

## MATRIX Tip Sheet © 2015 NORMLS Getting Started

1. Verify your contact information at [www.normls.com](http://www.normls.com) by clicking **Member Links** and **My Account**. Enter your ID and password and click **View My Personal Information**. Verify and update the Name, email, webpage, **home phone** – enter the primary # to show on your listings and click **Submit**. *If you added or changed any information, it takes about an hour to update into the NEOHREX Matrix MLS system. ([Tip Sheet](#))*
2. Login to Matrix at [www.neohrex.com](http://www.neohrex.com) then hover over **My Matrix** and click **My Information** to setup the following
  - Header/Footer - select a template, click **Preview**, click **Save**, click **Use Custom Photo**, click **Upload Photo**, click **Browse**, select your picture and **Save**.
  - Mobile Header - click **Use Custom Photo**, click **Upload Photo**, click **Save**.
  - CMA Header - click **Use Custom Photo**, click **Upload Photo**, click **Save**.
  - Portal Information
  - Email Signature – below your name, add your company, phone number etc and click **Save**.
3. If you are on a **Team**, the Lead Agent will need to add you to their team by logging into Matrix and going to My Matrix, Settings, and Team Settings. They will need to enter your license# or ID. Once that is completed, you will login with your ID and password then click your name at the top right and click **“Switch to ...”**.  
([Tip Sheet](#))
4. Register for **CSS (Centralized Showing Service)** by clicking the link on the Matrix Home page under External links. ([Tip Sheet](#))
5. Register to use the **Realist Mobile App** by clicking **Realist Tax** on the top Matrix menu. Either click **Get Started** if there is a pop-up message about the Mobile App or click Realist Mobile at the top right corner. We suggest entering your license# as the user name and your password you use in the MLS. After completing the



registration, click **Submit**. An email will be sent to your SmartPhone. Click **Activate** then either click **AppStore** if you are using an iPhone or click **PlayStore** on Android devices. Click **Free** or **Install**. Click **Open**. ([Tip Sheet](#))

6. Get the free **GoNEOHREX** mobile app

- a. iPhone - <https://itunes.apple.com/us/app/goneohrex/id890962240?mt=8>

([Tip Sheet](#))

- b. Android - [https://play.google.com/store/apps/details?id=com.doapps.android.realestate.RE\\_1a54df451a9ecbb2652e40735350992e](https://play.google.com/store/apps/details?id=com.doapps.android.realestate.RE_1a54df451a9ecbb2652e40735350992e)

([Tip Sheet](#))

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