



## Part-3:YOUR MLS Offers Account

### Profile Information:

You can edit your profile information by logging into your MLS Offers account > click your name at the top of the page > click profile.

\*You are responsible for keeping your profile information updated if you change your email address, move to a new office, etc.



## Logging In And Single Sign On (SSO):

You can login to MLS Offers directly from the MLS using Single Sign On functionality. This is available in 3 spots:



1.) When logged into the MIAMI Gateway, you can click on the MLS Offers icon on the Clareity Dashboard. This will take you to the MLS Offers homepage. Click "Sign-In" and you will be logged into your account.



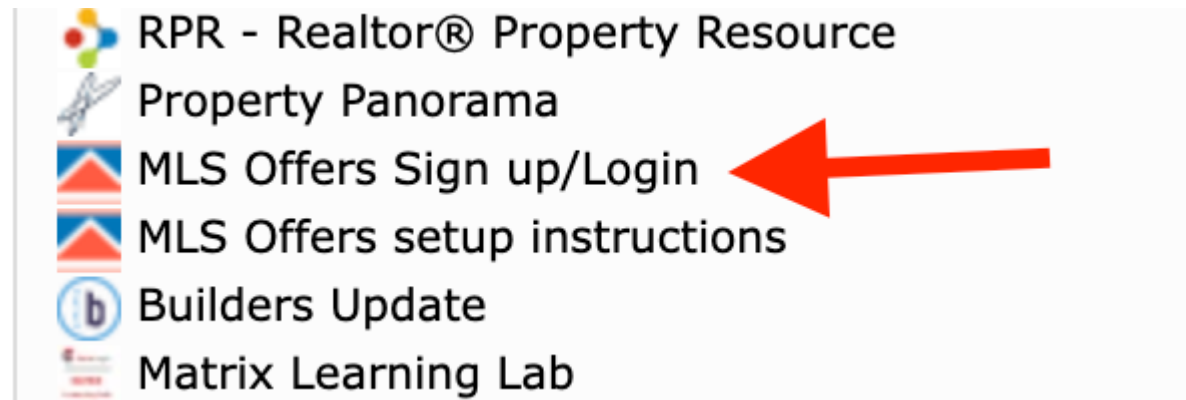


2.) If you are submitting an offer, you will be logged in automatically when you click on the offer submission link in the broker remarks of a listing.

**Broker Remarks:** [Submit all offers via MLS Offers](#)



3.) When logged into Matrix, there is an External Link called "MLS Offers sign up and login". Click that to be taken to the MLS Offers homepage. Click "Sign-In" and you will be logged into your account.



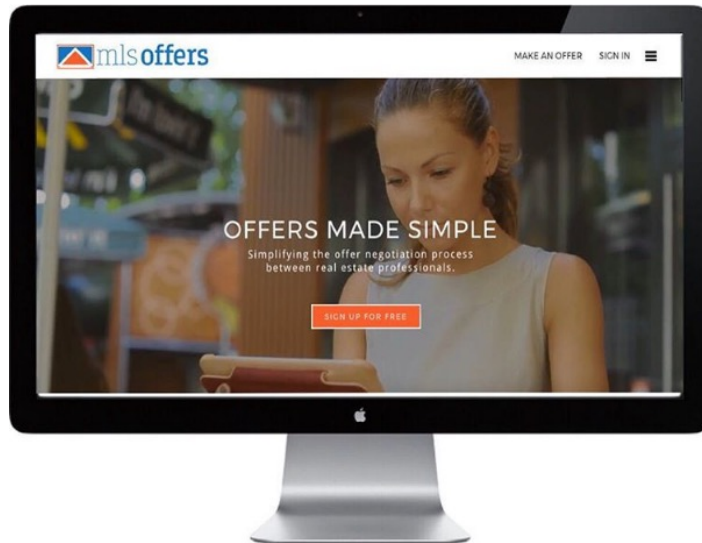




## Automatic Listing Import:

All your new "For Sale - Residential" listings will be imported into your MLS Offers account by default and updated approximately every hour. When you add a listing the MLS, it can take from 0-60 minutes to show up in your MLS Offers account and be available for offers, depending on when it was added in relation to our import schedule.

For all rentals, leases and non-residential listings, you will need to log into your MLS Offers account and import those yourself. Login > click listings > click import from MLS button > select listings to import.



We highly encourage you to watch our overview demo to better understand how the platform works and see all the great features available to you. Watch here: [www.mlsoffers.com/our-demo](http://www.mlsoffers.com/our-demo).

The demo will cover how to manage your offers, set up offer instructions and provide disclosures, reply to and counteroffers, reply to multiple offers, amend or withdraw offers, create offer reports for sellers, create a custom url for your offers, create and use canned messages, share closing info with the other agent and more.



## Don't Want To Use MLS Offers?

Disable The MLS Offers Offer Submission Link On Your Listings:

If you decide you do not want to use this service to receive and manage your offers, you can disable MLS Offers when adding/editing your listing by toggling the dropdown from Enable to Disable in the Compensation and Misc. Information area shown below. This will need to be done for each new listing you add to the MLS.

**Compensation and Misc Information**

**IDX**  
True

**Internet**  
?

**AVM**  
?

**Blogging**  
?

**Address on Internet**  
?

**Listing Type**  
?

**List Date**  
?

**Owners Name**  
?

**Variable/Dual Rate**  
?

**Joint Agency**  
?

**Expiration Date**  
?

**Owners Number**  
?

**Occupancy Information**  
?

**Showing Instructions (Max 3)**  
?

**MLS Offers**  
? Enable

☐ 24 Hour Notice  
☐ Alarm On  
☐ Appointment Only  
☐ See Broker Remarks  
☐ Call Listing Agent  
☐ Call Listing Office



**Compensation and Misc Information**

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True

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?

**AVM**  
?

**Blogging**  
?

**Address on Internet**  
?

**Listing Type**  
?

**List Date**  
?

**Owners Name**  
?

**Variable/Dual Rate**  
?

**Joint Agency**  
?

**Expiration Date**  
?

**Owners Number**  
?

**Occupancy Information**  
?

**Showing Instructions (Max 3)**  
?

**MLS Offers**  
?

☒ Enable

We Do Not Recommend Deactivating your MLS Offers Account Completely:  
It is likely you will eventually need it to submit an offer to another agent who is using this service on their listings, and you will need your account to do that. So instead of deactivating your account, we suggest just toggling the above to Disable when you add each new listing.