

Create Assistant/Team Access to Documents In Remine Docs+



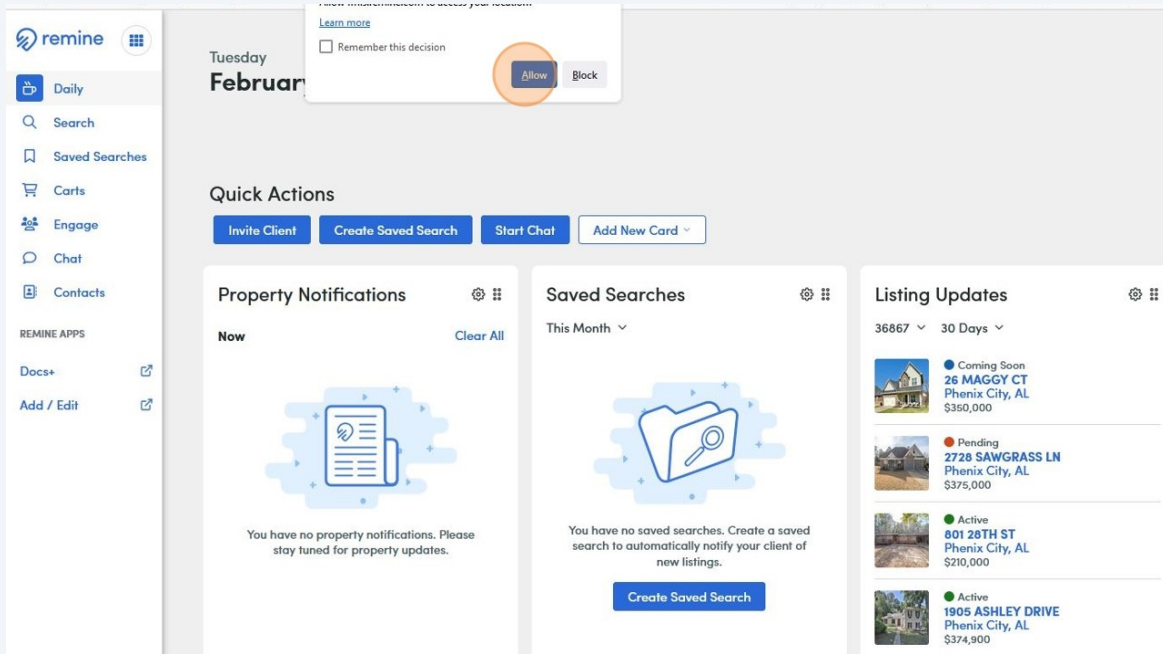
1 Primary Agent/Broker Should Click "Remine" On The SSO Dashboard

The screenshot displays the EABOR SSO Dashboard. At the top left is the EABOR logo. To the right are 'Dashboard' and 'Reporting' buttons. Below the header, there is a dropdown menu for 'EABOR Dashboard' and a status indicator 'Status: PUBLISHED'. A welcome message reads 'Welcome Back Amber' followed by the date 'Tuesday February 4'. The main content area is divided into several sections:

- EABOR Product Directory:** A row of icons for various tools: CoreLogic Matrix, Remine (highlighted with a blue circle), ShowingTime, MarketStats, Down Payment Resource, Professional Search, Sentrlock, and FMLS Training and Resources.
- Matrix 11.2 Upgrade:** Four icons for 'MATRIX 11.2 Dashboard', 'MATRIX 11.2 Search Criteria Form', 'MATRIX 11.2 Search Overview', and 'MATRIX 11.2 Search Map', with a 'Show All' link below.
- OneHome Tutorials:** A section at the bottom left.
- Products:** A vertical sidebar on the right containing 'Compass Realist' and 'Cloud CMA'.
- Mobile D:** A partially visible section at the bottom right.

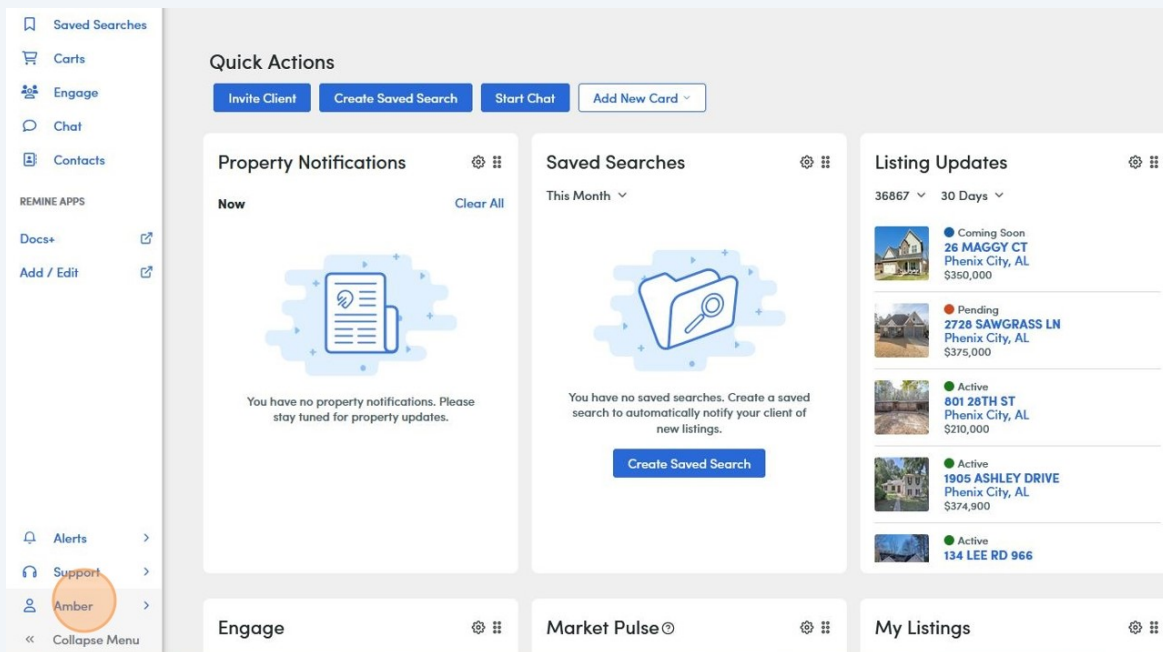
2

Click "Allow" to Track Location For Security Purposes. This System Contains Private Information.



3

Click "Your Name" On The Bottom Left And A Menu Will Appear



4 Click "Settings" From The Menu

The screenshot shows the Engage dashboard interface. On the left is a navigation menu with items like Saved Searches, Carts, Engage, Chat, and Contacts. Below these are 'REMINE APPS' including Docs and Add/Edit. At the bottom of the menu are Alerts, Support, and the user profile 'Amber'. A settings dropdown menu is open, with 'Settings' highlighted in orange. The main dashboard area contains 'Quick Actions' (Invite Client, Create Saved Search, Start Chat, Add New Card), 'Property Notifications' (Now, Clear All), 'Saved Searches' (This Month, Create Saved Search), and 'Listing Updates' (36867, 30 Days, listing cards for 26 MAGGY CT, 2728 SAWGRASS LN, 801 28TH ST, 1905 ASHLEY DRIVE, and 134 LEE RD 966). At the bottom are 'Engage', 'Market Pulse', and 'My Listings' sections.

5 On The Settings Page, Scroll Down to The "Impersonate" Section

The screenshot shows the Settings page. The left navigation menu is visible with items like Search, Saved Searches, Carts, Engage, Chat, and Contacts. The main content area is titled 'Office Settings' and includes an 'Impersonation' section. This section has a search input field with a magnifying glass icon, highlighted in orange. Below it is a table with columns 'ON/OFF', 'AGENT', and 'AGENT ID'. Further down, there is a section 'Forward Docs emails to me:' with another search input field and a table with columns 'ON/OFF', 'AGENT', and 'MLS ID'.

6

In The Search Field, Begin Typing The Name Of The Assistant/Team Member. If They Have MLS Access, They Will Appear In Auto-Fill Menu. Select The Assistant/Team Member's Name To Grant Permission to Impersonate. (If They Don't Have Access, Please Contact EABOR For Assistance.)

Additional info
AL: 00099429

Office Settings

Impersonation

Amanda Mayton (E115080238)
Office: E1
Email: amayton@eabor.org

Forward Docs emails to me:

ON/OFF	AGENT	MLS ID

7

Once The Assistant/Team Member's Name Populates, They Will Be Granted Access To Impersonate You Automatically

Office Settings

Impersonation

ON/OFF	AGENT	AGENT ID
<input checked="" type="checkbox"/>	Amanda Mayton	E115080238

Forward Docs emails to me:

ON/OFF	AGENT	MLS ID

Social Profile

8

If You Need To Pause Access, Just Move The Left Toggle To The "Off" Position.

Office Settings

Impersonation

Search:

ON/OFF	AGENT	AGENT ID	
<input checked="" type="checkbox"/>	Amanda Mayton	E115080238	

Forward Docs emails to me:

Search for additional users...

ON/OFF	AGENT	MLS ID
<input type="checkbox"/>		

Social Profile

Alerts > Support > Amber > Collapse Menu

9

Or You Can Permanently Delete Them From Your Profile Using The Trash Icon On The Far Right

Office Settings

Impersonation

Search:

ON/OFF	AGENT	AGENT ID	
<input type="checkbox"/>	Amanda Mayton	E115080238	

Forward Docs emails to me:

Search for additional users...

ON/OFF	AGENT	MLS ID
<input type="checkbox"/>		

Social Profile

[View Profile](#)

10

You Will Be Asked To Confirm A Permanent Delete

