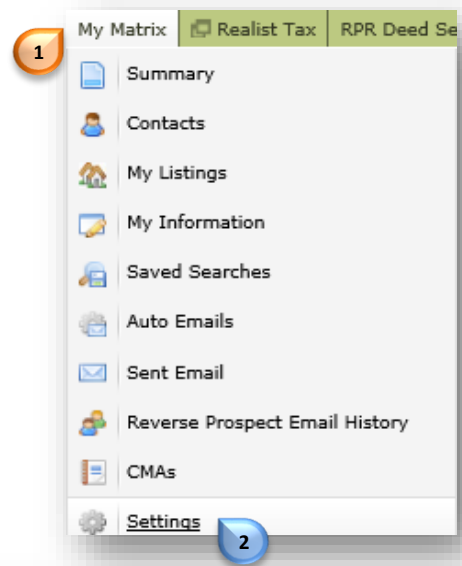
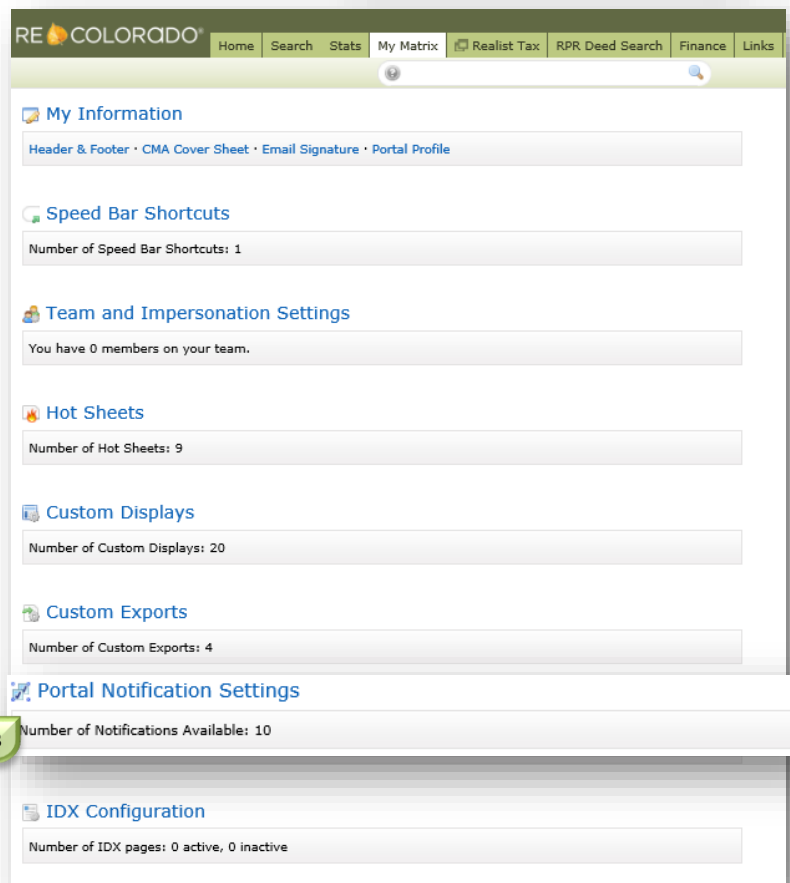


Activate Client Portal Activity Notifications

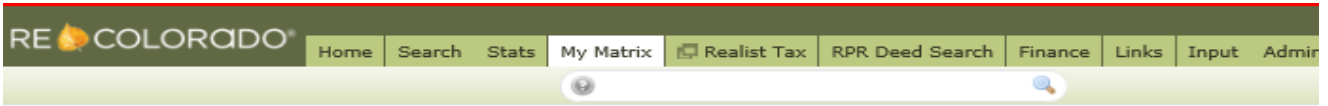
Hover over “My Matrix” **1** and select “Settings” **2**



Click “Portal Notification Settings” **3**



Activate Client Portal Activity Notifications



Portal Activity Notification Settings

Use this page to control how and when you would like to be notified of activity performed by your contacts.

| When a contact does this... | Notify me ASAP via Email | Notify me ASAP via Text | Notify me via Daily Summary Email |
|-----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Visits Portal | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Saves a Favorite | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Removes a Favorite | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Saves a Possibility | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Removes a Possibility | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Discards a Listing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Un-discards a Listing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Adds Notes | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Saves a Search | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Visits Portal First Time | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |



Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from postmaster@matrixemailer.com

Mobile Phone Number: [Delete](#)
 Cellular Provider:
[Click here to edit your cellular information](#)



[Back to Settings](#) [Save](#)



Click checkboxes to select the notifications you wish to receive


Click **“Save”** if only requesting email notifications


If requesting text notifications click **“Click here to edit your cellular information”**


Activate Client Portal Activity Notifications

Text Notification Settings


Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from postmaster@matrixemailer.com. Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the "Send me a verification code" button you should receive a text from postmaster@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number: 

Cellular Provider: 



Enter your **"Mobile Phone Number"** 

Click the dropdown arrow to select your **"Cellular Provider"** 

Click **"Send me a verification code"** 


Text Notification Settings


Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from postmaster@matrixemailer.com. Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the "Send me a verification code" button you should receive a text from postmaster@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number:


Cellular Provider:

Enter Code:







Once received type the verification code in the **"Enter Code"** field 

Click **"Save my cellular information"** 

Click **"Save"** 

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from postmaster@matrixemailer.com. Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the "Send me a verification code" button you should receive a text from postmaster@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number:

Cellular Provider:

6

11

12

Enter your cell phone number

Click the drop down arrow next to the cellular provider field

Click on your cellular providers name

Click "Send me a verification code"

Portal Activity Notification Settings

Use this page to control how and when you would like to be notified of activity performed by your contacts.

| When a contact does this... | Notify me ASAP via Email | Notify me ASAP via Text |
|-----------------------------|-------------------------------------|-------------------------------------|
| Visits Portal | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Saves a Favorite | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Removes a Favorite | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Saves a Possibility | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Removes a Possibility | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Discards a Listing | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Un-discards a Listing | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Adds Notes | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Saves a Search | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Visits Portal First | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from postmaster@matrixemailer.com. Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the "Send me a verification code" button you should receive a text from postmaster@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number:

Cellular Provider:

[Back to Settings](#)

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from postmaster@matrixemailer.com. Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the "Send me a verification code" button you should receive a text from postmaster@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number:

Cellular Provider:

Enter Code: