

Quick Start Guide / Adding Me as a VSP

Let's work together and benefit from the enhanced features available to you in **connectMLS**.

Michael J. Savage

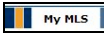






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

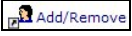

More Info:
www.mjsinspections.com

How to add me as a Valued Service Partner "VSP" to your vendor contact list in connectMLS:

- Go to your  home page and locate the  area at the bottom left.
- Click .
- Select my service type from the list, and then click .
- Pick my company out of the list of "Valued Service Partners" companies and then click .
- Check the box next to my name, and click .
- To make me a "Preferred" service partner to your clients, check the box next to Check here to make this a preferred service partner, and then click .
- I'm now in your "Service Partners" contact list of vendors, and can easily be contacted by you, or referred to your clients by you so that they may contact me. 







(NOTE: If you've already added me to your "Service Partners" contact list, and want me to be a "Preferred Service Partner" to your clients, click on "My Service Partners"  located on your  home page, click on my name, check the box next to Preferred Service Partner, then click .

How to refer me to your clients (Sellers/Buyers) through connectMLS:

- On your  home page, click on  located on the bottom left side of the page.
- Click on the client's last name that you wish to refer me to.
- After choosing the client, locate the "Referral"   area towards the right side of your client's contact page.
- Click on .
- Check the box next to my name, and then click .

(NOTE: An email notification goes out to your client and myself, telling your client that you have referred me to them. I will follow up with your client, and keeping you informed. If you've already added me as a "Preferred Service Partner" in your "My Service Partner" contact list, then I will be automatically referred to your new clients)

How to add me to a transaction in connectMLS:

- On your  home page locate  on the left of the page.
- Click , which will show you a list of all listings and transactions you are involved in.
- Click on the transaction "Listing Number" link that you want to add me to.
- From the  tab on the "Transaction Dashboard", click .
- Click on my role type (i.e. Loan Officer, Inspector, Attorney, etc.) from the participant list showing.
- Check the box next to my name, and click the .

(NOTE: I'm now added to the transaction as a participant, and can keep you, and everyone else, up-to-date as to where we are in my process of this transaction.)



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