

What You Need to Do on 2/23

We're working to make sure the transition to your new Greater Southern MLS Matrix system is as smooth as possible. Even so, you will need to take a few steps the first time you log in.

- **Know where to login**

If you're currently logging in through your Association of REALTORS®' website, the place you go to login to your MLS will change on 2/23. Simply go to <https://greatersouthernmls.com/> and click on the MLS LOGIN button in the top-right corner.

- **Review your contacts**

Make sure all your contact information came over correctly and edit your contacts as needed.

- **Review your saved searches**

Some of your saved searches will most likely change due to field names being different. Make sure you review them for accuracy.

- **Turn on auto-emails**

Turn back on auto-emails for saved searches, indicated with a plus sign. Additionally, look for asterisks (*) beside names of searches to see which saved searches did not come over entirely.

- **Setup My Favorites searches, Speed Bar searches, Custom Displays, and Custom Searches**

These will not come over into your new system. If you used them in your old system, you will need to set them up again in your new system.

- **Setup Email Signatures, Header & Footer, Portal Profile, and CMA Cover Sheet**

You'll need to edit personal profile information in your new system, including the above. Edit how you want signatures and other personal info to appear.

- **Setup IDX Configuration**

This information will not carry over into your new system. See the Greater Southern MLS Resource Center for a helpful video on your IDX options.