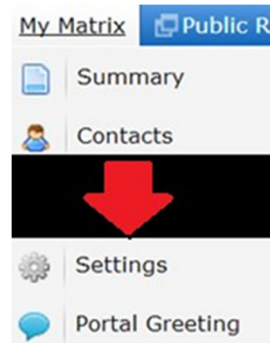


Matrix™ Identity Sharing

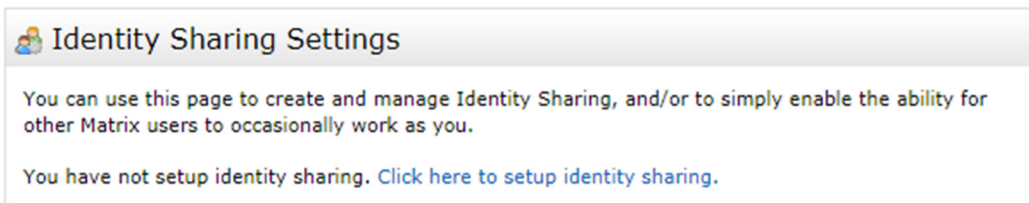
Allow an MLS user to work on behalf of another MLS user

Matrix uses “Identity Sharing” to allow one MLS user to access the account of another user. First, the agent sharing their account must give permission to the other agent(s) or assistant(s). Next, those agents (or assistants) can switch back and forth between their own account and any shared accounts.

1 First, the person sharing their account must log into Matrix. At the top of the page, place your mouse cursor over the **My Matrix** tab, then click **Settings** in the drop-down list.



2 On the Settings page, click **Identity Sharing Settings**. If this is the first time you have shared your account with another user, click the link that says **Click here to setup identity sharing**



Once your account has been shared, this page will have a list of all users with access to your account. Click the **Add** button to select someone else.

	Last	First	Mode
<input type="checkbox"/>	Perkins	Bryan	Works on Behalf of Me
		Delete Add	

⚠ Note: Anyone listed as an assistant in the MLS does not have the ability to share their identity.

3 To add a new shared user to your account, **enter their MLS ID** into the box on this page, and then click **Find**.

⚠ Note: If you are unsure of the agent or assistant ID you can search for this under Search → Agent → Quick. Type in the first and/or last name to find the MLS ID.

Grant Identity Sharing to:

Please enter the member's User ID:

Find Cancel

Matrix™ Identity Sharing

– Continued –

4 The agent's name should appear on the screen (to double check that the correct MLS ID was entered). Two options will appear below:

- **Have this member Impersonate me:** If this option is selected, your name will appear on all work performed when the other member switches to your account. Printed reports will say "Printed by:" with your name only, and emails will say "From:" and have your name only.
- **Have this member Work on Behalf of me:** If this option is selected, both names will appear on all work performed when the other member switches to your account. Printed reports will say "Printed by:" the other agent "on behalf of:" you, and emails will say "From:" the other agent "On behalf of:" you.



Add Team Member:

Grubb Caroline

No Template Defined Have this member Impersonate me Have this member Work on Behalf of me

Add Cancel

After selecting the option you want, click the **Add** button.

5 The people who have been selected can now access your account. For them to do so, they must log in to their own account, then click their name and the top right corner of the screen.



A menu will appear with options to switch to any other available accounts. Click the name you wish to use.