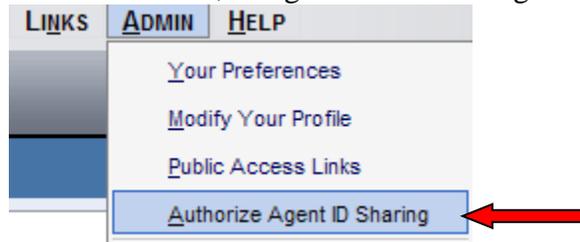


## Agent ID Sharing

In order to use the Agent ID Sharing feature, two new member access rights control whether an agent can share his/her ID with others (“Authorize Agent ID Sharing”), and whether an authorized agent can work as someone else (“Work as Other Agent”). These access rights enable you to roll out the feature selectively or to all members, as you choose. This new feature would be a great convenience to agents who want to authorize assistants or others to work for them in the MLS.



Once the agent has the access rights to Authorize the ID Sharing (so they can work as the agent) the agent can specify which other user(s) have the permission to access the MLS features as them, using the Authorize Agent ID Sharing item in the Admin menu.



Once the agent has clicked on Authorize Agent ID Sharing in the admin menu the next window that will appear is the Authorize Agent ID Sharing window when the Agent Clicks “Add New ID Sharer”



Agent/Office search will display allowing the agent to search for the person that they are authorizing to work as them.

Once they find the agent in the search and the agent selects that person the screen below will display and by default the agent that is selected is turned off click the “on” button and then click “Save” at the top of the screen.

On/Off	Agent ID	Name
<input checked="" type="checkbox"/>	rapagent	Rapattoni Agent

**\*\*Make sure these steps are completed for both the agent that wants to share the ID and the agent that works as the agent. \*\*\***

Log off and log back in, the option in the status bar will be available.

The agent highlights their name and the “Work as Other Agent” window will display. → Click Work as Other Agent.

Agent ID	Name	Office
<a href="#">rapagent</a>	Rapattoni Agent	Rapattoni Corporation

Click on the link that is the Agent’s ID

The Page will then refresh and the agent will now be logged in as the other agent. The status bar will also reflect the person’s name that the agent is logged in as.

Once the agent is finished working as the other agent, highlight the agent’s name and a menu will appear. Choose “Work as Yourself”, the screen will refresh and you will now be logged in as yourself.