

WELCOME TO

MLS MATCH

**Unlock the Power of Seamless Referrals with our
Easy-to-Follow Onboarding Guide**

Powered by **IMMOBEL**

ABOUT MLS MATCH

MLS Match is a revolutionary platform designed to transform the way real estate professionals connect and collaborate. We understand that in the fast-paced world of real estate, building strong networks and finding reliable partners is crucial to success. That's why we've created MLS Match – a seamless, secure, and efficient referral system tailored specifically for agents like you.

Whether you're looking to expand your reach, share leads, or find the perfect partner for your clients, MLS Match **simplifies the process**. With just a few clicks, you can connect with trusted professionals, exchange referrals, and grow your business.

Key Features

- **Effortless Referrals:** Easily send and receive referrals with a streamlined process that saves you time and maximizes your business opportunities.
- **Trusted Network:** Join a community of verified and reliable real estate professionals who share your commitment to excellence.
- **Secure Transactions:** Our platform ensures that all your transactions and data are protected with top-notch security measures.
- **User-Friendly Interface:** Navigate the platform with ease, thanks to our intuitive design and step-by-step guides.



Getting Started: Your Journey to Mastering MLS Match

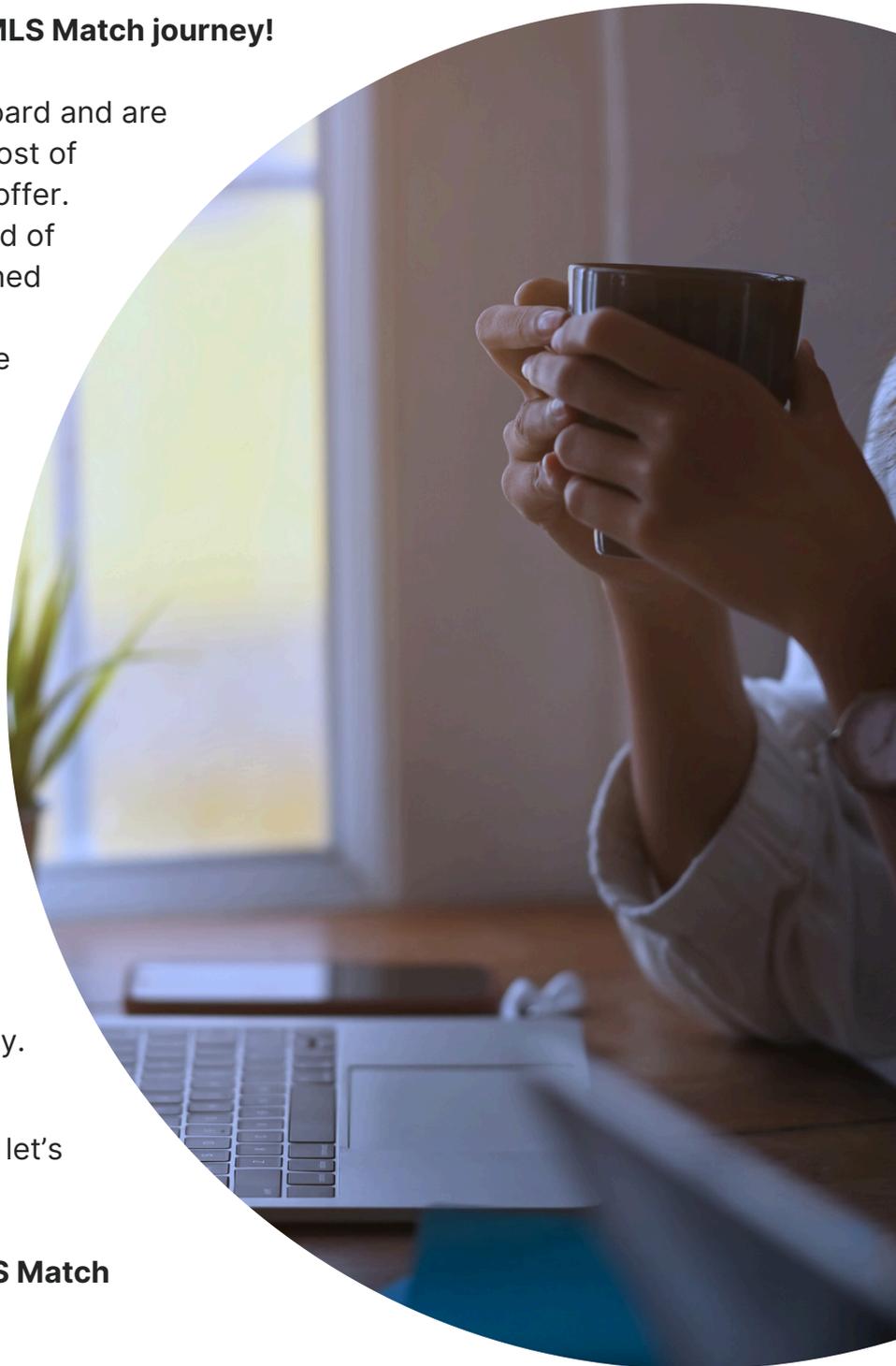
Welcome to the start of your MLS Match journey!

We're thrilled to have you on board and are here to ensure you make the most of everything our platform has to offer. Whether you're new to the world of real estate referrals or a seasoned pro, our easy-to-follow video tutorials and detailed guides are designed to help you quickly become an expert.

In the following sections, you'll find step-by-step instructions to navigate MLS Match with confidence. From setting up your profile to sending and receiving referrals, we've got you covered. Each tutorial is crafted to provide you with the knowledge and tools you need to elevate your business and build stronger connections within the real estate community.

So, grab a coffee, settle in, and let's get started!

Your journey to mastering MLS Match begins now.



Your Professional Profile

Keep your Professional Profile up-to-date

Your professional profile page is your space to showcase your services, skills, and accomplishments. This is where you let your personality shine, helping other members see what you can offer.

When partners are looking for an agent for their referral, your profile helps them make that decision. So, don't sell yourself short!

Click below to watch the video on how you can update your profile.



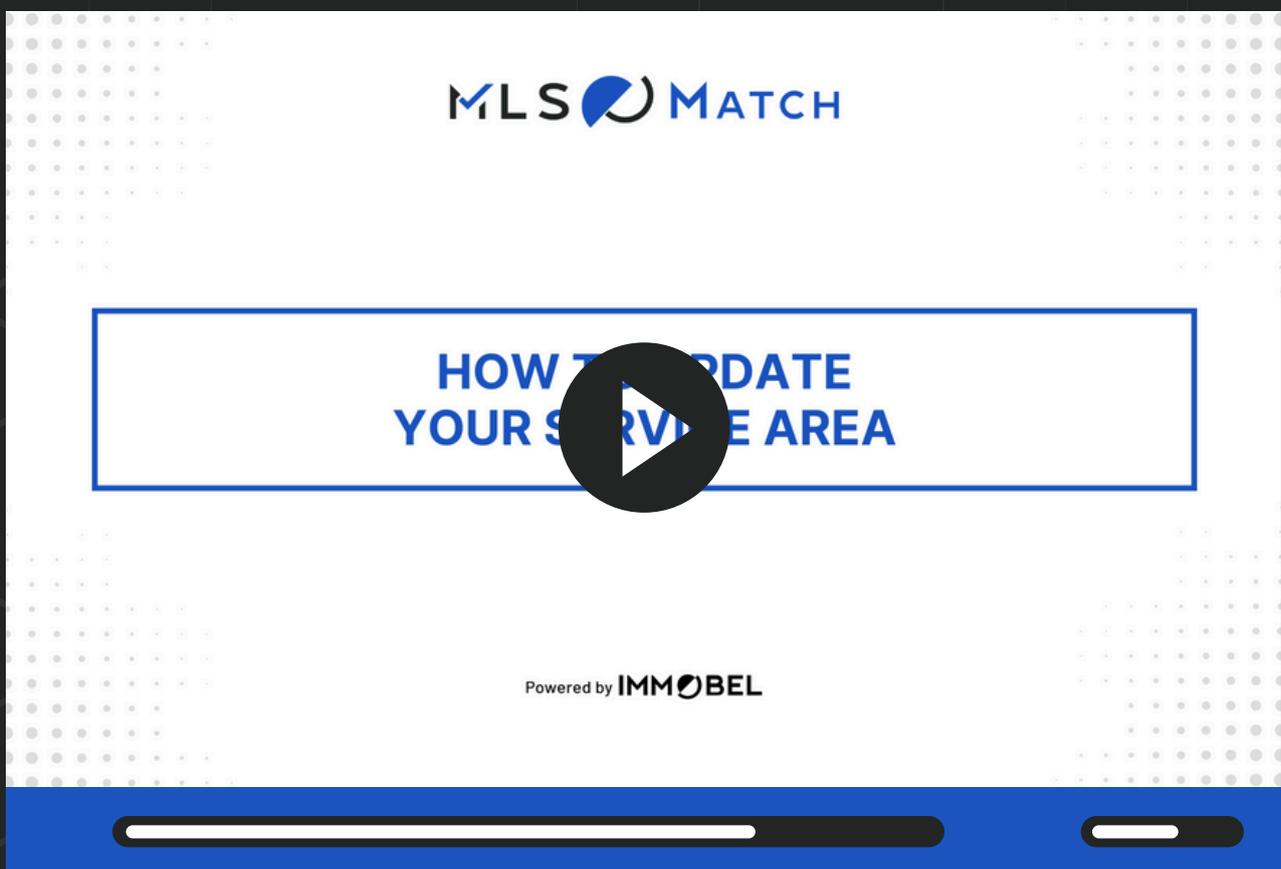
Your Service Locations

Tailor Your Coverage to Fit Your Expertise

MLS Match allows you to customize your service area, ensuring your profile reflects the locations where you're truly the expert. In this video, we'll walk you through the steps to update your service area or coverage locations.

By refining your service area, you make sure that potential clients and partners can see exactly where you operate, helping you connect with the right opportunities.

Let's dive in and get your profile set up to showcase your expertise in the areas you serve.



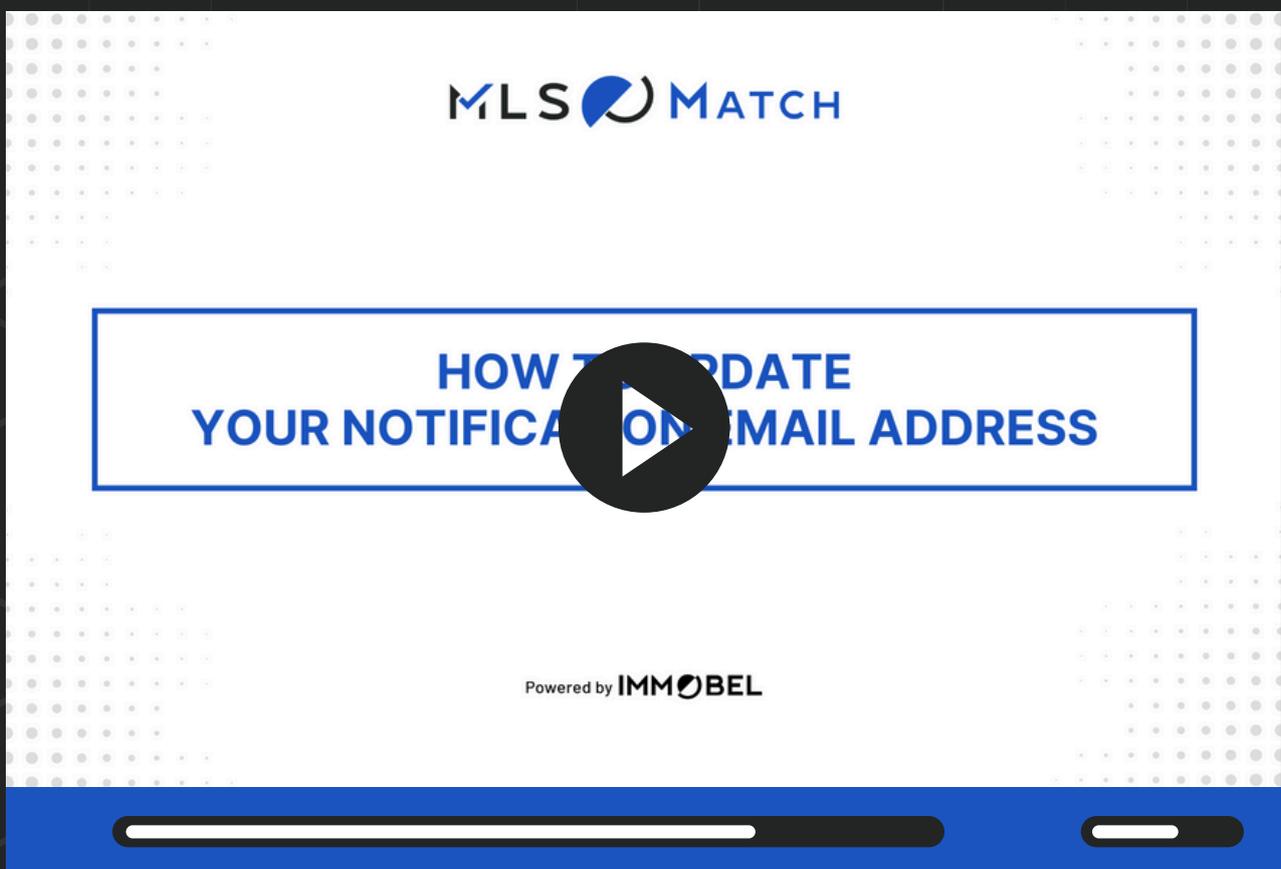
Email Notifications

Your preferred email for notifications

Staying connected and informed is essential when using MLS Match, and that starts with making sure your notifications are sent to the right place. In this video, we'll guide you through the simple steps to update your preferred notification email address within the platform.

By customizing your email preferences, you can control how often you receive updates and ensure that all important alerts land directly in your inbox.

Let's dive in and get your notifications set up just the way you like them.



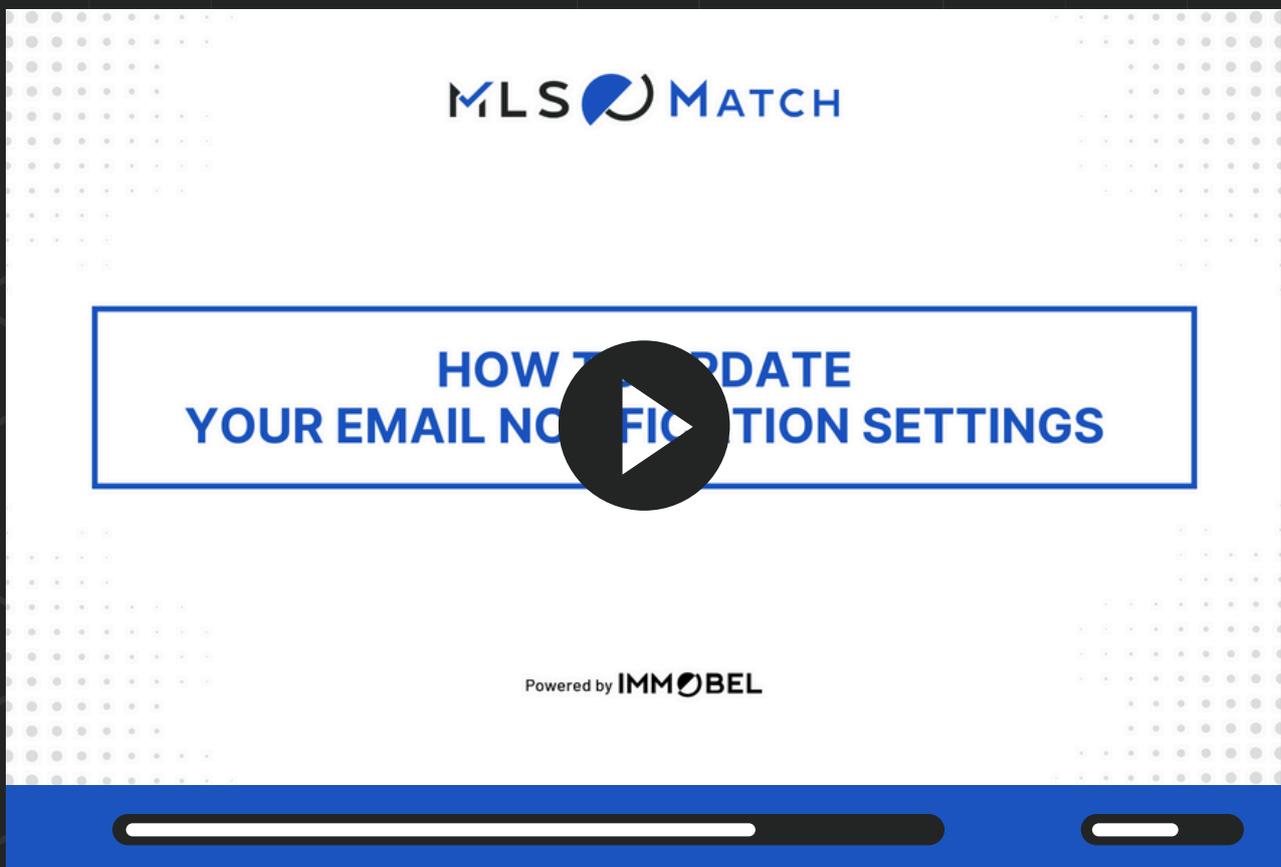
Email Notifications

Your email notification settings

Staying informed is crucial, but so is managing your inbox. In this video, we'll show you how to tailor your email notifications on MLS Match.

By adjusting your email frequency, you're in control of how and when MLS Match communicates with you, ensuring that you never miss a critical update while maintaining a streamlined inbox.

We'll guide you through the steps to access and adjust your email notification settings, helping you tailor the platform to your personal preferences. Let's get started and make sure MLS Match is working for you, on your terms.



Create Your First Referral

Create Referrals with Ease: The Referral Creation Form

Ready to start making referrals on MLS Match?

The following series of videos will guide you through the Referral Creation Form, your one-stop solution for entering all the necessary details to create and manage referrals efficiently.

Let's walk through the process together and get you set up to create your first referral seamlessly.



Create Your First Referral

Deep Dive: Client Information



In this video, you'll learn how to accurately enter and manage your client's information when creating a referral. We'll guide you through filling out required fields, adding multiple contacts, and ensuring everything is set up correctly for a smooth referral process.

Deep Dive: Destination Market or Property Location

In this video, you'll learn how to input the destination market or property location for your client's referral. We'll show you how to enter the correct address for buying, renting, or selling, and how the map updates in real-time based on the information provided.



Create Your First Referral

Deep Dive: Choosing a Placement Method



In this video, we'll walk you through the options for placing your referral with the right partner using MLS Match. We'll guide you through each option so you can choose the best approach for your referral needs.

Placement Methods



Marketplace

Your referral will be open to applications from all offices or agents in the target market

The **Marketplace** option allows you to broadcast a referral to all users in the selected market or location, ensuring maximum visibility. Interested agents receive both in-platform and email notifications, enabling them to apply for the referral quickly.



Invite

Keep it private! Invite a select group of potential partners from the target market

The **Invite** option lets you handpick two or more individuals to receive a personalized referral invitation. These selected agents in the chosen market or location will be notified via in-platform and email alerts, allowing them to apply directly for the referral.



Direct

Send your referral directly to a preferred partner in the target market

The **Direct** option allows you to send a referral directly to a specific individual, ensuring a targeted approach. The chosen agent receives in-platform and email notifications, giving them the opportunity to either accept or decline the referral.

Create Your First Referral

Deep Dive: Client Preferences or Property Details



In this video, we'll guide you through entering key information about the property your client is looking to buy or sell. You'll learn how to specify details like amenities and how to use the notes field to include any additional information ensuring your clients' needs are thoroughly communicated.

Deep Dive: Agreement and Fee Information

In this video, we'll walk you through the final steps of entering your company details in the Agreement and Fee Information section. Simply select your office and agent name, and the rest of the fields will auto-populate. Once everything is set, you'll be ready to create the referral with just a click.



A Deep Dive on Placement Methods: Marketplace

What are Market referrals?



In this video, we'll explore the "Market Referrals" tab on your dashboard, where you can view all open referrals available in your service area through the Marketplace method.

Discover how to apply for these referrals and seize opportunities to expand your business.

How to apply for Market referrals?

In this tutorial, you'll discover how to apply for a Marketplace referral, where open opportunities are available to all eligible agents in a given market. We'll walk you through locating these referrals, submitting your application, and effectively showcasing your expertise to secure the referral.



A Deep Dive on Placement Methods: Invite

What are Invite referrals?



When a referral is created using the Invite option, selected agents receive an email or in-platform notification to apply.

In the next video, you'll learn how to apply for an Invite referral and boost your chances of securing it. Stay alert for invitations to seize these opportunities.

How to apply for Invite referrals?

An Invite referral lets selected agents apply, with notifications sent via email and in-platform alerts. To apply, access the referral through the notification or your Dashboard, click "Apply for this referral," and showcase your expertise to increase your chances of winning.



A Deep Dive on Placement Methods: Direct

What are Direct referrals?



A Direct referral is sent to a single selected agent, who will receive an email or in-platform notification. To view and accept the referral, simply click the link in the notification.

The next video will guide you through the process of accepting a Direct referral.

How to accept Direct referrals?

A Direct referral is sent only to you, with no need to apply. Check the "My Referrals" tab or your notifications to accept or reject the offer. If accepted, sign the agreement to notify the sending agent.

Watch the video to find out more.



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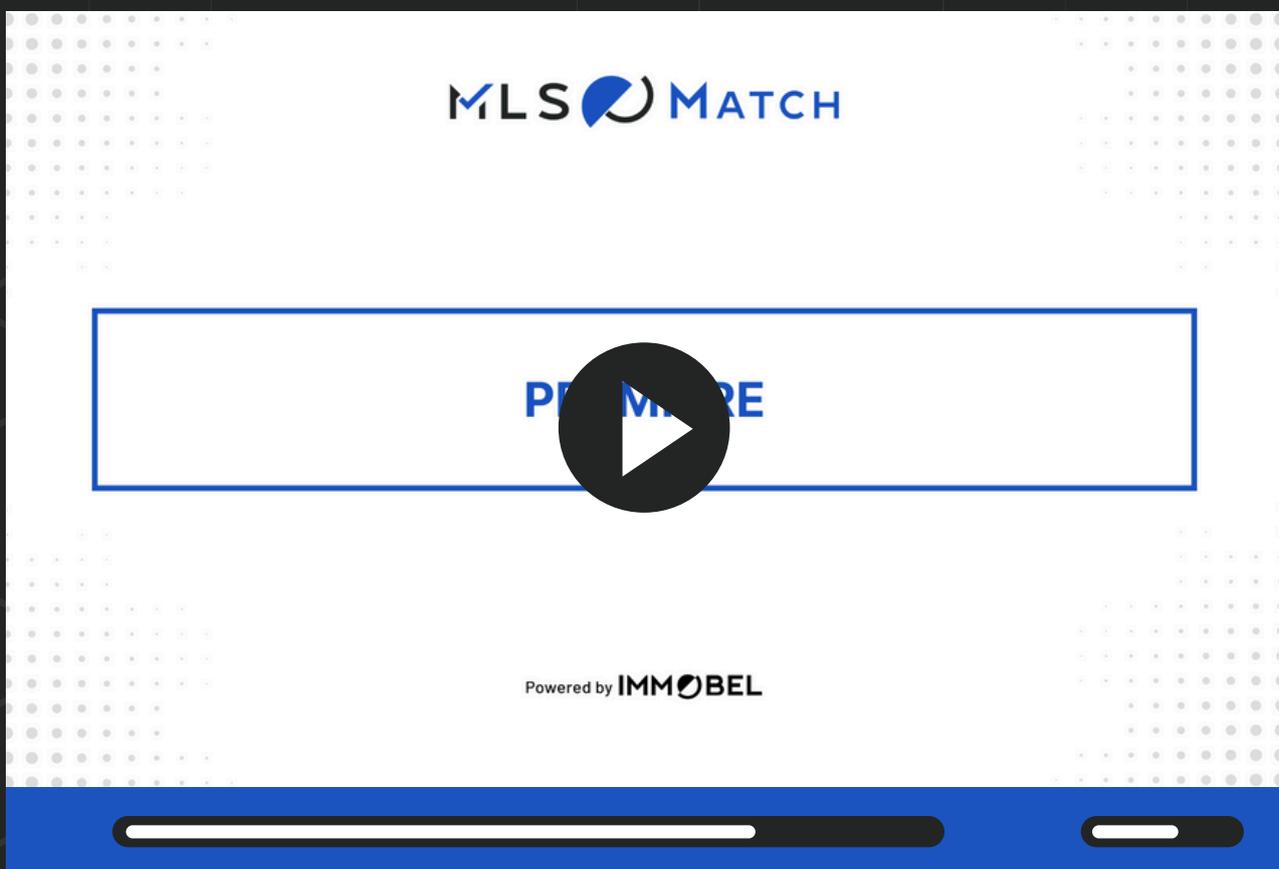
Watch the video to find out more.



Boost Your Business with Premiere

Stand out and secure more referrals with Premiere!

Get top rankings in your market, increase your visibility, and be the first choice for direct referrals. Watch the video below to see how Premiere can boost your business and put you ahead of the competition.



Gain the Edge with Referral Leader

Unlock exclusive access to referrals in your market with Referral Leader.

Get a 24-hour head start over the competition, gain unmatched visibility, and secure more business opportunities. Watch this video to see how becoming a Referral Leader can set you apart and boost your success.

