

Account Settings:

1. Login to realOMS- Link at the bottom of company site or your agent website.
 Username: MLS agent ID and default password.
2. My Profile -> Account & Lead Settings
 - a. Check mark 'Allow Company to send campaigns and other emails on my behalf' to enable. The company will be able to send emails (i.e. newsletters etc.) branded as you to your contacts.
 - b. Fill out relevant 'Account Information' Be sure to add your SMS cell phone number and enabled cell phone lead alerts. If you do not do this, you will NOT receive text lead offers.
 - c. Upload Agent photo. Please note the size requirements
 - d. Complete Agent Biography
 - e. Enter your social media links by selecting the social media from the drop down and entering the full URL.
3. My Profile -> Notifications
 - a. Select the notifications you want to receive either by text /email or both.
4. My Profile -> Signatures and Composition
 - a. Select the font and font size. This is what your system emails will use.
 - b. Select a default signature for system emails. The first two are built by the system. There is an opportunity to build two custom signatures.
 - c. Select the social icons you would like to be appended to your signature.
5. Website -> Website Settings -> realOMS website title & URL
 - a. If you have purchased your own domain (i.e. sallysellshomes.com). Login to where you purchased the domain and point the A Records * and @ to our servers (204.232.135.74) then enter the domain in the URL field (i.e. sallysellshomes.com). Reach out to our support if you need assistance with this. Keep in mind once the change is made the process may take some time to render.
 - b. Click on your name in the upper right and click 'view my website'
6. Contacts -> My Contacts
 - a. Click on more gear in the upper right and import your contacts. They can be imported from any Excel or CSV file. Notice there is an example file you can download.
 - b. Contacts can be manually entered by click on 'new contact' in the upper right.
 - c. Any leads that you have accepted via offers from the company and any leads that have come in via your website will automatically be added to this 'My Contacts' area of your CRM. No further action would be needed to get them added to your CRM.