Course Notes



Welcome to Stellar MLS and Starting Out Stellar! This course provides new subscribers with an introduction to both Stellar MLS as well as several of the products and resources associated with your MLS subscription benefits before demonstrating the initial set-up of the MLS system, Matrix, so that you can begin working right away!

Table of Contents
Required Education2
Stellar MLS Website Tour
Support Center4
Products4
Education4
Resources5
Join6
More Information
Stellar Central Workspace
MLS Account Log In8
MLS Account Information
Language Toggle15
Log Out Instructions16
Products & Services
Matrix The MLS System
Main Navigation Menu Options27
Dashboard Widgets
Notification Timeline
Agent Branding
Matrix Roster
Personal Branding
Starting Out Stellar – Next Steps

Course Notes



Required Education

To help ensure that you can begin taking advantage of your MLS subscription benefits right away, all new subscribers are required to complete the following classes within sixty (60) days of joining Stellar MLS:





Starting Out Stellar

MLS Basic

MLS Compliance

Once all required MLS courses are complete within those initial 60 days, the only on-going education requirement is a course titled **Compliance Refresh**.

Compliance Refresh provides an overview of important changes to the MLS Rules and Regulations in additional to various compliance reminders. *This course is due every two (2) years for all Stellar MLS subscribers.*



Compliance Refresh

Email reminders will be sent when required MLS education courses are coming due, but please do not wait until the last minute to complete them to

avoid MLS account suspension.

If your MLS account gets suspended for not completing any of the required MLS education courses on time, a reinstatement fee will also apply.

One More Thing...

If part of your business will involve adding and modifying listings in the MLS, you would also need to take the MLS Adding and Editing Listings course. Once complete, it is then your broker* who activates your Add/Edit access in Matrix, not Stellar MLS.

*If you are the broker of your firm, the MLS Adding and Editing Listings course becomes part of your required MLS education and needs to be completed within the first 60 days of joining Stellar MLS.



MLS Adding and Editing Listings





Stellar MLS Website Tour

There are many resources available before ever logging in to your MLS account. In this section, we will introduce a few of the key features of the Stellar MLS website including where to find information about Stellar MLS, products and resources associated with an MLS subscription, where to download MLS forms, as well as how to contact the Stellar MLS Support Team if needed.

https://www.stellarmls.com/



Along the top of the Stellar MLS website, the current system status, Support Team phone number, and login button are displayed. The system status will update with any important notifications about system performance but most often appears as "All Systems Operational".

To the right of the Stellar MLS logo are a series of menu options and tabs. Below is a summary of each:



Course Notes

Support Center

Stellar MLS is here to assist you! The most helpful resource we offer is the expertise of our team. Contact us at 800-686-7451 if you're having trouble, have a question or concern, or just need to talk it through with a real person.

Selecting the Support Center link will open details for the Stellar MLS Support Team in addition to hours of operation, departmental information, and other helpful resources.

Products

Dozens of products and services, seamlessly integrated with Stellar's impeccable data, are available as part of your MLS subscription. Click **Products** to access a page displaying the current suite of tools, grouped by activity. Each reference is a hyperlink to a page with more information about that product.



Location: https://www.stellarmls.com/products

Education

The Stellar MLS University is your online resource for MLS classes, educational materials, and training. Click the **Education** tab to be taken to the landing page for the Stellar MLS University to learn more.

Course Notes

Remember that all the classes offered by Stellar MLS are included as a part of an MLS subscription! In addition to required education for new subscribers and the Compliance Refresh course, Stellar MLS provides dozens of elective courses to help you get the most from the expansive suite of products and resources associated with your MLS subscription!

Resources

Hover your pointer over **Resources** to display a menu containing a variety of options and select any area of interest from the list.

Click **Resources** to open a page containing six primary sections:

- Billing Resources & FAQs
- Document Library
- Rules & Regulations
- Product Updates
- Market Stats

Pro Tip

Broker Resources

Found under **Resources**, open the **Document Library** to access listing forms, MLS course information, downloadable market statistics, and more!

	✓ All Systems Operational 407-960-5300			MLS Login	Search	Q	
	Stellar MLS*	Support Center	Products	Education	Resources v	Join	
	Document Library						
	Resources / Document Library						
	Categories: Bookmark Guides						
	Broker Handouts						
	Course Notes						
A	Data Delivery						Chat
	DMCA					e e	Chat

ref: July 2025







Course Notes

Join

This link will open a page for those who would like more information about joining Stellar MLS. For this course however, we will pass over this link as you are already one of our valued customers!

More Information

The next two links are not found along the top of the Home page, but rather near the bottom of the page. Scroll down and find a plethora of other resources to explore.



Data Delivery

At Stellar MLS we believe that brokers, in partnership with their agents, know best how to use MLS listing data for their businesses. Our role at Stellar MLS is to make the data delivery process as easy as possible for brokers and agents who want to display listings on their websites and for brokers who want to distribute listings to third party websites. Visit the Data Delivery page to explore Stellar MLS data delivery options.

Stellar MLS embraces out-of-state data shares and integrations, as they provide an extended referral network for our customers.

Course Notes



Reciprocal MLS Access and Data Shares

As a Stellar MLS subscriber, you also have access to expanded listing inventory and referral opportunities through both reciprocal access and data share agreements that Stellar MLS has domestically and internationally.

Data share agreements between Stellar MLS and FMLS in Georgia as well as Gulf Coast MLS in Alabama, allow reliable listing data from those markets to be accessed directly when searching within Matrix just by changing the search state from its default of Florida!

Similarly, reciprocal MLS access provides listing data from other markets however these agreements between MLS organizations allow you to search and view listings by opening that participating MLS's system directly.

At the time of this writing, each reciprocal MLS access partner of Stellar MLS uses the Matrix platform for their databases and so if researching other markets or building your referral network is of interest, you should find that the navigation and search techniques are going to be both familiar and intuitive!

To learn more, be sure to visit the reciprocal and integrated data shares <u>landing page</u> on the Stellar MLS website!







Shareholders

Headquartered in Altamonte Springs, FL, Stellar MLS is Florida's largest Multiple Listing Service and the third-largest MLS service nationwide.

The Shareholders page contains a list of Stellar MLS Shareholders and Customer Organizations as well as a detailed coverage map.



Course Notes

The maps of Florida and Puerto Rico highlight the primary Stellar MLS coverage area however listings outside of the shaded areas are allowed when entered by a participant/subscriber of Stellar MLS and/or in accordance with the Stellar MLS Rules and Regulations.

Be sure to visit the <u>Shareholders</u> <u>page</u> periodically for the most up-todate display of areas denoting access to real-time listing data as part of your MLS subscription!

Shareholder Organizations	Stellar MLS Coverage Map
I. Bartow Board of REAITORS*, Inc. (BBOR) 2. East Polk County Association of REAITORS* (EPCAR) 3. Loteland RAITORS* (LAR) 4. REAITORS* Association of Lake & Sumter Counties (RALSC) 5. Oriando Regional REAITOR* Association (OKRA) 6. Osceela County Association of REAITORS* (GSCAR) 7. West Volusia Association of REAITORS* (GSCAR) 9. Englewood Area Board of REAITORS* (GSCAR) 9. Englewood Area Board of REAITORS* (EABOR) 10. REAITORS* OPINIC Gorda-Port Charlotter-North Port- DeSota, Inc.* (POPCNP) 11. REAITORS* (DARD GSCAR) 12. Venice Area Board of REAITORS* (VAR) 13. West Prace Board of REAITORS* (VAR) 13. West Prace Board of REAITORS* (VAR) 14. Occial Marino County Association of REAITORS* (MAR) 15. Gainesviller-Alachua County Association of REAITORS* (GACR) 16. Flogier County Association of REAITORS* (CCAR) 16. Rogier County Association of REAITORS* (CCAR) 16. Noger County Association of REAITORS* (CCBR) 18. New Smyrna Beach Board of REAITORS* (NEBBOR)	Finds
Customer Organizations	1
19. Lake Wales Association of REALTORS* (LWAR) 20. Puerto Rico Association of REALTORS* (PRAR)	20

*Coverage Map as of June 2025



Stellar MLS Shareholder and Customer organizations span both **Florida and Puerto Rico**, and although you may access listing data in both locations, keep in mind that each **have different real estate licensing requirements**.

If you are a Florida real estate licensee and wish to conduct real estate business in Puerto Rico (or vice versa) you would need to follow the proper licensing procedures.

As mentioned previously however, providing local brokers and agents with direct access, in real-time, to reliable listing data from other markets not only expands inventory, but provides excellent **referral opportunities**!

Stellar Central Workspace

MLS Account Log In

Log in to your MLS account by selecting the **MLS Login** button near the upper-right of the <u>StellarMLS.com</u> website.







Your login credentials are stored *automatically* for your convenience.

Depending on your browser settings, you may be asked if you would like to save your password, this is **NOT** necessary!

NOTE: If you are using a shared computer or access your account from a device that is not your own, be sure to **log out** of the system at the end of your MLS workday!

\rightarrow ×	6	08	↔ https://stellarmls.ssc			
			Save login ?			
			Username			
			123456789		~	
			Password			
			Show password			
				Don't save	∨ Save	
-						\rightarrow

After successfully entering your MLS ID and password, you are taken to **Stellar Central**. Stellar Central is where you can begin and end your MLS workday and the place to access your subscription benefits including the MLS system, Matrix.

Stellar MLS®

Course Notes

This modern and intuitive **workspace** makes navigating your MLS benefits and resources easy! You can access Stellar Central through any modern web browser either on your desktop or laptop computer, a tablet, or even a smartphone.

Because of its modern design, Stellar Central adapts to the screen size of the device you are using to both work and appear great!





When using a mobile device, navigate the various areas and pages of Stellar Central by selecting the three-line menu in the upper-left of the screen.



The image to follow is of the Stellar Central **Dashboard** which is the initial view after logging into the system. Its modern and responsive layout contains a Favorites bar and main navigation area along the left of the screen, recent news and information across the top, and a section dedicated to displaying certain listing information that is divided into three tabs: My Listings, Watched Listings, and My Solds/Leased.



Course Notes

4	0 @ 0 6	₽ ² central stellarmis.com/Dashboard	Û	>>
S	tellar MLS*	Dashboard (?)	DU Demo Us	H ~
	Dashboard Products & Services ~ MLS Education Regulations & Reputations & Listings Listings News	 C 2 Marte 2 C 2 Ma		
	Resources	My Listings Watched Listings My Solds/Lessed		
		MLS# or Address Q. All Statuses ~		
		No listings		
				-

If you have listings in Stellar MLS that are Active, Pending, or Temporarily Off-Market, each will be displayed when the My Listings tab is selected along with basic information such as the property address, expiration date, and current MLS status. If you would like to view the listing in Matrix, click the three-dot menu to the far right of the entry.

My Listings W	/atched Listings My Solds/Leased			
MLS# or Address			Q All Statuses ~	-
	1234 Demo St, Any Town \$ 749,900 Single Family Residence ⊨ 8 – 6 ML# 123456789	Exp. 7/18/2025	 Active 	

If there are multiple listings to display, search the list by entering the MLS number or address into the search field (1). With listings displayed, use the drop-down menu to filter by a particular status (2) or the button to the right to sort the listings in a variety of ways (3).



Course Notes

MLS# or Address	Q	All Statuses 🗸 🗸	
1234 Demo St. Any Town		All Statuses	Least recent
\$ 749,900 Sinch Foreihu Pasideana Ing 8 1/2 6	Exp. 7/18/2025	Active	Most recent
Single Family Residence Dig 8 6 6 ML# 123456789		Pending	Address, low to high
		Temporarily Off-	Address, high to lov
		Market	Price, low to high
			Price, high to low

NOTE: If you are the broker of your firm (or an authorized designee such as an office manager), a special checkbox will appear in this area to display all the listings for the office or firm.

To the right of My Listings is the Watched Listings tab and its display can be a great way to keep track of properties of interest without having to open Matrix. To specify a listing to watch, select "Listings" from the navigation area along the left of your Stellar Central workspace (1) then use the text box near the top of the Listing Search page to find a property by MLS number or address (2). Once located, select the three-dot menu to the right of the desired listing (3), and choose "Watch this listing" (4).

*	Stellar MLS*	Listing Search	⑦ DU Demo User ~
습 Favorites	Dashboard	2 MLS# or Address	× All Statuses v =
(2)	Products & Services MLS Education	1234 Demo St, Any Town \$499,000	3
Ø	Regulations & Policies	Single Family Residence I∞-3 E_2 MLS# Z1234567	Active Watch this listing
	③ Listings		Pending Matrix
	News		
	Resources	the second se	Active
	온 Directory		
		and the second second	Temporarily Off-Market
		100	Temporarily Off-Market
	f 🗇 🗖 in		Chat

A dialog box will appear allowing you to enter a note such as why the listing is of interest or a reminder about the customer with whom you are working, etc. Entering a note is completely optional and when ready, just select the "Watch" button to continue.



Course Notes

**	Stellar MLS*	Listing Search (7) DU Demo User ~
Favorites	Dashboard Products & Services ~	MLS# or Address X All Statuses
	Regulations & Policies	Watch this listing × ····
	Listings News	
	안 Resources R Directory	Cancel Watch
		Temporarily Off-Market ···
	f 💿 💶 in	Temporarily Off-Market

Once a listing has been selected to watch, return to the Dashboard by clicking either the Stellar MLS logo in the upper left of the screen or the link at the top of the navigation area.

With the Dashboard displayed, choose the Watched Listings tab at any time to search, filter, and review the listing(s) that you have chosen to watch. Please note that when a watched listing is in the MLS status of either sold or leased, it will only be available for 90 days after the date it entered that status. After 90 days, the listing will be removed from your Watched Listings automatically.

To the right of the Watched Listings tab, the My Solds/Leased option displays any of your listings that have been sold or leased within the past 90 days and can also be searched, filtered, and sorted using menus like those described earlier.

Before moving on from the Dashboard to the other options found in the main navigation section of Stellar Central along the left of the screen, we will focus on a few resources that can be accessed through a special menu found under your name in the upper-right corner of the screen.

MLS Account Information

Select your name in the upper-right corner of Stellar Central to access information and options specific to you and your MLS account. The first section, titled My Account, can



Course Notes

be expanded by clicking its name to reveal two options **My Profile** and **Membership Info**. The second titled My Billing has links to both make a payment and view your MLS invoice history.

Stellar MLS	Dashboard	⑦ DU Demo User ~	⑦ DU Demo User ~
	And the set of the set	We're For You. ™seter ht handletter	We're For You. ⊡eterrer frei Anadersen:
Directory	Ny Listings Watched Listings My Sold2/Leased MLS# or Address No Introps	Q. Al Statues	C. All Datuses

My Profile

While investigating the resources of Stellar Central, please take a few minutes to fill out your MLS customer profile and be sure to select the **Save My Profile** button at the bottom of the form to save your changes.

Completing your profile helps us deliver the most relevant MLS news to you for your real estate business and determine which MLS products and services are most useful to our customers.

Your profile information stays within your MLS record. We do not share or sell your agent profile information with any third parties, at any time.

Membership Info

Click the Membership Info link to view your contact information on file with Stellar MLS. Once the page opens, *scroll down* past your contact information to view the completion status of required MLS education during onboarding along with important dates associated with required MLS courses.



Course Notes

Office Name:		Broker Nama:
Stellar MLS		Your Broker
First Name:		Last Name:
Demo		User
MLS Basic Req Met:		MLS Add/Edit Class Reg Met:
YES		YES
MLS Compliance Re	q Met:	Compliance Refresh Due Date:

Although new subscribers will find the date that their MLS education courses must be completed during onboarding, all subscribers can return to this view anytime to check the date when their Compliance Refresh course is due. Remember that Compliance Refresh is due for all subscribers every two years after completing MLS Compliance during onboarding and the MLS Adding and Editing Listings course is only required when applicable to your business.

Reminder emails are sent when you have required classes coming due, however the Membership Info display of your portal is always available to help keep you in-the-know!

Language Toggle

Also available in the menu below your name is an option to change the display language of most Stellar Central text elements from English to Spanish. To make the switch, select the option that reads "Espanol" near the bottom of the menu panel after clicking your name, and the system will update immediately. To toggle back, simply reopen the menu and find that the link now reads "English".

⑦ DU Demo User ~	⑦ DU Demo User ~
$\stackrel{\bigcirc}{\simeq}$ My Account \checkmark	△ Mi Cuenta ∨
🗐 My Billing 🗸	🗮 Mi Facturación 🗸
AIR Español	AZ English
\vdash Log out	[→ Cerrar Sesión



Course Notes

Log Out Instructions

Remember that once you sign in and access Stellar Central, your MLS ID and password will be *automatically* saved so you do not need to re-enter them on your next visit. If you are using a shared computer, or wish to fully sign out of the system, simply click your name in the upper-right corner of Stellar Central (1) then the **Log Out** link (2) near the bottom of the menu panel at the end of your MLS workday.

- → C @	Assaré tatié M,3 K + Q B at cericulatelamita.com/Cultibord	ໍ ເຊ ຄ_ ≫ ≡
Stellar MLS	Dashboard	⑦ DU Demo User ~
Image: Service Image: Service Image: Service Products & Service Image: Service Image: Service	I burge Marges Y burges Marges Y burges	My Billing ∨
f 🛛 🚥 ir	No listings	Log out

Be sure to wait until the Stellar MLS sign in page is displayed again to make sure that you are fully signed out of the system.



Successful Account Log Out



Course Notes

In this next section, we will continue to review the various entries in the main navigation area along the left of the Stellar Central workspace, beginning with Products & Services.

Products & Services

From the main navigation area near the left of the screen, access the tools and resources associated with your MLS subscription and your board/association within the **Products & Services** section. If these options are not shown, click/tap on Products & Services to expand its menu.



Products & Services Menu Location

Select **Stellar Products** to open a page of the resources that are associated with your MLS subscription. Each product or service has its own tile on the Stellar Products page and can be opened by selecting the button that reads "Access this tool". If something is unfamiliar or when you would like to learn more, select the button titled "Tool kit" near the bottom right of the tile to open a pop-up display with information about that product or service.



Another great way to learn more is to join the Stellar MLS Training Team for additional classes specific to one of the products or services associated with your MLS subscription benefits!



Course Notes



In addition, there are also resources available from your board or association. These resources are grouped together and found by following the My Association link within the Products & Services section of the main navigation area as well.





Course Notes

Spotlight of Matrix Integrations

There are certain products on the Stellar Products page that are also directly integrated with listings in Matrix. You may access these resources from Stellar Central using the 'Access this tool' button as described above, but when viewing search results in Matrix, data from the listing such as the property address, can be automatically plugged in to quickly get more information about that particular property!

Below is a brief overview of those products that can directly integrate with the listing data displayed in Matrix:



Realist is a tax and public records database that can pull information from all 67 counties in Florida and has information on virtually every parcel in Florida. Realist can be used to look up property information in the public records, run comps, verify flood zones and ownership, view market statistics, create mailing lists and labels, and much more.

iMapp is another option for MLS subscribers to access tax and public record data, and although similar in functionality to Realist mentioned above, iMapp is from a different vendor and has a different interface. iMapp too is feature-packed and pulls information from all 67 counties in Florida and on virtually every parcel in Florida.

Lone Wolf Transactions (TransactionDesk Edition) is an online file management system. You can access a variety of residential, commercial, and property management forms, auto-populate those forms from a listing or from the tax records, send them out for digital signatures through Authentisign*, and maintain cloud-based files.

*Note: Stellar MLS customers receive a discount for unlimited digital signings with Authentisign. If interested in subscribing to Authentisign as part of your business, be sure to check out current pricing when convenient.



Course Notes



ShowingTime automates the process for setting and requesting showing appointments. Listing agents can use ShowingTime to securely inform selling agents of access entry codes and showing instructions while also tracking showing requests.

When a selling agent requests an appointment through ShowingTime, both the listing agent and the seller(s) can receive notifications. ShowingTime allows agents to quickly request showing appointments without having to play phone tag and can even prompt for feedback once the showing has completed in addition to a variety of other functions.



Roughly 80% of the listings in Stellar MLS may be eligible for one or more down payment or closing cost assistance programs and Down Payment Resource (DPR) is a great tool to assist agents in identifying those programs for which a property might qualify.

When shown, select the button displayed in Matrix to automatically enter the property address for quick access to DPR information on a particular listing.



Data Co-op pulls together a wide variety of reports from both multiple listing data as well as Tax Records. There is a Data Co-op link in each Matrix listing and searches can be conducted from within Data Co-op for unlisted properties as well.



SmartCharts integrates residential MLS statistics into an easyto-present format. The basic version is included as part of an MLS subscription and pulls residential stats for the entire MLS. There is also a Pro version (for an extra cost) that runs gauges, charts, and reports for more customized markets. HTML code is available to display stats on an agent's web page and to automatically refresh them as well.



Course Notes



Through RatePlug, agents can send customers flyers on a listing with mortgage options from up to 3 preferred lenders. This tool is included for agents, but lenders pay a licensing fee to participate. RatePlug is compliant with disclosure laws and can be a valuable tool for residential agents working with buyers who may leverage financing.



Manage offers efficiently and equitably with SkySlope Offers, an offer management platform that makes it easier than ever to compare, organize and communicate about listing offers in one place. When enabled on a listing, a link to SkySlope Offers appears within the listing details display!



SkySlope Forms allows quick formatting of digital forms, the ability to assemble documents and forms into reusable templates and send forms to your customers for digital signatures with the click of a button.

Although not displayed alongside listing data inside Matrix, there are two other products spotlighted in Starting Out Stellar that can leverage MLS data and are included as part of your Stellar MLS subscription benefits: MLS-Touch and Prospects CRM.



MLS-Touch is a premium mobile app that keeps you connected to listings and engaged with leads and customers from wherever you are. Available on Google Play and the Apple App Store.







Prospects CRM is an outstanding customer relationship manager and helps you build relationships and stay top-ofmind with your sphere, prospects, and past customers.

Other Menu Options

The main navigation section of Stellar Central contains links to a variety of other helpful sections in addition to the Dashboard, Listings, and the Products & Services options already covered. Although many are self-explanatory, here is a breakdown for each additional entry:

MLS Education

Open this page to find a variety of links to related to Stellar MLS education. Access the Stellar MLS University, review your class history, open tutorials videos, and more.

Regulations & Policies

Select this link to be presented with options pertaining to MLS policies and procedures, the Stellar MLS Rules and Regulations, ways to report suspected violations, submit an Owner(s) Exclusion form when applicable to a listing, and more.

News

To review past news articles that were previously shown on the Stellar Central Dashboard, select the News link.

Resources

The Resources page contains two separate menus labeled Customer Resources and Listing Forms. Expand each menu by selecting its title to review the various downloads and links available then click again to collapse the information.

Directory

The Directory link allows you to search for and view the contact information of other MLS subscribers, such as those agents from your office and is similar to the agent and office search functionality found in Matrix.





Course Notes

Extra Menu Options

Depending on your MLS account type, you may find additional menu options in the navigation area of Stellar Central. For example, if you are the broker of your firm, tools such as managing listing distribution options, Matrix Add/Edit access and reviewing MLS education details for your agents, checking on outstanding invoices, and more are available after choosing the Broker Resources link.



Adding, Removing, and Managing Favorites

Interested in customizing your MLS workspace? Place your most-used products and services in the Favorites bar anchored to the left of Stellar Central for quick access! By default, all subscribers have Matrix added as a favorite and Stellar Central makes it easy to add, remove, and organize all the favorites that you have chosen for your business.

As illustrated in the images to follow, begin by selecting the pencil icon below the bottom of the Favorites icon list. The pencil icon then expands out the Favorites bar to display two buttons, a plus sign and a save icon that shows an image of a computer disk. Use the plus button to open a display that contains the products and services featured across the entire Stellar Central workspace and grouped by the section in which they appear.



Course Notes





Once the pop-up window opens, tick the selection box next to any of the items you wish to add as a favorite or uncheck it to remove an item. With your selections made, lock in your changes with the Save button located in the lower right of the pop-up display. All your selections will then be populated into the Favorites bar.



Course Notes

Reorder favorites by using the four-line handle to the right of the icon to drag/drop each to a new location as desired. You may also remove a favorite from this view by using the button to the left of its icon.

After arranging your Favorites, use the Save button, that's the one with the disk image in it, to lock in your changes.



You may also manage Favorites from the various pages of Stellar Central (such as the Stellar Products page) by clicking the Tool kit button (1) on any item tile.

-	0 8 # central stellarmis.com/Products/CoreProducts/Tools		Ω	£ > ≡	
Stellar MLS	Stellar Products		0	DU Demo User ~	
Dashboard	< Search Q				100°
Products a se Stellar Product My Association My Association Policies Regulations & Policies A Listicne	STELLAR CORE PRODUCTS	Finding Homes During Homes Finding Homes powered by Lundy Inc. References and the second seco	katamatic Bartese E United Process		Hurdir Automatic Business Expense & Mileage Tracker.
 News Resources 	Access this tool Tool kit	Access this tool Tool kit	Access this tool Tool kit		
B Directory	MLS MATCH	MLS-Touch*	Agent Portal		Access this tool Tool kit
f 🛛 🗖	in	customer data always at your fingertips!	Agent Portal	Chat	_1

From its information page, you will then find a button that reads "Add to favorites" (2) or, if already added, the button will read "Remove from favorites".



Course Notes



Matrix | The MLS System

With Matrix, all Stellar MLS subscribers have access to the most powerful multiple listing service platform in the business and it is important that everyone have a baseline for using the system. Before taking the next class required for all new subscribers, MLS Basic, this section of Starting Out Stellar will demonstrate how to brand the system so that information sent to customers showcases you and also includes an introduction to navigating the system to help ensure you can maximize your time in MLS Basic!

Once logged in to your MLS account, access Matrix from your Stellar Central workspace. Open Matrix using the icon in the Favorites bar along the left of the screen or after opening Stellar Products from the **Products & Services** section of the main navigation menu and selecting the button on the Matrix tile that reads "Access this tool".





Course Notes

Once Matrix opens, the Home page is displayed and contains your Matrix Dashboard, a series of navigation menu options, and more. Although some features of the Dashboard will be more relevant during the MLS Basic course and once you begin using Matrix, it is important to note that its display can be customized to your preferences.

For now, our focus will be on the main navigation menus along the top of the page with an overview of each section, customizing the Dashboard display, reviewing the Notifications Timeline, and lastly, how to complete your agent branding.

Main Navigation Menu Options



While working in Matrix, if you wish to return to the Home page and Dashboard, simply select the Stellar MLS logo near the upper left of the screen at any time. Think of the Stellar MLS logo as a convenient "reset" button!

Now that you can always find your way back, our tour of Matrix will move through each of the main navigation menu options from left to right, beginning with MY MATRIX.

MY MATRIX

To the right of the Stellar MLS logo is the MY MATRIX menu. Hover your pointer over the words MY MATRIX to display a variety of options. This menu is where you will find links to add/manage contacts, access your saved searches, auto emails, and more. If you have added something to Matrix, it can most likely be found under MY MATRIX.

Stellar MLS	MY MATRIX SEARCH STATS
	Summary
	Contacts
	Auto Email
	Saved Searches
	Sent Email
	My CMAs
	My Carts
	My Listings
	My Speed Bar Shortcuts



Course Notes

We Make MLS Easy	X O Deahboard - Stellar MLS X G Matrix X +			~
$\leftarrow \rightarrow$ C C	O A ≇ stellar.mlsmatrix.com/Matrix/Home	r.	? ຊ	\gg =
		Stellar Su	pport: 800-686-7451	Logout
		-		
Stellar MLS*	MY MATRIX SEARCH STATS TAX LINKS FINANCE ADD/EDIT MARKET REPORTS RECIPROCAL MLS ACCESS	Aa	🥐 Hello, Demo 🔻	/

SEARCH

Hover your pointer over SEARCH to then select a property classification (such as Residential, Vacant Land, etc.) from the drop-down list to open that specific search form.



When you first begin using Matrix, you may not find a particular form immediately available in this menu. Not to worry, as you open and use various search forms, the drop-down menu will quickly begin to fill up.

To view all available search forms in Matrix, either select "More..." from the drop-down menu or click directly on the word **SEARCH**. Additional search forms include Agent, Office, Team, Open House, Property History (in the MLS), and even a basic Public Records search to locate property information via tax records.

STATS

Stats allows you to analyze market trends and activity based on a particular property type. Be sure to join the Stellar MLS Training Team for additional classes to learn more about this powerful feature!

ТАХ

The TAX menu has direct links to open both Realist and iMapp as well as a Public Records search within Matrix. As a reminder, both Realist and iMapp are tax and public records databases that contain information on properties in all 67 counties in Florida and are another benefit of your Stellar MLS subscription.

LINKS

LINKS opens a page of helpful weblinks to various online resources. Some links will navigate you to Stellar MLS benefits or services while others lead to third-party resources that may be helpful in your business.

Course Notes



FINANCE

The FINANCE menu contains a variety of financial calculators as well as financial worksheets including a Seller's Estimated Net Proceeds and Buyer's Closing Costs template.

ADD/EDIT

If part of your business will be adding and modifying listings in the MLS, the ADD/EDIT menu is a way to access those functions in Matrix.

NOTE: Certain options will not be available until a subscriber takes the MLS Adding and Editing Listings class and subsequently receives authorization from their broker.

MARKET REPORTS

This tab contains on-demand reports for items such as market share, inventory counts, and home sales.

Note: The use and/or display of MLS data must adhere to all Stellar MLS Rules and Regulations.

RECIPROCAL MLS ACCESS

As mentioned in a previous section of this course, subscribers to Stellar MLS have access to reciprocal data access in other markets as part of their MLS subscription. The **RECIPROCAL MLS ACCESS** tab will allow access to CRMLS (California), Bright MLS (Mid-Atlantic), and Omni MLS (Latin America) systems.

Unlike a data share that allows listing data to be viewed alongside listings entered in Stellar MLS, the reciprocal partnerships between Stellar MLS and these other MLSs allows customers to access listings through those partnerships directly. To learn more about reciprocal MLS access (and data shares) select the first link in the RECIPROCAL MLS ACCESS menu to open the <u>Reciprocals and Data Shares</u> page found on the Stellar MLS website.

		Stellar Support: 800-686-7451 Logout
Stellar MLS* MY MATRIX SEARCH STATS TAX LINKS FINANCE ADD/EDIT MARKET REPORTS	RECIPROCAL MLS ACCESS	💿 🥬 Hello, Demo 👻 🖈
2 Enter Shorthand or MLS#	Learn about Reciprocal Access BRIGHT MLS - Mid-Atlantic	Q Recent Searches 🕤
» Dashboard	CRMLS - California OMNI MLS - Latin America	Edit Dashboard

Course Notes



To the right of the last navigation tab, near the upper-right corner of Matrix, there are four remaining items to review. The first is a button containing an upper and lowercase letter "A" and used to change the text display size in Matrix. Click the button repeatedly to toggle between three available levels of text size.

Next is a bell icon that will indicate when listings need to be approved before being sent to a customer. This is a feature in Matrix called 'Concierge Mode' and will be covered in the MLS Basic class.

To the right of the concierge notifications bell you will find a greeting followed by your first name. Clicking your name will open a utility menu. Although certain options will be covered in the following section, please note that this is the location where you may change the display language in Matrix from English to Spanish.

Lastly, the icon to the right of your name can be used to shrink the size of the header area in Matrix and could be helpful when working on a device with a smaller screen.

Recent Searches

Below your name near the upper-right of Matrix is the Recent Searches button. Select it and a flyout panel appears containing the last fifty (50) searches conducted over the past seven (7) days. If you view the search results for your 51st search, the oldest entry in the list is removed. Likewise, if you haven't been working in Matrix for a full seven days, the list will be blank.



 Stellar Support:
 800-686-7451 | Logout

 View concierge notifications

 Aa
 Pa

 Hello, Demo
 *





Course Notes

Enter Shorthand or MLS#				Q Recent Search	hes 'D
Select any recent search	Stellar MS MY MATRIX SEAR	CH STATS TAX LINKS FINANC	E ADD/EDIT MARKET	Recent Searches OneHome Demo Ocean View Properties Saved Saarch Mon 11:141 AM OneHome Demo Ocean View Properties Saved Saarch Fri 2:20 PM	» 54
hown in the list to view stings that currently natch the original search riteria.	>> Dashboard		Anne an anna an San Anna Anna Anna Anna Anna Anna A		

Speed Bar

To the left of the Recent Searches button, and available anywhere in Matrix, is the Speed Bar. The Speed Bar is a multipurpose searching tool that can be used to search from any screen in Matrix by entering either shorthand or shortcuts. Learn more about these options by selecting the help icon and by joining the Stellar MLS Training Team for additional classes!

	Stellar Su	pport: 800-686-7451 <u>Logout</u>
Stellar MLS' MY MATRIX SEARCH STATS TAX LINKS FINANCE ADD/EDIT MARKET REPORTS RECIPROCAL MLS ACCESS	Aa	🤔 Hello, Demo 👻 💉
Enter Shorthand or MLS#	۹	Recent Searches 🕤
Speed Bar Help Icon		

Pro Tip A great use for the Speed Bar is to quickly look up a particular MLS number. Just add the MLS number into the Speed Bar and type the return/enter key on your keyboard or select the magnifying glass icon to the right of the entry field. With a valid MLS number entered, Matrix will immediately

display the matched listing bypassing the need to open a particular listing search form.



Course Notes

Dashboard Widgets

Below the Speed Bar you will find many different panels of information on the Matrix Home page. These are called widgets and each displays either information based on MLS data, links to items you've added to Matrix such as up to 10 of your favorite saved searches, or links to help you get the most out of the system and its integrations.

Stellar MLS* MY MAT	TRIX SEARCH STA	ITS TAX LINKS FINANCE ADD	D/EDIT MARK	ET REPORTS RECIPROCAL M	LS ACCESS	(Aa) 🖉 H	lello, Demo 👻 🧩
	Enter Shortha	nd or MLS#				Q R	ecent Searches 🕤
» Dashboard							Edit Dashboard
News & Alerts		# Recent OneHome Visitors	÷	^{II} My Carts	i	II External Links	:
Jun 26 - Register Now! Stellar ML!	S Townhall	# My Listings	a a :	#Hot Sheets	0 ± :	Stellar Central	
Jun 24 - Boost Your Rental Busines MLS	ss with RentSpree + Stellar	My Listings Rejected	• • •	Cross Property	•••	Stellar MLS University Pay your MLS Fees	
Jun 16 - New Features for MLS-Tou	uch Are Here!	My Listings Ready for Approval	0	Residential		Stellar Training Videos	
		My Office Listings Rejected	0	Income		A Report BBA Violation	
		My Office Listings Ready for Approval	0	Vacant Land		Disting Exclusion Form	
Market Watch	2 1	My Firm Listings Rejected	0	Rental		Listing Forms	
New Listing	7245	My Firm Listings Ready for Approval	0	Business Opportunity		Stellar MLS Rules and Regs	
Price Increase	781	My Active Listings	0	Commercial Sale			
Price Decrease	11941	My Pending Listings	0	Commercial Lease		🄹 Stellar Appraisal Series	
Back On Market	1628	View All				R Association Web Pages	
Sold	5299			Timeframe		Stellarmis.com	
Expired	803	II My Favorite Searches	2 :	7 Day 🗸		Note: PropertyWatch	
Leased	•	OneHome Demo Ocean View Properties	Manage			iMapp Search	
Pending	6547			" Concierge	1	📠 Realist	
Towns and a Off Mardan		34236 Downtown Condos	Manage	43 Listings need your ap	proval:	A PPP Login	

As you work with Matrix more and more, these Dashboard widgets will quickly begin to populate with useful information and some can even be customized to display MLS information for your particular market area (join the Stellar MLS Training Team for other classes to learn even more!).

Add, remove, and reorder items on your dashboard by clicking the Edit Dashboard	Stellar Support : 800-686-7451 <u>Lo</u> g			
button near the upper-right of the screen.	🔮 🛛 Hello, Demo 🗸			
	Q Recent Searches 🕥			
	Edit Dashboard			



Course Notes

The Edit Dashboard flyout panel appears showing the list of available widgets. With the exception of News & Alerts which is locked at the top and only appears on the Dashboard when it has information to display, you may toggle visibility on/off using the switch to the left of the widget name and reorder the widgets by dragging the two-line handles to the right.

Edit Dashboard	×				Stellar Support : 800-686-7451 <u>Log</u>
Add computer and coordenitement of to visit an usual decisioned	FINANCE AD	DD/EDIT MAR	KET REPORTS RECIPROCAL MI	LS ACCESS	🗛 🦉 Hello, Demo 👻 🖈
News & Alerts	۹ 🗖				Q Recent Searches
Recent OneHome Visitors	-				Edit Dachboar
My Carts =	-			_	Edit Dashboar
External Links	me Visitors	:	" My Carts	:	II External Links
My Listings	-	¢ 2 :	" Hot Sheets	0 \$:	Stellar MLS University
Hot Sheets	-	0	Cross Property		Pay your MLS Fees
Market Wetch	pproval	0	Residential		Stellar Training Videos
	y for Approval	0	Vacant Land		keport BBA violation Exclusion Form
My Favorite Searches	ed	0	Rental		Listing Forms
Concierge =	for Approval	0	Business Opportunity		Stellar MLS Rules and Regs
My Stats	_	0	Commercial Sale		Suggestions
		0	Commercial Lease		🏟 Stellar Appraisal Series
O Contact Requests	View All				R Association Web Pages
What in the MLS? Episode 1	-		Timeframe		Stellarmis.com
	arches	<i>C</i> :	7 Day 🗸		ePropertyWatch
Matrix Learning Lab	n View Properties	Manage	II Consierae	:	😝 iMapp Search
Search =	=	Managa	Concierge		m Realist
	05	wanage	43 Listings need your ap	proval:	A RPR Lonin

When finished customizing the display, click the leftpointing arrows to hide the Edit Dashboard panel.

Edit Dashboard	*
Add, remove, and reorder items on your dashboard	
News & Alerts	8
My Favorite Searches	=
External Links	_

Once visible on the Dashboard, it is also possible to re-arrange the panels by clicking and dragging the icon to the left of the panel name (1). Collapse or expand the panel display itself by choosing from the three-dot menu on the far right (2) of the panel's title bar. Some panels, such as the My Listings widget also have icons that allow for further customization. Hover your pointer over an icon for a description of its function and be sure to join the Stellar MLS Training Team for future classes to learn how to further customize the Matrix Dashboard.



Course Notes

Notification Timeline

When viewing the Matrix Home page, to the left of the word Dashboard there is a set of arrows. Clicking the arrows will open the Notification Timeline.





When you first open Matrix, the Notification Timeline will automatically be open for your convenience. Click the arrows to show or hide the panel.

The Matrix Notification Timeline is able to keep you up-to-date with information based on your customer's activities as they interact with the listings you email them from Matrix.

The three symbols shown to the right of the greeting allow you to refresh the timeline, change your display preferences (the gear icon), and hide the panel by clicking the left-pointing arrows.



Course Notes



Click the gear icon to customize Timeline Settings. Review each option and toggle on/off those notifications that would be applicable to your business.

The image on the right displays various options available.

But what about receiving notifications if you are away from Matrix? Within the Timeline Settings window, notice the reference that reads: *Go to Settings for more notification options*.

Although the setup of additional notifications will be covered in the MLS Basic class, be confident knowing that Matrix makes it easy for you to stay up-to-date with your customers' activity and offers email, text, and daily summary notifications that can be configured to alert you when you are away from Matrix!

Timeline Settings		×
Select the notifications that appear in the Settings for more notification options	e Timeline. Go to	0
Visits Portal	(
Saves a Favorite	•	
Removes a Favorite	•	
Discards a Listing	•	
Un-discards a Listing	•	
Adds Notes	•	
Saves a Search	•	
Visits Portal First Time	•	
Updates Planner	•	
Email Unsubscribe	•	
	Cancel	lave

Timeline Settings options

Agent Branding

Before creating reports or sending listing information to customers, it is important that you first complete your personal branding so that items such as your agent photo, email signature, company logo, and brand colors are all set in advance. You may also add your agent photo to Matrix so that it appears within the MLS Agent Roster viewable by other Stellar MLS subscribers.

Please be sure and complete your branding before attending the MLS Basic course.

Matrix Roster

Adding your agent photo to the Roster in Matrix is easy:

1. Select Add/Edit from the Matrix navigation menus

Stellor MLS* SEARCH STATS TAX LINKS FINANCE ADD/EDIT MARKET REPORTS RECIPROCAL MLS ACCESS	Aa [🤗 Hello, Demo 👻 💉
Enter Shorthand or MLS#	۹	Recent Searches 🖑



- Course Notes
 - Choose Edit Existing from the Input > Roster panel

Stellor MLS MY MATRIX SEARCH STATS TAX
Enter Shorthand or MLS#
 ✤ Input Roster
Add new or Edit existing Agent Roster

 Enter your MLS ID* in the Agent ID field, then select Search

*you may also search by First Name, Last Name, etc. (if needed)

Enter Sho	rthand or MLS#		× Q	Recent Search
Modify Member				
Use this page to modify an existing Member.				
Mansher Mit Id to made	Cancel			
Agent ID ⑦	NRDS ID	Agent Status Active Inactive		
Nick Name	Middle Name			
Designation Accredited Buyer's Representative / ABR Real Estate Buyers Agent Council / ABR/ At Home With Diversity / AHWD Accredited Land Consultant / ALC Certified Commercial Investment Member	Member Class Association Staff At-Large Broker Commercial Designated Apricipant	Matrix User Type Apert RETS User ● or ○ Not		
And 🖲 Or 🗌 Not	Or Not Ocale-Marien	License Number		
Email	0	Matrix Hodified Date		
MUC TA - Tarasoft Admin TAL - Answer Link MLS System Admin MLS Staff MLS Staff	Agent LSC Board Bartow Central Pasco DeSoto East Pasco East Paik	Agent LSC Board Secondary Flaght @ or O Not		
0. O Nut	Or Not			

4. Select Photo





Course Notes

5. On the page that follows, select the **Browse** button then upload your agent photo from your computer.

Enter Shorthand or MLS#	×Q	Recent Searches
dd / Edit Agent Photos for MLS#123456789		
plead, click Browse. To upload Huitiple photos at once, hold the Chri (Option) key down when clicking on the filenames. To Order your os once uploaded, drag by the grave tible bar. Click on any image to view its Details . For best quality, Stellar MLS recommends you at photo of at least 1313 x 1696 stroke.		
ally Staged photos must have "virtually staged" in the description of the photo. To add a description click on the photo then on tidit ription. Also make sure that the Virtually Staged Y/N box has a check next to the public remarks for virtually staged photos.		
ubmitting content and/or images, you are confirming that you are the content creator, own the copyright to or have er licensure to upload to Stellar HLS.		
Here himsy selected plots will need to be Property Center. Once a lating is off-market, the prinsey mage will senant public.		
IMAGE UPLOAD CERTIFICATION		
ereby certify the following with respect to the images, photographs, visual recordings or created graphics, renderings, floor plans or er diplati content (collectively "Images") to the multiple listing organization (including its parents, affiliates, subsidiaries, successors, d assignal, (collectively, "NLC") to which 1 am uplaced the Images:		
Participants (and those acting under the authority of Participants)		
those Images created by me. Thereby grant to MIO, or if applicable, certify and confirm a prior grant that Thave made to MIO in		

When finished, select the **Certify and Save** button.



Personal Branding

Part 1: Matrix | My Information

To access personal branding and options in Matrix, begin by clicking your name near the upper-right corner, then Settings from the drop-down menu.

On the page that follows, select the link in the **My Information** section that reads "Manage personal branding and options".





Course Notes

			Stellar Support: 800-686-7451 Logout
Stellar MLS*	MY MATRIX SEARCH STATS TAX LINKS	FINANCE ADD/EDIT MARKET REPORTS RECIPROCAL MLS A	CCESS 🗛 🦉 Hello, Demo 🕶 💉
	Enter Shorthand or MLS#		Q Recent Searches 3
Settings			
í	My Information Manage your contact information	Customize colors and logo used in your emails	Speed Bar Shortcuts Number of Speed Ber Shortcuts: 10
ළු	Team Settings You have 0 members on your team.	Hot Sheets Number of Hot Sheets: 8	Custom Displays Number of Custom Displays: 19
Þ	Custom Exports Number of Custom Exports: 5	Portal Notification Settings Number of Notifications: 11	IDX Configuration Number of IDX pages: 0 active, 0 inactive
Matrix	Accuracy of all information deemed reliable but not guarant	ed and should be independently verified. © My Florida Regional Inc. DBA Stellar reserved. ix v12.5. Copyright © 2025 CoreLogic. All rights reserved. <u>Terms of Use.</u>	MLS, © 2023 FMLS, © 2023 GCMLS, all rights CoreLogic

With the My Information section open, there will be a series of six (6) tabs to customize. The recommended method is to complete each tab from left to right, beginning with **Information**.

Information	Header & Footer	CMA Cover Sheet	Email Signature	Agent Webpage	OneHome

Information

The **Information** page allows you to manage the personal contact information displayed by Matrix and is initially populated from what is on file with your REALTOR board or association.

Although you may override the information that is grayed out, it is important to note that doing so will not update your membership record. Should you notice something out-of-date, please be sure to contact your board/association directly as changes they make will populate back to your Stellar MLS customer record and, in turn, Matrix.



Course Notes

Enter Shorthand or MLS#			×Q	Recent Searches
nformation Header & Footer C	MA Cover Sheet Email Signature Agent Webpage OneHome			
This page allows you to manage the pe rea will display in your Portal, Agent V Aatrix. It does not update your men nformation. It is recommended that	rsonal information used by Matrix. Modifying the information in this We Page, CMA's, and the name displayed in the top right corner of nhership record, association/board or your listing at you use the default value whenever one is available.	0		
First Name:	DEMO	Override?		
Nick Name:	DEMO			
ast Name:	AGENT			
Team Name:				
Team License Number:				
Public Email Address:	demoagent@email.com			
Title of Employment:				
Direct Work Phone	800=686=7451			
Cell Phone Number:				
Pager Number:				
Fax Number:	800-555-1212			
Toll Free Number:				
Direct Office Contact Number:	800-686-7451			
Agency/Office:	STELLAR MLS TRAINING TEAM			
Office Phone Number:	800-586-7451			
Office Email Address:	support@stellarmis.com			
Office Fax Number:	800-555-1212			
Office Address:	247 Maitland Avenue, Suite 2000			
Office Site:				
Office City Location:	- Altamonte Springs			
Office State Location:	Florida			
Office Zip Code:	32701			
Office Website:	https://www.stellarmis.com			
Public Contact Number:				
Tag Line: (i.e., Slogan)				
Additional Information:				



Some fields on the Information page are not populated from your membership record. For instance, if you have a Tag Line (i.e. Slogan) that is used for your business, you may enter it in the field provided.

If any changes are made on the Information tab, be sure to select the **Save** button near the lower-left of the screen before continuing on to the next tab.

Header & Footer

Information	Header & Footer	CMA Cover Sheet	Email Signature	Agent Webpage	OneHome

Use this page to customize the Header displayed on printed displays and reports as well as the Matrix agent webpage. During setup, you can select from a library of standard banner images or choose to upload your own. Pick any banner image from the list, then select the **Preview** button found in the lower-left of the screen to save.



Course Notes

I choose not to use a header/footer at this time	
	Basic Template (Selected)
Demo Training	
Stellar MLS	
support@stellarmls.com	
Ph:	
	Basic Blue
Demo Training	
Stellar MLS	
support@stellarmis.com	
Ph:	田田田
	Wave Blue
Demo Training	

With a banner selected, additional options on the Header & Footer tab are displayed.

To add an agent photo to the banner, select the "Use Custom Photo" radio button, then browse for and upload an image from your computer.

Size and position adjustments can be made, and once the image appears as desired in the small preview box, select the **Save** button.

Display up to five (5) text-based entries on your banner by selecting details from the Information page contained within the dropdown menus in the Branding section.

If desired, you can also choose to display a Print Footer using this same method.





Course Notes

	r	
	Domo Training	
	Challer MLC	
Your Agen	supporterstellarmis.com	A CONTRACT OF
Photo Here	•	
Banner Image:	Your current banner image is displayed above.	Select a different banner image/theme
		📕 Upload a custom banner image
	O No Photo	
Photo:	Use Custom Photo	
	Change photo	
Branding:	Demo Training v	
	Stellar MLS 🗸	
	support@stellarmls.com v	
	×	
	•	
Colors:	• Use theme defaults	
Colors:	Use theme defaults Use custom colors	
Colors:	Use theme defaults Use custom colors	
Colors:	Use theme defaults Use custom colors	
Colors:	Use theme defaults Use custom colors	
Colors:	Use theme defaults Use custom colors	
1 Print Footer	O Use theme defaults Use custom colors	ing I Stellar MLS I support⊜stellarmis.com
Colors:	O Use theme defaults Use custom colors Demo Train	ing I Stellar MLS I support@stellarmis.com
Ocolors: Print Footer	Ves, I want a Print Footer No Print Footer for me	ing I Stellar MLS I support@stellarmis.com
Ocolors: Print Footer Int Footer:	Use theme defaults Use custom colors Demo Train Yes, I want a Print Footer No Print Footer for me	ing I Stellar MLS I support@stellarmis.com
Olors: Print Footer int Footer: randing:	Use theme defaults Use custom colors	ing I Stellar MLS I support⊕stellarmis.com
Print Footer int Footer: randing:	Use theme defaults Use custom colors	ing I Stellar MLS I support@stellarmls.com
Colors: Print Footer int Footer: randing:	Use theme defaults Use custom colors	ing I Stellar MLS I support@stellarmls.com
Colors: Print Footer int Footer: randing:	Use theme defaults Use custom colors	ing I Stellar MLS I support@stellarmis.com
Colors: Print Footer int Footer: randing: plors:	Use theme defaults Use custom colors Demo Train Yes, I want a Print Footer No Print Footer for me Demo Training Stellar MLS support@stellarmis.com v O Use theme defaults	ing I Stellar MLS I support@stellarmis.com



The information, banner, and photo selected during initial setup can always be changed in the future, so you are not locked in. Experiment and find what works best for you and your business then return in the future should updates be needed!

CMA Cover Sheet

Information Header & Footer CMA Cover Sheet Email Signature Agent Webpa	e OneHome
---	-----------

If part of your business will involve creating comparative market analysis reports in Matrix, be sure to complete the CMA Cover Sheet page. Review your contact information and choose a photo to display. You can reuse the photo uploaded on the Header & Footer page or select a different photo from your computer using the same method described previously.



Course Notes

	,		Overrie
	Name:	Demo Training	
2 8	Company:	Stellar MLS	
	Address Line 1:	247 Maitland Avenue, Suite 2000	
	Address Line 2:		
	City:	Altamonte Springs	
Upload photo	State or Province:	Florida	
	Postal Code:	32701	
	Phone:		
	Email:	support@stellarmls.com	
	Direct Work Phone	800-686-7451	~
	Office Address:	247 Maitland Avenue, Suite 2000	~

Email Signature

Inform	nation Heade	r & Footer CMA C	Cover Sheet Email	Signature Agent	Webpage OneHome

It is important to make sure that your email signature is setup in Matrix before sending information out to customers from the system. Cut and paste an existing signature from another email program and/or enter your desired contact information in the area provided. When entering text, use the toolbar to format your email signature as desired.

To add a photo to your email signature, click to the left of the first line of text. With the insertion point blinking at that location, choose the Image icon (1) from the top row of the toolbar.

A dialog box pops up with a button that reads "Select Image" (2). Choose that button and Matrix will display the photo(s) you uploaded on the Header & Footer page and CMA Cover





Sheet page (if applicable). Select the image, then the OK button.

To add a hyperlink to your email signature, place your cursor where you would like the link to appear and choose the chain-link icon (1) from the top row of the toolbar.

Enter your Display Text (2), then enter the desired URL that should open when the text is clicked (3). Select the **OK** button to return.

Enter Shorthand or MLS#		
ormation Header & Footer CMA Cover Sheet Email Signature Agent Webpage	OneHome	
is page allows you to set your email signature, which is added to the bottom of emails you send trix. Please note that HTML is not supported in email signatures.	Link X	
	Link Info Target	
B I S x* I _x ≓ ∷ ⊕ ⊕ Fort - Size - A- Ø	Display Text Make it a Stellar Dayl	
Vou None Barle M.S. Asservice Scings, FL 32715-0691 Tol Free 60-667-051 Photo Free	Lins Type URL URL 3 Ngut v Salarme con	
	Cancel OK A	

Once your signature appears as desired, select the Save button in the lower-left corner.

×	-6	6			*	*	æ	CR .		Ω						
В	I	s	×s	<u>I</u> ×	1= 2=	*=	-IE	推	Font	•	Size	•	<u>A</u> -	A	-	
			D	emo	Ag	ent										
	l		Titl Ste PC	e ellar M Box	LS 15065	3										
Yo	our A	gen	Alt Tol sur	amoni I Free	e Spri 800-6 stella	ngs, F 86-74 rmls.c	L 327 51 om	15-06	581							
Pł	oto	Here	Dis	play '	Your Ta	gline	Sloga	n Hen	el							
Sa	ve															

Agent Webpage

Γ						0.11
	Information	Header & Footer	CMA Cover Sheet	Email Signature	Agent Webpage	OneHome
٦						

Matrix offers a basic webpage that can be enabled on the **Agent Webpage** tab. To learn more about the Agent Webpage, be sure to join the Stellar MLS Training Team for additional classes! To complete the initial setup of Matrix branding for this course however, we will move directly over to the OneHome tab.



Course Notes

OneHome Customer Portal

OneHome is an online portal allowing your customers to interact with the listings you email them from Matrix and will be covered in more detail as part of the MLS Basic course.

In the meantime, make sure that before you begin emailing listings to your customers from Matrix that you complete your OneHome branding so everything points back to you!

An example of how branding could appear to customers when visiting OneHome is below:



OneHome™- Customer View of Emailed Listings

Г						
	Information	Header & Footer	CMA Cover Sheet	Email Signature	Agent Webpage	OneHome
				U U		

The OneHome tab in Matrix provides three sections for you to customize most of your information displayed in the portal however adding a company logo and brand colors will be covered in the next section.

Below are images of the individual sections of the OneHome tab including Photo, Contact Information, and a section titled Profile Content that populates your agent profile in OneHome. and is displayed like the image above.



Course Notes

Be sure to complete everything that applies to your business and remember that you can always return and update the information if needed.

formation	Header & Footer	CMA Cover Sheet	Email Signature	Agent Webpage	OneHome
our OneHom	ne portal will include th	ne photo and contact in	formation shown bel	ow.	
Photo					
Photo					
Photo	oto				
Photo No Pho Use Cu	oto Istom Photo				

Section 1: Agent Photo

OneHome Full Name:	Demo Agent
OneHome Team Name:	
OneHome Team License Number:	
OneHome Phone:	407-960-5300
OneHome Office Name:	STELLAR MLS
OneHome Email:	support@stellarmls.com
OneHome Twitter Link:	
OneHome Facebook Link:	
OneHome Instagram Link:	
OneHome License Number:	
OneHome Tag Line:	Display Your Tagline/Slogan Here!
OneHome Office Address:	
OneHome Office Phone:	407-960-5300
OneHome Office Fax:	407-960-5450
OneHome Fax:	407-960-5450
OneHome Agent Web URL:	

Section 2: Contact Information, (includes Social Media Links, & Agent Web URL)



Course Notes

Profile Content	
	English
Title:	Español
	English
Content:	A
	Español
Video Link:	
	NOTE: Support for YouTube and Vimeo only.

Section 3: Profile Content (above) with an example image from OneHome (below)

YOUR COMPANY LOCO HERE		×
	Training Demo SELLAR MLS © 100 06 423	
	About Training Demo "Display Your Tagline/Slogan Harer" Welcome to your Customer Portal:	
	This software sustained point all used on a of the many ways that appends and tagy in contact with the sustained and used and mystime. Be sure to join us for more classes and until the…stay Solein!	
Powered by Oncheme* Terms of Service Privacy Policy Help (2) © Language: English V.		

Part 2: Branding Center

Once you have completed the branding options in Part 1 above, it's time to add your company logo and brand colors through the Branding Center. The Branding Center makes it easy to apply your company logo and brand colors across multiple products such as OneHome, Prospects CRM, and the MLS-Touch mobile app all at once.



Course Notes

Begin by selecting your name in the upper-right corner of Matrix (1), then Settings (2), then Branding Settings from the options shown.

ettings		A	2 Settings Manage Branding ♂
í	My Information Manage your contact information	Branding Settings C [*] Customize colors and logo used in your emails	Help Mobile Number of Spe Languages
<u></u>	Team Settings	Hot Sheets	Custom Disi Español
	You have 0 members on your team.	Number of Hot Sheets: 8	Number of Cu
<u> </u>	Custom Exports	Portal Notification Settings	Number of IDX pages: 0 active, 0
	Number of Custom Exports: 5	Number of Notifications: 11	inactive

The Branding Center will open in a new browser tab (or window).

⇒ (C A brandingcenter.corelogic.com/brandkit		ඩ	>>
srar	nding Center			-
t	Brand Kit	Sample View 🕚		
	Manage your logo and colors shown across your real estate apps. Learn more	OneHome Matrix Email MLS-Client		
	My Brand Kit	onehome Buy/Rent - My Properties Planner 🐨		
	Create a custom Brand Kit that promotes your personal brand.	Al Listings Overview Property Datalits Schools		
	Create your own			
	Available Brand Kits	20.		
	Choose from pre-made Brand Kits or search for more brands.			
	Active			
	Unbranded			
	Choose from additional brands			
	Search by name	86 Funston Ave View Vitual Tours - View A		
		10% MLS #02182SI Open House Jun 24-1200 PM - 30 OP4 - 3 more Demo Agent STELLAR MLS		
		Bedrooms Bathrooms Size		
		2 → 4(2/UI-2 → UI 1500-1600 sqft 139-148 haf) m2 © support@stellarmls.com		

On the left of the screen, the Brand Kit panel contains a button titled "Create your own" as well as options to search for or select a pre-made Brand Kit. To customize the settings, select the "Create your own" button to open a display used to upload a logo from your computer and select your brand colors and the Brand Kit panel updates describing a simple three-step process.



Course Notes

← → C a V B brandingcenter.corelogic.com/brandkit	û	Ű	>>
Create Your Own Brand Kit X			DA
	Sample View 🚺		
uild your own Brand Kit to represent your personal brand across ur products.	OneHome Matrix Email MLS-Client		
Start with a logo Recommended 525x150 pixels, 10MB maximum file size.	G Mobile		
Drag image here	Buy/Rent - My Properties Planner RW		
亡 Upload from device	C All Listings Overview Property Details Schools C Viti > C Viti > C Viti > C		
Choose your colors Minory color table sogilard to banness and headers, Secondary color is for demants such as butters, and accents are for smaller details. Primary Secondary Accent + + + +			
Add Color Add Color Add Color Review the Brand Kit. If everyfring loads good save it to make it active acress of your products.	DA		
	86 Funston Ave Verw Vterw Trus v Verw A A 80% MLS 8920825 Open Hexae 3va 24-1208 PM - 130 PM - 3 more Demo Agent STELLAR MLS		
	Bedrooms Bathrooms Size ≅ 2 È 42 UI-2 ⊞ 1500 - 1600 soft 159 - 148 m2 support@stellarmils.com		

As you make changes, your branding will appear in the Preview section to the right. Toggle the display between OneHome and the MLS-Client app by switching between the tabs above the preview image(s) near the words "Sample View". The OneHome tab also has the option to switch between both a desktop and mobile web browser view.





Course Notes

After uploading a logo, the system will automatically choose brand colors based on the image, but you may adjust each color accordingly to fit with your specific business requirements.



When finished, use the **Save and Activate** button in the lower-right corner of the Create Your Own Brand Kit panel to lock in your changes.

NOTE: Agents are responsible for ensuring they have permission to use any trademarked logos and branding so be sure to check with your Broker or their authorized representative, such as an office manager, for assistance.



Course Notes



With your brand kit activated, the panel display will update accordingly. If needed, you can return to the Branding Center in the future and either edit or remove your brand kit by selecting the appropriate action within the My Brand Kit section as shown in the image above.

Together, Matrix and the Branding Center make it easy to complete your branding and configure your contact information to populate across several products and services associated with your MLS subscription all at once. For example, you may notice that the Branding Center can also be accessed from Prospects CRM, the Agent OneHome portal, as well as MLS-Touch helping ensure that your logo and brand settings will be consistent across these platforms. Join the Stellar MLS Training Team for more classes on these outstanding products to learn more!







Starting Out Stellar – Next Steps...

After finishing this course, please remember to return to the Stellar MLS University catalog and complete any remaining MLS required education.



Starting Out Stellar

MLS Basic



MLS Compliance

Options include self-paced, on demand courses that can be taken immediately as well as instructor-led classes available as either in-person or webinar-based sessions. If you choose instructor-led training, please be sure to **enroll** and **start** the appropriate course so that you may then **register** for the session you would like to attend.

Reminders:

To avoid account suspension and a reinstatement fee, please be sure to complete all required MLS education courses by your due date (preferably well before!). Required MLS courses include the new subscriber education within the first 60 days of joining Stellar MLS and also applies to the Compliance Refresh course due every two years thereafter. Email reminders will go out well in advance so be sure to keep your contact information up to date.

If part of your business will be entering and modifying listings in the MLS, the MLS Adding and Editing Listings course is also required but does not need to be completed within your first 60 days of joining Stellar MLS unless you are the broker of your firm.



MLS Adding and Editing Listings

A NOTE of THANKS...

We are pleased to provide you with outstanding products, service, and support and hope you take advantage of the additional MLS-related classes we offer. Thank you for being a Stellar MLS customer and we wish you all the best in your business!