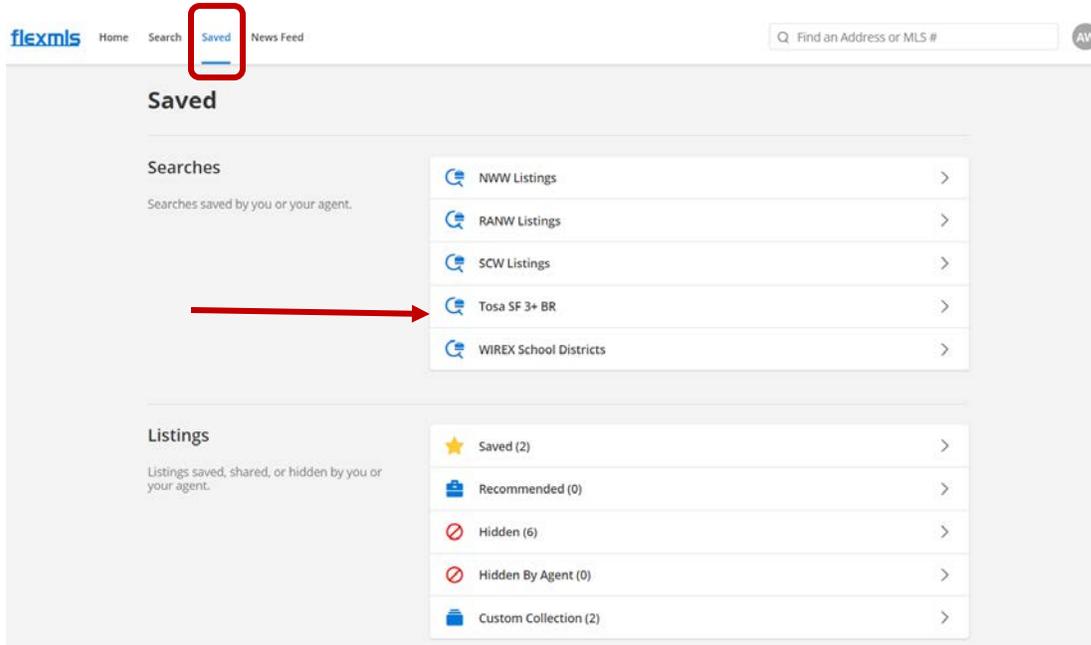
Clicking on a listing in the results panel will open that listing to where you can view the details and any attached documents and photos. Use the scroll bar to view all data. The **Contact Agent** button will route any messages created by the Contact to you.



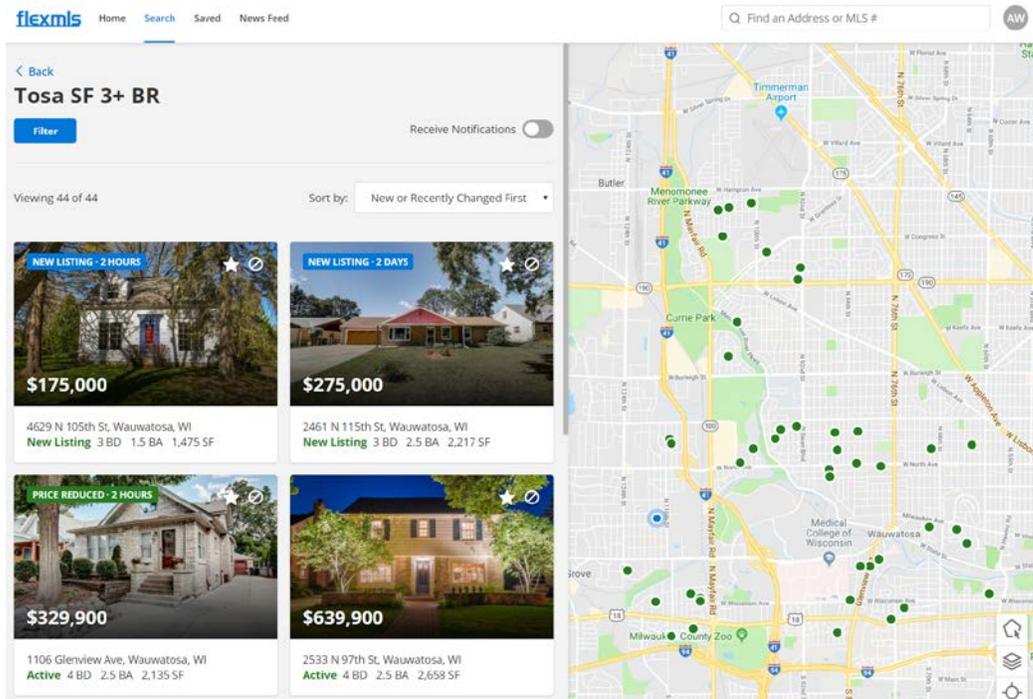
In the bottom toolbar, **HIDE** will hide that listing from your Portal search; **SAVE** will add that listing to your Saved collection; **SHARE** will allow you to share that listing via email using a Permalink.

Saved

The **Saved** button is the screen where your Contact can access their Listing Collections and all of the searches you have saved to their Contact ID in FlexMLS. To open any search or collection, they simply have to click the button for that item.



In this example, I clicked the button for the search titled 'Tosa SF 3+ BR'. The Filter button is available if your Contact would like to tweak the parameters **for that session**, but changes will not save to the search you created for them. They



Searches that are on current Subscriptions will be indicated to the Contact with a **Subscribed** banner.

Searches
Searches saved by you or your agent.

- NWW Listings
- RANW Listings
- SCW Listings **SUBSCRIBED**
- Tosa SF 3+ BR **SUBSCRIBED**
- WIREX School Districts **SUBSCRIBED**

If you do not have your Contact's search set up to receive Subscription emails, they can enable this function by turning on the notification for that search. This will put their subscription on the ASAP schedule. This takes approximately 10 minutes for this change to update in your FlexMLS account. They may also disable the Subscription for a search.

[Back](#)
Tosa SF 3+ BR
Filter
Receive Notifications

A listing can be removed from any collection by viewing that collection and deselecting the colored icon.

[Back](#)
Hidden
Viewing 4 of 4
Sort by: Price (High to Low)

- \$400,000**
12340 N Golf Dr, Mequon, WI
Sold 2 BD 2.5 BA 2,265 SF
- \$285,000**
2560 N 65th St, Wauwatosa, WI
Active (C) 3 BD 2 BA 1,639 SF

News Feed

The News Feed displays the listings for all of the Contact's saved searches that have been sent by Subscription emails.

An indicator will appear on the listing photos that are recently new or changed; that banner will remain for 72 hours from the change.

The screenshot displays the flexmls website's News Feed. At the top, the navigation bar includes 'flexmls', 'Home', 'Search', 'Saved', and 'News Feed' (highlighted with a red box and a '45' notification). A search bar on the right contains the text 'Find an Address or MLS #' and an 'AW' icon. Below the navigation, the 'News Feed' section is titled with a 'Home' link and a 'Viewing 45 of 45' indicator. A 'Sort by:' dropdown menu is set to 'New or Recently Changed First'. The main content area features a grid of six property listings, each with a photo, a price, and details. The first listing is a two-story house for \$165,000, marked with a 'PRICE CHANGE - 9 MINS' banner. The second is a white house for \$175,000, marked with a 'LISTING MATCH - 20 MINS' banner. The third is a white house for \$299,900, marked with a 'LISTING MATCH - 20 MINS' banner. The fourth is a single-story house for \$275,000, marked with a 'LISTING MATCH - 20 MINS' banner. The fifth and sixth listings are also marked with 'LISTING MATCH - 20 MINS' banners. To the right of the listings is a map view of the region, showing various cities and roads. A green pin on the map indicates a location with a price of '\$340K'. The map includes standard navigation controls like zoom in/out and a compass.

Price	Address	Status	Bedrooms	Bathrooms	Sq. Ft.
\$165,000	222 Grand Canyon Dr, 222, Madison, WI	Active	3	1.5	1,436
\$175,000	4629 N 105th St, Wauwatosa, WI	New Listing	3	1.5	1,475
\$299,900	1424 N 66th St, Wauwatosa, WI	New Listing	3	2	1,975
\$275,000	2461 N 115th St, Wauwatosa, WI	New Listing	3	2.5	2,217