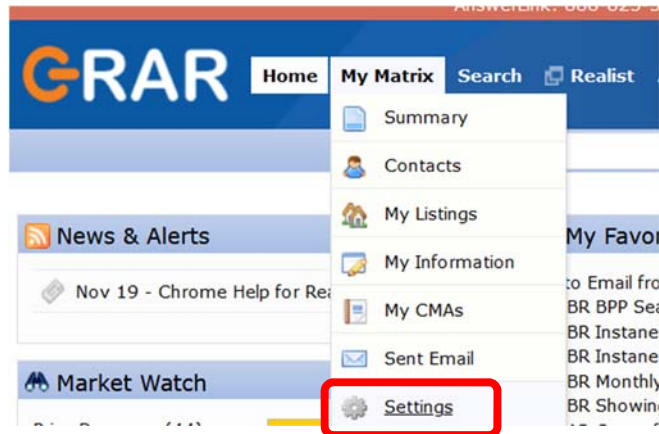
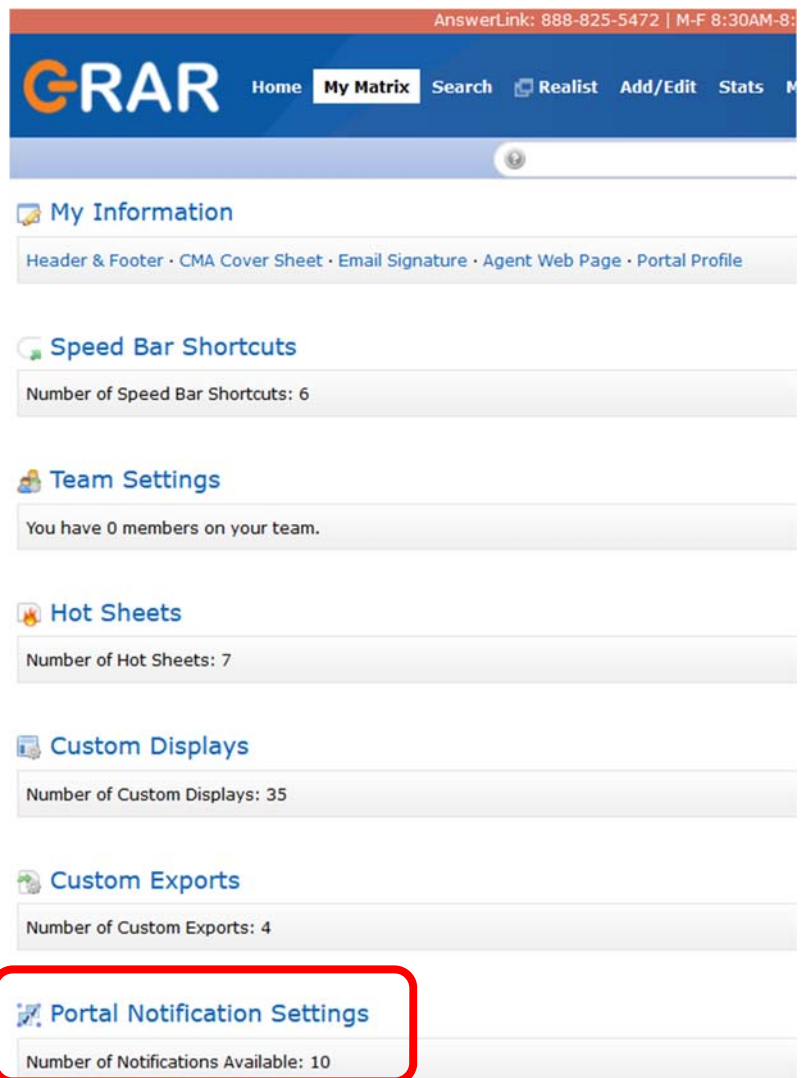


This quick reference guide will teach you how to turn on Client Portal notifications.

Step 1: Go to the **My Matrix** Tab and select **“Settings”**



Step 2: Click on **“Portal Notification Settings”**



Technology Tips

GRAR | Education. Information. The tools and support you need.

GRAR Member Services | M-TH 8:30am-4:30pm, Fri 9:30am-4:30pm | **585.292.5000** | GrarHelpDesk@grar.net

Matrix MLS Support | Contact AnswerLink M-F 8:30am-8:30pm, Sat-Sun 8:30am-3:30pm | 888.825.5472

Last update: 27-Dec-19

Step 3: Select the Check box of Client Portal activities you want to be notified about.

Note: If you choose email notifications the email will be sent to your agent email address in the Matrix roster.

Portal Activity Notification Settings

Use this page to control how and when you would like to be notified of activity performed by your contacts.

When a contact does this...	Notify me ASAP via Email	Notify me ASAP via Text	Notify me via Daily Summary Email
Visits Portal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saves a Favorite	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Removes a Favorite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Saves a Possibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Removes a Possibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discards a Listing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Un-discards a Listing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adds Notes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saves a Search	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visits Portal First Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 4: If you chose to be notified via text, click the link below to edit your cellular information.

Portal Activity Notification Settings

Use this page to control how and when you would like to be notified of activity performed by your contacts.

When a contact does this...	Notify me ASAP via Email	Notify me ASAP via Text	Notify me via Daily Summary Email
Visits Portal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saves a Favorite	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Removes a Favorite	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Saves a Possibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Removes a Possibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Discards a Listing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Un-discards a Listing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adds Notes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saves a Search	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Visits Portal First Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from CRMLS@matrixemailer.com

Mobile Phone Number:

Cellular Provider:

[Click here to edit your cellular information](#)

Step 5: Click “Send me a verification code”

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from NYS@matrixemailer.com. Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the “Send me a verification code” button you should receive a text from NYS@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number:

Cellular Provider:

Step 6: Enter the validation code received via text, then Click “Save my cellular information”

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from NYS@matrixemailer.com. Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the “Send me a verification code” button you should receive a text from NYS@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number:

Cellular Provider:

Enter Code:

Step 7: Once completed, click “Save”

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from NYS@matrixemailer.com

Mobile Phone Number: [Delete](#)

Cellular Provider:

[Click here to edit your cellular information](#)

[← Back to Settings](#)