

Create Assistant/Team Access to Documents

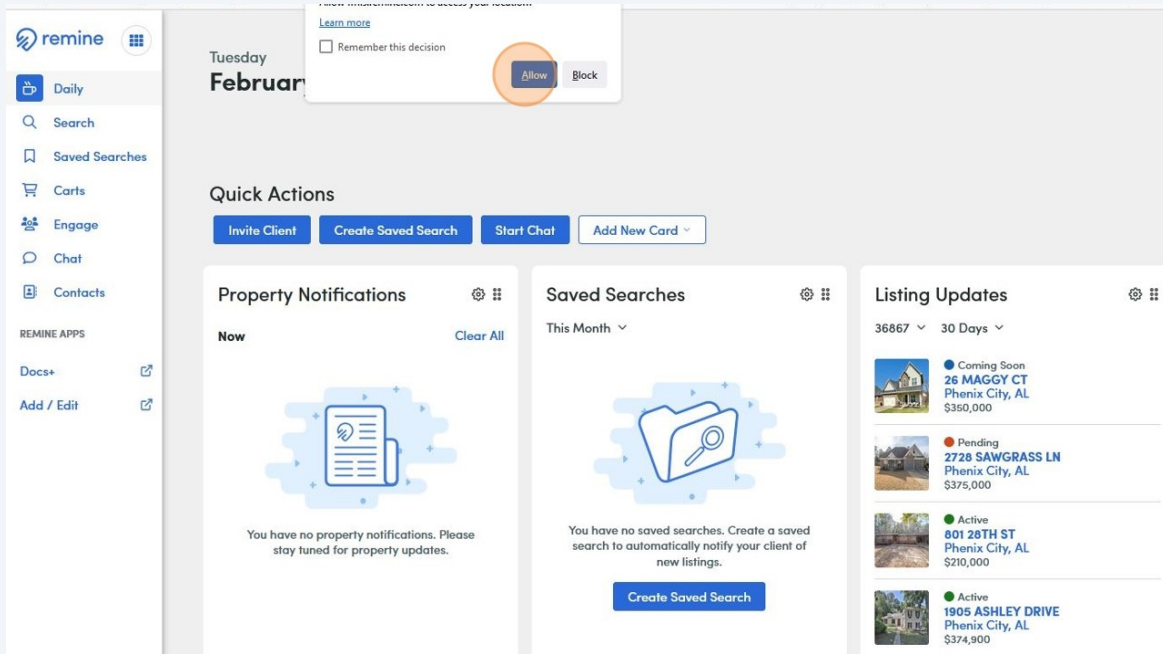


1 Primary Agent/Broker Should Click "Remine" On The SSO Dashboard

The screenshot shows the EABOR SSO Dashboard. At the top left is the EABOR logo. To the right are 'Dashboard' and 'Reporting' buttons. Below the logo is a dropdown menu set to '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' with icons for CoreLogic Matrix, Remine, ShowingTime, MarketStats, Down Payment Resource, Professional Search, Sentrlock, and FMLS Training and Resources; 'Matrix 11.2 Upgrade' with four icons for Dashboard, Search Criteria Form, Search Overview, and Search Map, plus a 'Show All' link; 'OneHome Tutorials' at the bottom left. On the right side, there are vertical panels for 'Products' (with a 'Realist' button), 'Cloud Sui' (with a 'Cloud CMA' button), and 'Mobile D'.

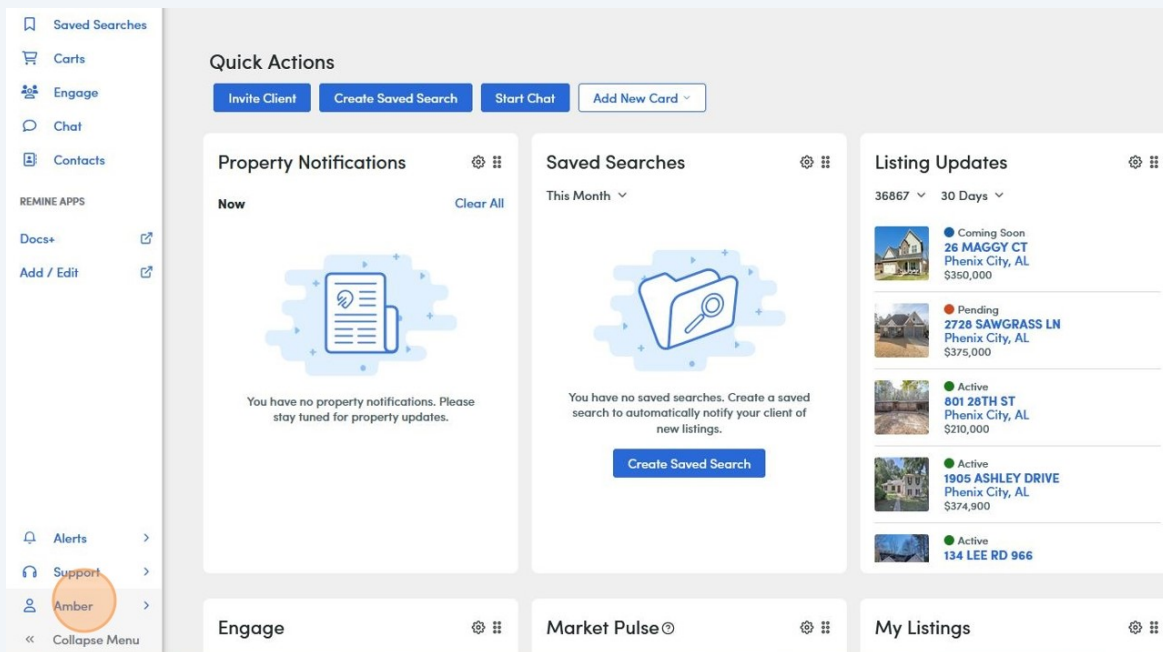
2

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 vertical navigation menu with items: Saved Searches, Carts, Engage, Chat, Contacts, REMINE APPS, Docs+, and Add / Edit. Below these are Alerts, Support, and Amber. A 'Collapse Menu' button is at the bottom. The main dashboard area is titled 'Quick Actions' and contains several widgets: 'Property Notifications' (with a 'Clear All' link), 'Saved Searches' (with a 'Create Saved Search' button), and 'Listing Updates' (showing a list of properties with status indicators like 'Coming Soon', 'Pending', and 'Active'). A user profile dropdown menu is open, showing 'Amber Colbert Pro' and options for 'Switch Account', 'Settings' (highlighted with an orange circle), 'Manage Payments', 'Credits', and 'Log Out'. At the bottom of the dashboard 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 'Search' at the top. The main content area is titled 'Office Settings' and includes an 'Impersonation' section. This section has a search input field (highlighted with an orange circle) and a table with columns 'ON/OFF', 'AGENT', and 'AGENT ID'. Below this is a section for 'Forward Docs emails to me:' with another search input field and a second table with columns 'ON/OFF', 'AGENT', and 'MLS ID'. The 'Additional Info' section above shows 'AL: 00099429'.

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.

The screenshot shows the 'Office Settings' page with the 'Impersonation' section active. A table lists impersonation entries. The first entry, 'Amanda Mayton' with 'AGENT ID' E115080238, has a toggle switch in the 'ON/OFF' column that is currently turned off. A red circle highlights this toggle. Below the table is a search bar for additional users. At the bottom of the page, the 'Social Profile' section is visible.

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

9

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

This screenshot is a zoomed-in view of the 'Impersonation' table from the previous image. The entry for 'Amanda Mayton' (AGENT ID: E115080238) is highlighted. A red circle highlights the trash icon in the rightmost column of this row. The 'Social Profile' section at the bottom includes a 'View Profile' button and a help icon.

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

10

You Will Be Asked To Confirm A Permanent Delete

