

How to

Add a Contact



What to know before you get started:

- Your MLS login Credentials
- Client Contact Information (Name and Email Minimum)

Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tucson, AZ 85716

www.mlssaz.com | info@mlssaz.com

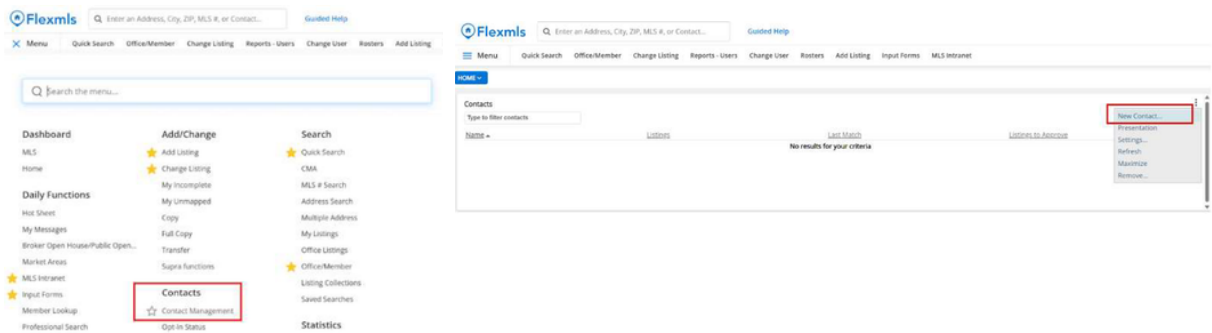
(520) 382-8800 opt. 3



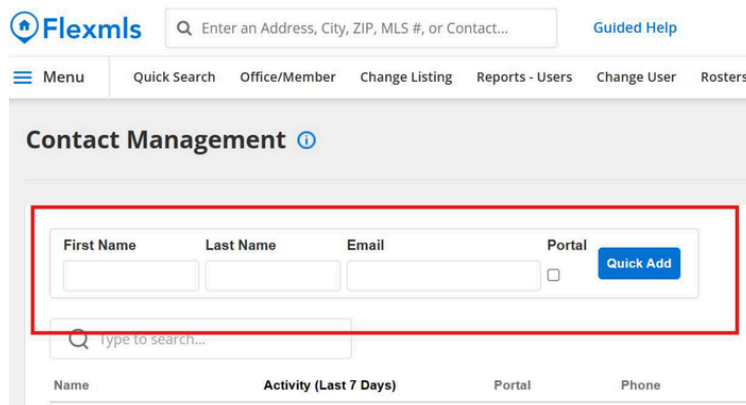
How to Add a Contact

Step by Step Instructions:

1. After Logging into FlexMLS, open the Menu and select “Contact Management”
 - a. Alternatively, if the contact widget is on the dashboard, it may be added directly from your dashboard by selecting the 3 dots on the right hand side and select “New Contact”



2. If only the client’s name and email address are available, Quick Add near the top of the screen can be utilized



3. The alternative is to select “Add Contact” on the upper right hand side





How to Add a Contact

Step by Step Instructions (cont.):

4. Input all relevant information

- a. Note: To opt this client in for reverse prospecting or to create a Portal Account, check the boxes below. Selecting "Add Infor will allow birth dates, anniversary dates, etc., to be added

Add Contact

Name: Hollie
Groups: None [Add Group](#)

Name: Hollie Middle Name
Pallanes [Edit Group List](#)

Additional Contact: Additional First Name Additional Mid Additional Last Name

Organization: Multiple Listing Service of Southe

Email: hollie@tucsonrealtors.org [Add Email](#)

Country Code: United States (+1) Home: Address
Primary: (520) 269-1111 Mobile: (520) 269-1111 Address 2
Home: Home Number City ST
Office: Office Number Other: Other Number ZIP
Fax: Fax Number Pager: Pager Number Office: Address
Address 2
City ST
ZIP

Reverse Prospecting
No Additional Info [Add Info](#)

Create a Portal Account for this Contact ⓘ
Invite this customer to the portal.

[Cancel](#) [Add Contact](#)

5. Select "Add Contact" to review contact information and make corrections

Contact Management

First Name Last Name Email Portal [Quick Add](#)

Search contacts

Name	Activity (Last 7 Days)	Portal	Phone
Hollie	OK	OK	(520) 269-1111

Hollie

Contact Details Activity Searches/Subscriptions Portal Messages Notes Listing Notes Links

Hollie
Multiple Listing Service of Southern Arizona
Email: hollie@tucsonrealtors.org
Last Email Activity: Send Confirmation Email

Primary: (520) 269-1111 Mobile: (520) 269-1111 Send text option inline Home: Office:
Home: Office: Pager:
Fax: Pager:

Reverse Prospecting: Enabled Email Activity: Subscription Viewed: 0, Manual: 0, Viewed: 0
Total Activity: Manual: 0, Viewed: 0

[Edit Contact](#) [Remove](#) [Deactivate](#) [Transfer](#) [Close](#)

- 6. After closing the window, the contact is added and is now viewable under Contact Management and on the FlexMLS dashboard if the contacts widget is enabled

Contact Management

First Name Last Name Email Portal [Quick Add](#)

Search contacts

Name	Activity (Last 7 Days)	Portal	Phone	Linking to Appointments	Linking	Last Modified
Hollie	OK	OK	(520) 269-1111	0	0	

Flexmls Enter an Address, City, ZIP, MLS #, or Contact... [Guided Help](#)

Menu Quick Search Office/Member Change Listing Reports Users Change User Rosters Add Listing Input Forms MLS Intranet

HOME

Contacts

Type to filter contacts

Name	Last Modified	Last Modified	Last Modified
Hollie			