

Identity Sharing Instructions

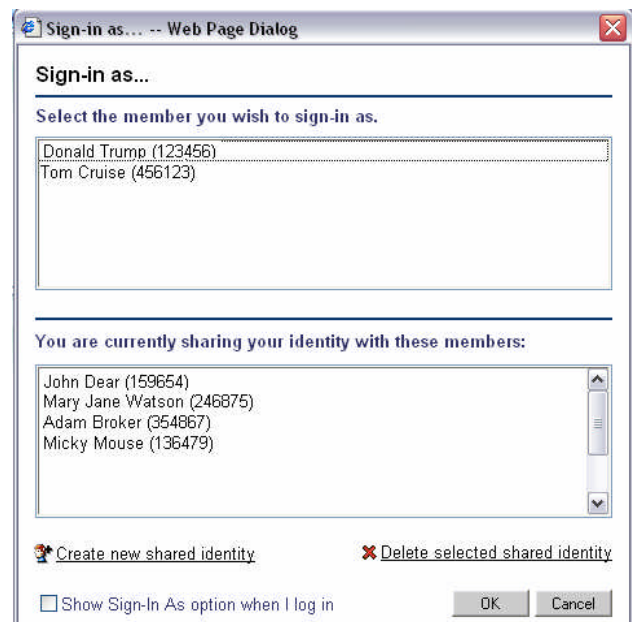
If you need to grant someone in your office access to your information on MLXchange, you can do this within MLXchange. The SafeMLS Token does not need to be linked together. Shared Identity can be granted and revoked as needed.

AGENT 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 office, 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	Last name	
<input type="text" value="don"/>	<input type="text" value="duck"/>	<input type="button" value="Find"/>

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.

Member Lookup

First name	Last name	
don	duck	Find
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.

Create new shared identity	Delete selected shared identity
<input type="checkbox"/> Show Sign-In As option when I log in	OK Cancel

8. The agent 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.

Create new shared identity	Delete selected shared identity
<input type="checkbox"/> Show Sign-In As option when I log in	OK Cancel

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

Select the member you wish to sign-in as.

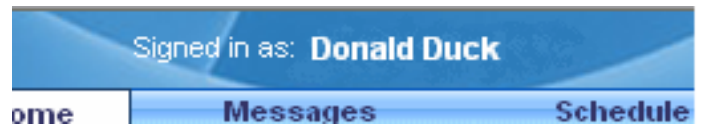
Myself
Donald Duck (126578)
Mary Jane Watson (246875)

ASSISTANT/AGENT ACCESSING INSTRUCTIONS:

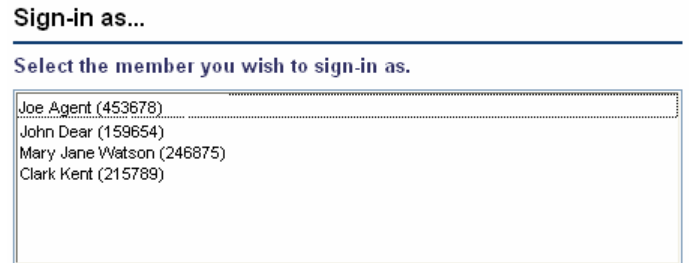
1. Agent or Assistant will log into MLXchange, using their own User Name, PIN and SafeMLS password.

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.



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.



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



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.

Reminder: The member must be in the same office as you to be able to assign access.