

WELCOME TO MATRIX MLS!!

**1 DATABASE
11 MLS ORGANIZATIONS
10K+ LICENSEES
THOUSANDS OF LISTINGS**



**ELMIRA CORNING REGIONAL
ASSOCIATION OF REALTORS®**

Timeline

Conversion Timeline

Tuesday, January 28 Parallel Period Began

- Navica and Matrix are both now available to search.
- Adding and editing existing listings will occur only in Navica through Monday, February 17.

Tuesday, February 18

- Navica will go into **Search Only mode at 8 am** and remain available to view your contacts, saved searches, auto-prospects and listings through March 31.

Wednesday, February 19

- **Matrix will be unavailable from about 8 am-noon when it becomes our main system.**
- Listing input and editing will occur only in Matrix from then on.

What Will Convert?

What will be brought over to Matrix and what will not??

Converted/Converting:

- Listings
- Open Houses came in on 1/28 and will not update again until 2/19 so watch Navica for updates on Opens
- Photos and Attachments
- Basic Listing History
- Agent & Office Roster Data
- Contacts (if there is an email associated in Navica)
- Virtual Tours

What Will Convert?

What has been brought over to Matrix and what has not??

Not Converting:

- Saved Searches
- Prospect Searches (Same as Auto-email in Matrix)
- Partial Listings (if not made Active, will not come over)
- CMAs
- Custom Reports
- Carts
- Email Signature
- Showing Manager Schedules and Reports

What Else to Expect

- **DotLoop** – We will eventually be able to pull data into a loop from Matrix. Configuration is in progress!
- **Sentrilock** – We will also eventually be able to assign a lockbox to a listing in Add/Edit in Matrix. In progress!
- **Sentrilock Showing Service** – Coming around March 4! You will be able to set up your listings to accept showing requests via Sentrilock. **Stay tuned for Updates!**
- **MLS Touch Mobile App** –The MLS-Touch app allows you need to see listing data, public record data, and client activities while you're on the go. Hint – log into the new portal/Matrix FIRST to set up your password and then into MLSTouch. **Available now for licensees!**

How to Access Matrix

How to Access Matrix

- First time, click the link from the email sent from **DoNotReply@safemls.net** titled **“Create your MLS password and get logged in”**. If the link has now expired, you will need to contact ECRAR to resend.
- **After that, using any browser on any device, go to portal.mynysmls.com**
 - **Username: Your Navica Login will be prefixed with “EC” in Matrix.**
Ex: A Login of JDoe will be ECJDoe in Matrix
 - **Password:** You will be asked to create a password, answer 3 security questions and accept the EULA.

First Things First/Things to Know

- **In Matrix, check all of your personal/branding info.**
- Email ECRAR if you need to change any of your contact info as it appears in your listings or to indicate that you will NOT accept Text Messages from other agents.
- **Check Your Listings**
 - Those imported from Navica will start with EC (all Property Types). Ex. EC123456
 - Those added directly in Matrix starting on 2/19 will start with R for Rochester (not Residential or whatever property type). Ex. R1234567
 - All fields will be editable on 2/19 so make notes.
- **Matrix allows for 50 photos per listing.**

To Do List – Prospects

Prospecting is Called Auto-Emailing in Matrix

- Contacts have been imported from Navica only if there is an email attached to it.
- If you used the **Prospecting or Saved Search** features in Navica, **you will need to make note of the search criteria you used and re-enter them in Matrix.**
- To set up an auto-email, you will do a search in Matrix, then click on **Save** and then **New Auto-email or New Saved Search.** We have a tip for this on the portal and in the class handout.

MLS
Tools
Tips/Support

Matrix Tips

MLS Rules Are Slightly Different

See the full rules from your new Portal here >

Section 1 Listing Procedures:

Listings must be entered into Matrix within **(24) hours after all the necessary signatures of seller(s) have been obtained.** Listing Date is defined as List Date or date of Last Seller's signature, whichever is later.

Section 1.2 (13) Changes (Price and Status included):

All changes to the listing agreement information must be entered into the service within 24 hours.

Section 1.1 Types of Properties:

You may enter **mobile homes on leased land & with included real property** and also **business opportunities** may be listed in Commercial listings.



MLS Rules & R...

MLS Rules Are Slightly Different

Section 1.2

4. Attachments - Attachments: Attachments are required to be attached if required by State or Federal laws specific to the property (i.e. Property Condition Disclosure Statement and Lead-Based Paint Addendum).

5. Virtual Tour/3D Virtual Tour/Aerial Drone Video: These 3 fields shall contain a URL link directly to the Virtual Tour for that specific property listing. **The URL is not to contain Agent/Company names (no Branding).** There is a 4th field for a branded version that Brokers may choose to use for their website.

MLS Rules Are Slightly Different

On Market Statuses

- **A – Active** Property available to be shown, no signed contract exists, with the exception of a contract with the Contingency of a property to sell.

Note - These are to be identified in the Showing Instructions as “Contingent upon sale of a property”.

- **C - Continue to Show** Property available to be shown, contract exists, both parties have signed, waiting for contingencies to be fulfilled.

MLS Rules Are Slightly Different

Off Market Statuses

- **U - Under Contract** Property is not to be shown, contract exists, both parties have signed, waiting for contingencies to be fulfilled.
- **P – Pending** Contract exists, all contingencies met, except financing and is waiting for closing.
- **S - Closed Sale** Property Closed/Rented.
- **T - Temp off Market** Property temporarily unavailable, should be back on market.

MLS Rules Are Slightly Different

Off Market Statuses, continued

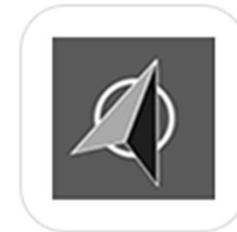
- **W – Withdrawn** Property no longer on the market, **cannot be listed by another broker until expiration date. Please update the expiration date to expire the listing if it may be relisted.**
- **X – Expired** Property is expired, can be listed by another broker.
- **I – Incomplete** Listings may stay in this “status” for up to 21 days. If you edit in that period, it will add another 21 days. Once it is purged, there is no retrieving the listing.

Final Tip

Save Your NAVICA Login and Password!

You will still need NAVICA to:

- Pay Your Semi-Annual Dues
- Access the Roster including Affiliate Members
- Access News & Events
- Access the Links Page
- Access Documents
- Send Membership Email



Pay Dues

MATRIX MLS

Good luck! Don't worry!

**Send your questions/concerns to ECRAR
admin@elmira-corningrealtors.com**

or use our Zoom Link for drop-in hours for
any Q&A over the coming weeks!

Watch **Matrix News** for the latest schedule!