

# Identity Sharing Instructions

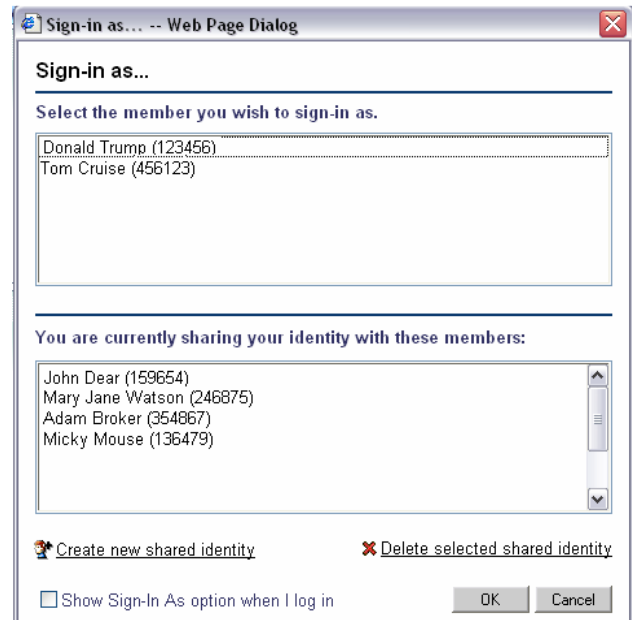
If you need to grant someone in your office access to your information on MLXchange, you can do this within MLXchange. Shared Identity can be granted and revoked as needed.

## AGENT/BROKER INSTRUCTIONS:

1. After you have logged in to MLXchange, at the top of the Home Page, there is a link that says "Signed in as". This will display your name. Click on the link.



2. A new dialog box will appear. The top box displays the members in your office who have given you permission to log into MLXchange as them and have access to their information.



The bottom box displays members you have given permission to log into MLXchange as you and have access to your information.

3. To add a member from your firm, click on the Create new shared identity link.



4. A new dialog box will appear. Type in the beginning of their first and/or last name. **Note:** Recommend to **not** enter the full name, only first couple letters. Click the Find button.

**Member Lookup**

First name don	Last name duck	Find
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5. The name of the member will appear in the box below. If this is the correct person, click on their name and click the OK button at the bottom of the dialog box. **Reminder:** the member must be within the same firm code.

**Member Lookup**

First name don	Last name duck	Find
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DONALD DUCK - REALTY OFFICE (126578)

6. The member's name will now appear in the box of names you have given permission to log in as you and access your information.

**You are currently sharing your identity with these members:**

- John Dear (159654)
- Mary Jane Watson (246875)
- Adam Broker (354867)
- Micky Mouse (136479)
- Donald Duck (126578)

7. To remove a member that you no longer wish to grant permission to access your information, select the member you wish to remove. Click on the Deleted selected shared identity. Click the OK button.

**You are currently sharing your identity with these members:**

- John Dear (159654)
- Mary Jane Watson (246875)
- Adam Broker (354867)
- Micky Mouse (136479)

Create new shared identity
  Deleted selected shared identity

Show Sign-In As option when I log in

8. The member has the option to have this dialog box come up every time the member logs in. This can be done by clicking the Show Sign-In As option when I log in. This will give the agent a reminder of who has permission to access their information. Click the OK button.

**You are currently sharing your identity with these members:**

- John Dear (159654)
- Mary Jane Watson (246875)
- Adam Broker (354867)
- Micky Mouse (136479)

Create new shared identity
  Deleted selected shared identity

Show Sign-In As option when I log in

9. To resume working as you, click on the Sign in as link again, and select Myself and click OK.

**Select the member you wish to sign-in as.**

- Myself
- Donald Duck (126578)
- Mary Jane Watson (246875)

## ASSISTANT/AGENT ACCESSING INSTRUCTIONS:

1. Agent or Assistant will log into MLXchange, using their own User Name, PIN and SafeMLS password.

User ID: 126578  
 User PIN: ●●●●  
 SAFEMLS Password: ●●●●●●  
 SIGN IN

2. The Sign in as link will display the Agent/Assistant's name. Click on this link.

Signed in as: Donald Duck  
 Home Messages Schedule

3. This will bring up the dialog box with the names of members that have given permission to access their information. Select the name of the member you want to sign in as. Click OK.

Sign-in as...  
 Select the member you wish to sign-in as.  
 Joe Agent (453678)  
 John Dear (159654)  
 Mary Jane Watson (246875)  
 Clark Kent (215789)

4. The name located in the Sign in as will change to the member's you are currently accessing information as.

Signed in as: Joe Agent  
 Home Messages Schedule

**Note:** When modifying a listing, it will record the original log in information as the editor of the listing. It will not record the Shared Identity as the editor of the listing.

5. To resume working as you, click on the Sign in as link again, and select Myself and click OK.

Select the member you wish to sign-in as.  
 Myself  
 Donald Duck (126578)  
 Mary Jane Watson (246875)

**Important:** The person you are trying to share identity with must be registered (signed in for the first time) with MLXchange before you can share your identity.