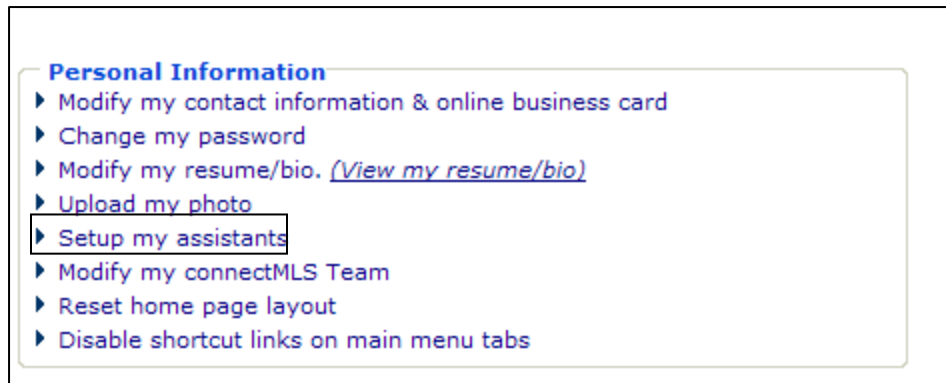


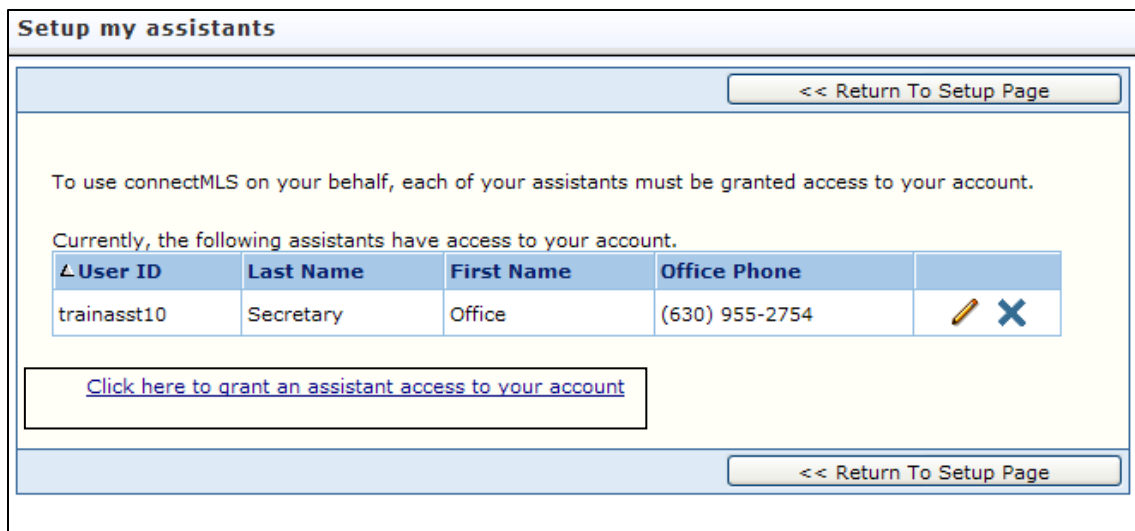
Working with a Secretarial or Assistant ID

Setting up Secretarial or Assistant ID's

To set up Secretary or Assistant ID access click on the Setup tab in connectMLS™. Click on Setup my assistants.



Once you have selected setup my assistants, click on Grant an assistant access to your account to select who will gain access.



Choose the Assistant you wish to add. Click on **Grant Access**.

Add Assistant

Select your assistant from the list below then click *Grant Access*. If you do not see your assistant, contact MRED LLC for assistance.

	User ID	Last Name	First Name	Office Phone
<input type="checkbox"/>	trainasst2	Admin	Alexis	(630) 955-2754
<input type="checkbox"/>	trainasst3	Adminer	Andy	(630) 955-2754
<input type="checkbox"/>	trainasst9	Administrador	Hector	(630) 955-2754
<input type="checkbox"/>	trainasst8	Amministratore	Annamaria	(630) 955-2754
<input type="checkbox"/>	trainasst5	Secretario	Juanita	(630) 955-2754
<input type="checkbox"/>	trainasst1	Secretary	Susie	(630) 955-2754
<input checked="" type="checkbox"/>	trainasst10	Secretary	Office	(630) 955-2754
<input type="checkbox"/>	trainasst6	Secrétaire	Simone	(630) 955-2754
<input type="checkbox"/>	trainasst7	Sekretär	Freda	(630) 955-2754
<input type="checkbox"/>	trainasst4	Steno	Charley	(630) 955-2754

(Note: To grant your assistant access to your account, they must have a valid MLS ID assigned by your Association of REALTORS®)

The next step will allow you to select the functions that your Assistant will be able to perform on your behalf.

Edit Assistant Permissions

You have granted **Juanita Secretario** assistant access to your account. Select the functions to which you want your assistant to have access.

My Listings/Transactions: Allow Block

Add/Edit Listings: Allow Block

Transaction Management for My Listings: Allow Block

Transaction Management for My Sales: Allow Block

My Clients: Allow Block

Allowed Client Types: **ALL**

Saved Searches: Allow Block

My Service Partners: Allow Block

Forms: Allow Block

CMAs: Allow Block

Flyers: Allow Block

Click on **Save**.

To sign in to connectMLS™ with a Secretarial or Assistant ID

Once the setup is complete, the Office Secretary or Personal Assistant logs into connectMLS™ using their own ID and Password and then selects from the drop down which agent they are going to be working on behalf of. Functionality is dependent upon the permissions assigned by the individual Agents who set up the Assistant.

Note: Office Secretaries can, by default, add/edit listings for any agent in their office. However, only Assistants can view and manage an agent's Contacts, Service Partners, and Prospects.