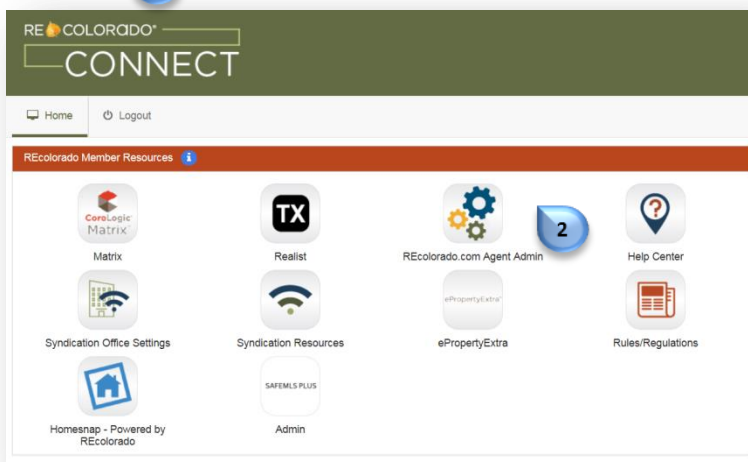# Add a New Client to REcolorado.com Agent Admin

REcolorado.com Agent Admin allows you to receive property inquiries from your clients, set up saved searches for clients, and view your client's saved properties and searches.

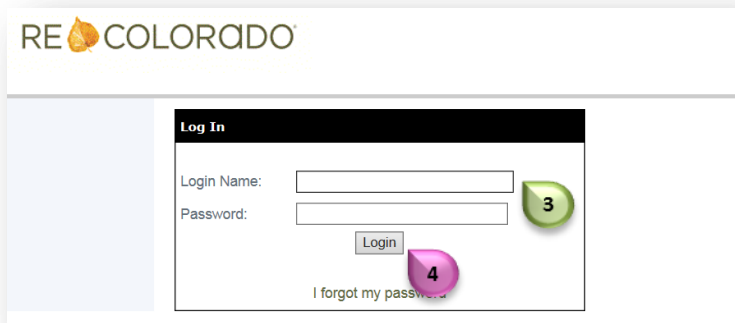Log into REcolorado.com from the **"Professional Login"** **1** to access "**CONNECT**"
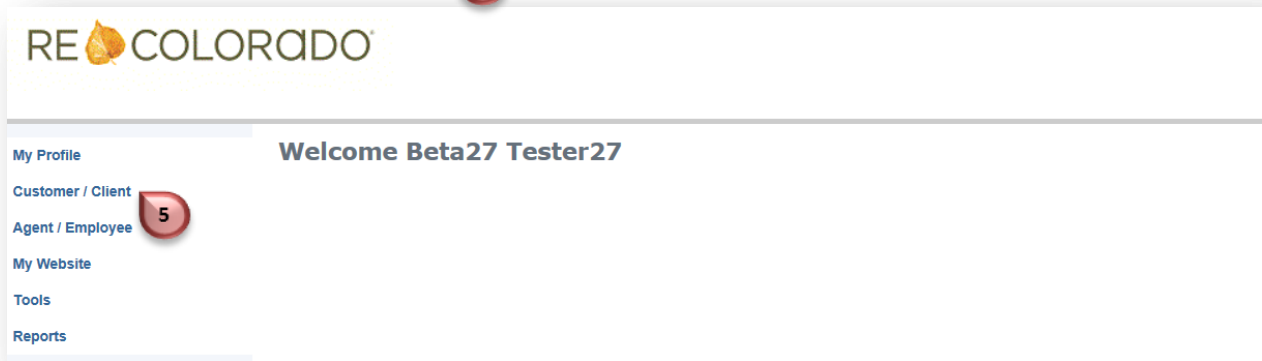

- Click **"Recolorado.com Agent Admin"** **2**

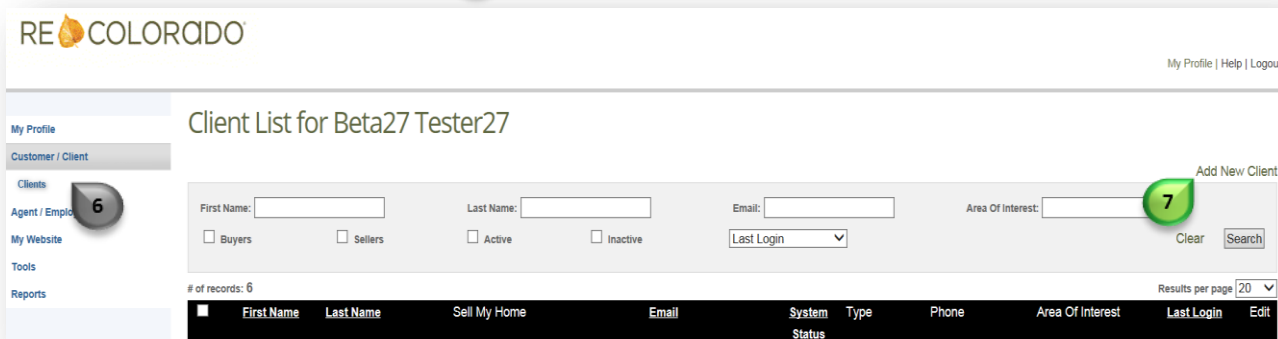- Enter your REcolorado user ID in both the "**Login Name"** and "**Password"** **3**

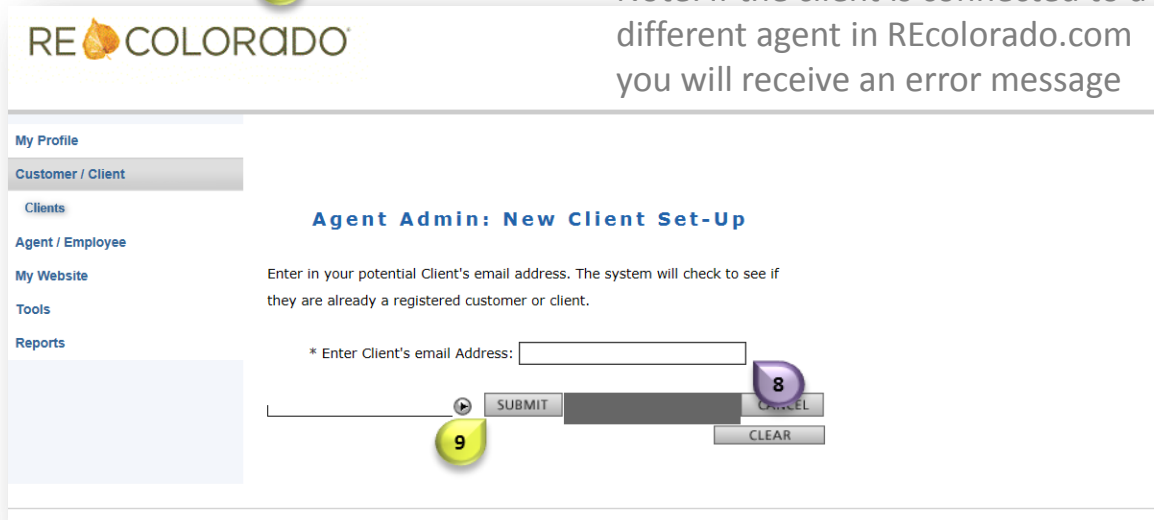- Click **"Login"** **4**

- Click **"Customer/Client"** 5

- Click **"Clients"** 6
- Click **"Add New Client"** 7

- Enter **"Client's email address"** 8
- Click **"Submit"** 9

Note: If the client is connected to a different agent in REcolorado.com you will receive an error message

Add a New Client to REcolorado.com Agent Admin

- Enter your clients information **10**
- You must create a password for your client **11**

Note: The client can change the password once they login to REcolorado.com

- Indicate the clients notification and frequency preferences **12** for alerts on saved searches and saved properties.

Note: If selecting Text Message you must enter a mobile number.

- Click **"Save"** **13**

Add a New Client to REcolorado.com Agent Admin

Once added, notify your client that you have created an REcolorado.com account for them and provide them with their login and password credentials you set up.
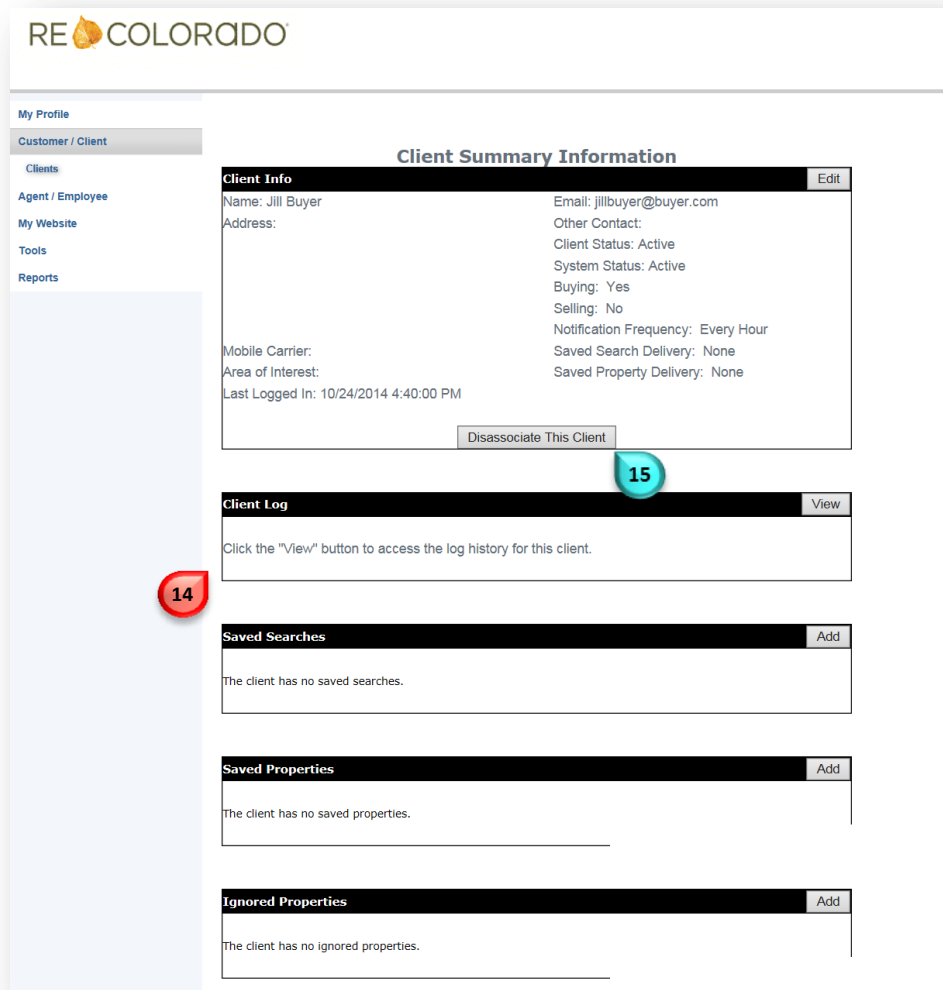
When the client logs in to REcolorado.com you will be able to see the following activity:

Client login history

Clients saved searches **14**

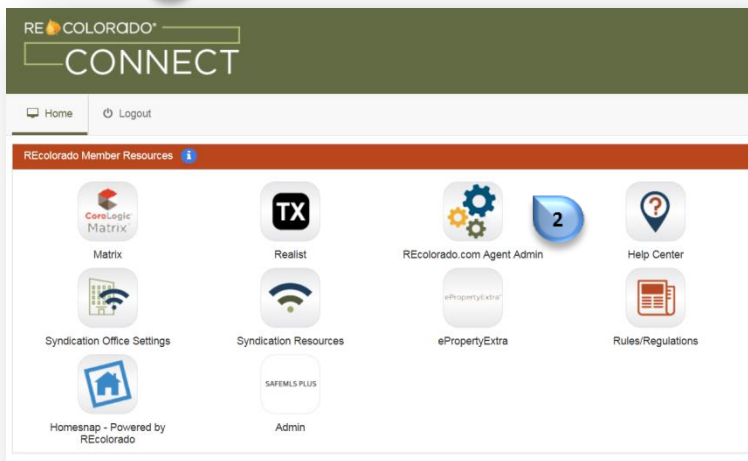Clients saved properties

Clients ignored properties

To remove a client from your Recolorado.com Agent Admin account
Click on **"Disassociate This Client"** **15**

Create a Saved Search for a Client on REcolorado.com

Log into REcolorado.com from the "Professional Login" ⚪1 to access "CONNECT"

- Click **"Recolorado.com Agent Admin"** 🔵2

- Enter your REcolorado user ID in both the "**Login Name"** and "**Password"** 🟢3

- Click **"Login"** 🟣4

Create a Saved Search for a Client on REcolorado.com

- Click **"Customer/Client"** 5

- Click **"Clients"** 6
- Click on the clients name who's record you wish to access 7
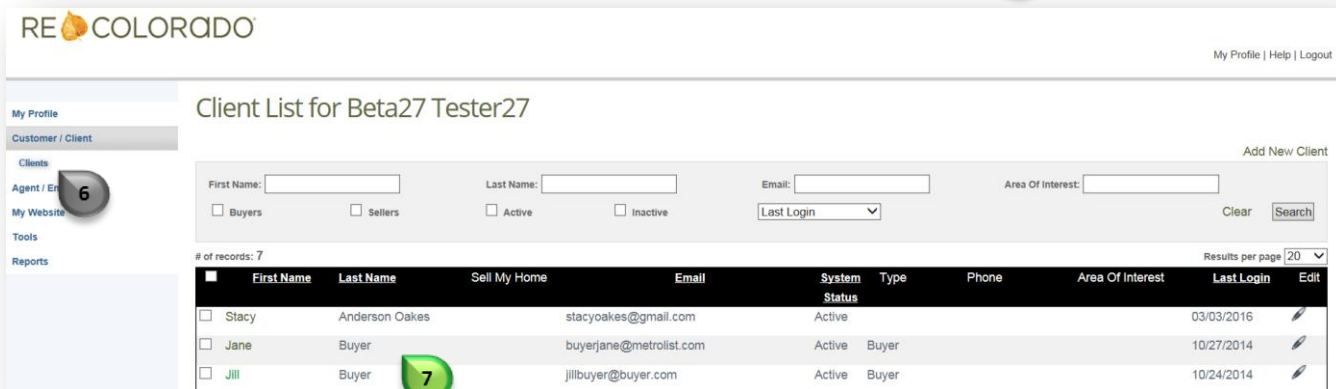
You will be presented with the Clients Summary Information page
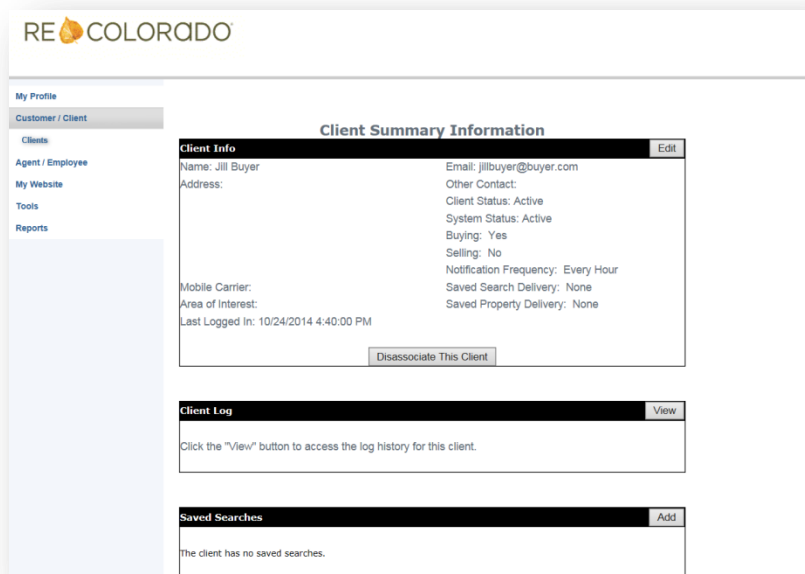
Create a Saved Search for a Client on REcolorado.com

- Click **"Add"** 8 in the Saved Searches box

- Enter client's desired search criteria 9
- Use the map drawing tools 10 to designate a geographical location
- Click **"Save this search"** 11
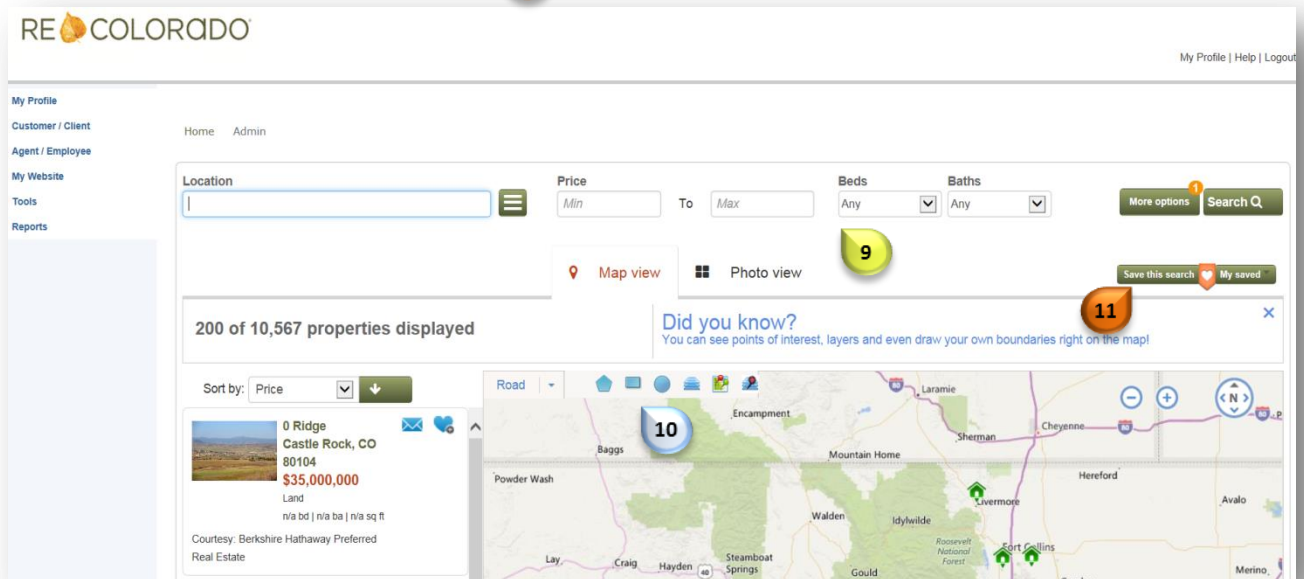
Create a Saved Search for a Client on REcolorado.com

- Enter a **Name** and **Description** for your search **12**
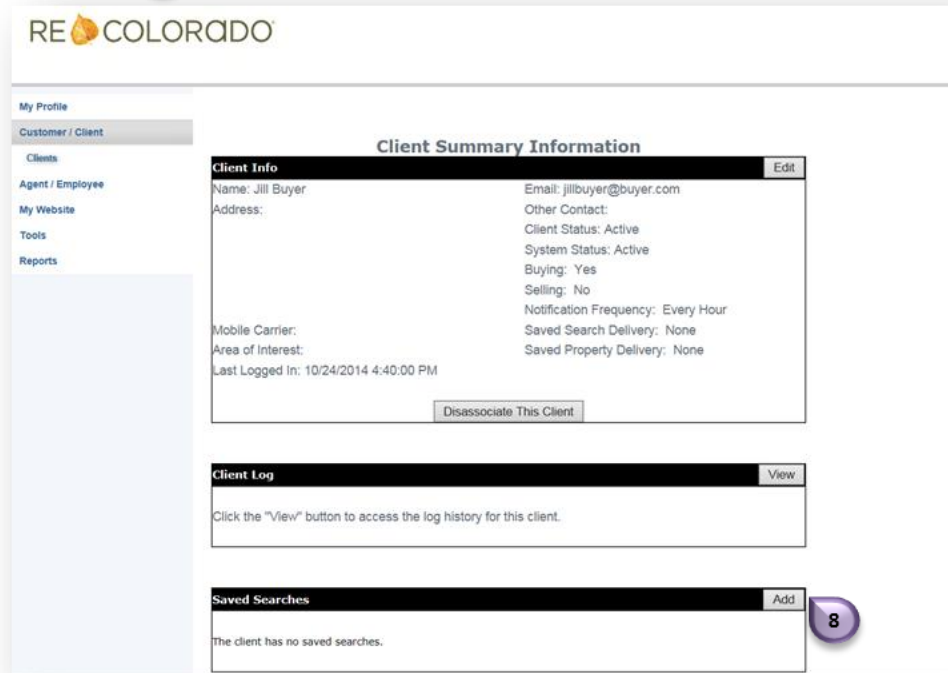- Select notification options **13**
- Click **"Save"** **14**

Save search

Saving this search allows you to easily return to see properties that interest you. We'll send you email alerts when there are important changes to properties that match your search.

Name this search

12 Describe this search

Email client when:

- ☐ New listings are added
- ☐ Virtual tours are added
- ☐ Open houses are scheduled
- ☑ CC me on email notifications: Metrolist_Beta20@yahoo.com

- ☐ Price changes occur
- ☐ Status changes occur **13**
- ☐ Photos are added

[Cancel] [**Save**] **14**

Save Properties for a Client on REcolorado.com

Log into REcolorado.com from the "Professional Login" **1** to access "CONNECT"

- Click **"Recolorado.com Agent Admin"** **2**

- Enter your REcolorado user ID in both the "**Login Name"** and "**Password"** **3**

- Click **"Login"** **4**

Save Properties for a Client on REcolorado.com

- Click **"Customer/Client"** 5

RE COLORADO®

My Profile

Welcome Beta27 Tester27

Customer / Client 5

Agent / Employee

My Website

- Click **"Clients"** 6
- Click on the clients first name who's record you wish to access 7

RE COLORADO®

My Profile | Help | Logout

My Profile

Customer / Client

Clients

Agent / E... 6

My Website

Tools

Reports

Client List for Beta27 Tester27

Add New Client

First Name:		Last Name:		Email:		Area Of Interest:	
☐ Buyers	☐ Sellers	☐ Active	☐ Inactive	Last Login ▾		Clear	Search

# of records: 7

Results per page 20 ▾

☐	**First Name**	**Last Name**	Sell My Home	**Email**	**System Status**	**Type**	Phone	Area Of Interest	**Last Login**	Edit
☐	Stacy	Anderson Oakes		stacyoakes@gmail.com	Active				03/03/2016	✎
☐	Jane	Buyer		buyerjane@metrolist.com	Active	Buyer			10/27/2014	✎
☐	Jill 7	Buyer		jillbuyer@buyer.com	Active	Buyer			10/24/2014	✎

You will be presented with the Clients Summary Information page

RE COLORADO®

My Profile

Customer / Client

Clients

Agent / Employee

My Website

Tools

Reports

Client Summary Information

Client Info	Edit

Name: Jill Buyer
Address:

Email: jillbuyer@buyer.com
Other Contact:
Client Status: Active
System Status: Active
Buying: Yes
Selling: No
Notification Frequency: Every Hour

Mobile Carrier:
Area of Interest:
Last Logged In: 10/24/2014 4:40:00 PM

Saved Search Delivery: None
Saved Property Delivery: None

Disassociate This Client

Client Log	View

Click the "View" button to access the log history for this client.

Saved Searches	Add

The client has no saved searches.

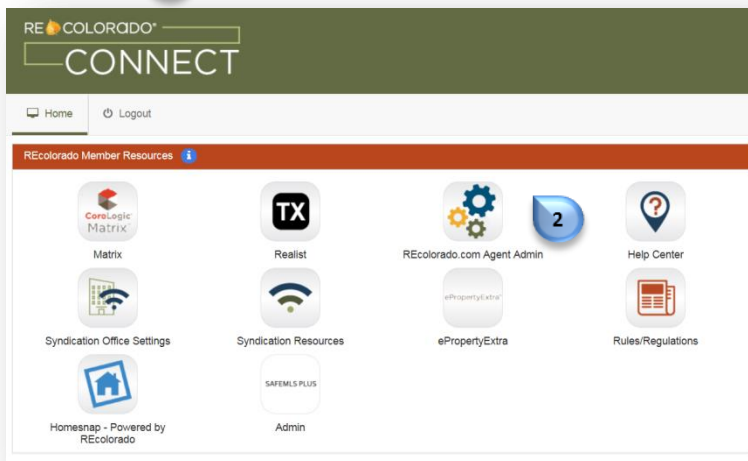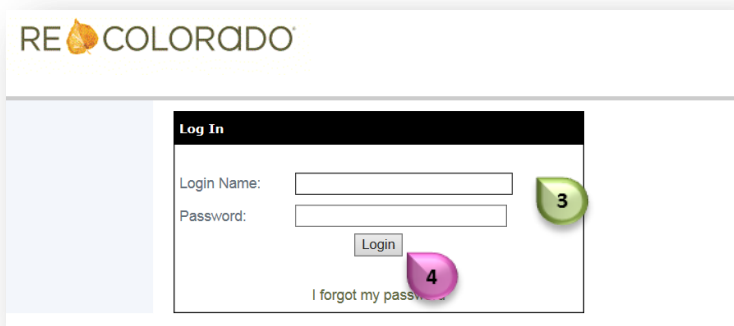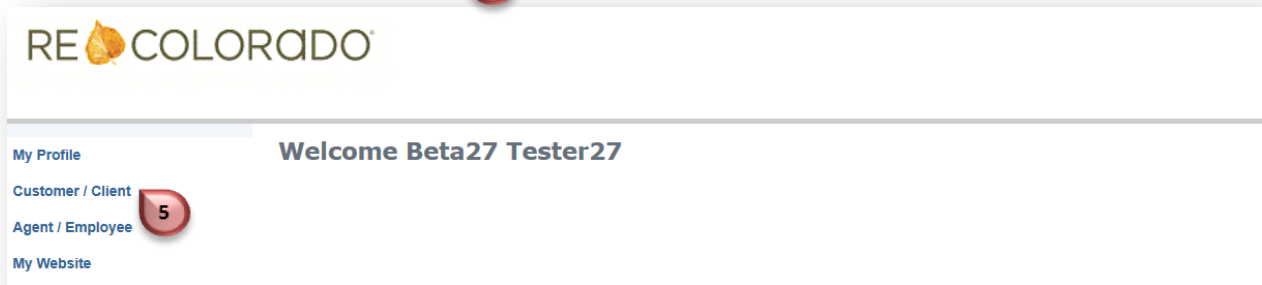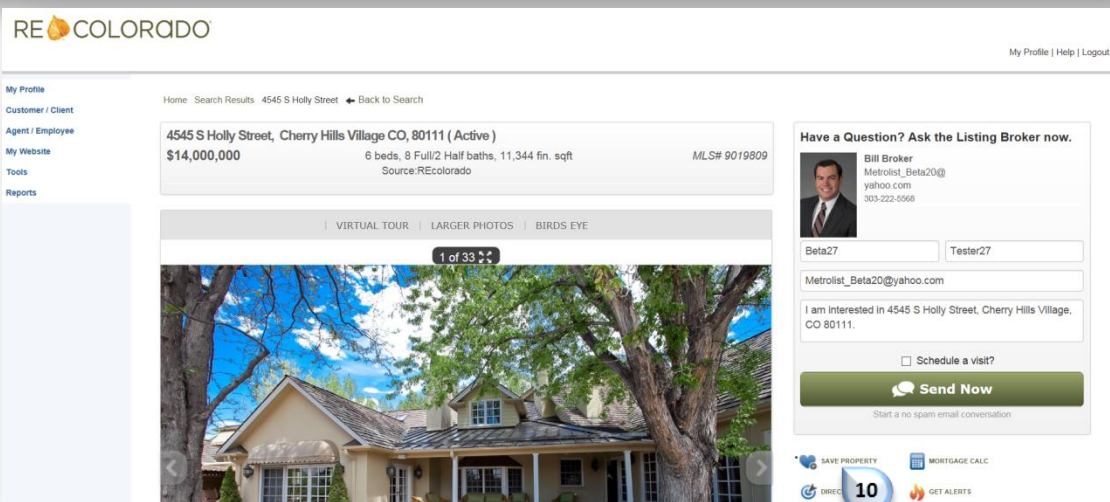# Save Properties for a Client on REcolorado.com

Click **"Add"** 8 in the Save Properties section

Saved Properties	Add
The client has no saved properties.	

8

Enter search criteria 9

From the results you can save a property from the thumbnail or the full property details by clicking on **Save Property** 10
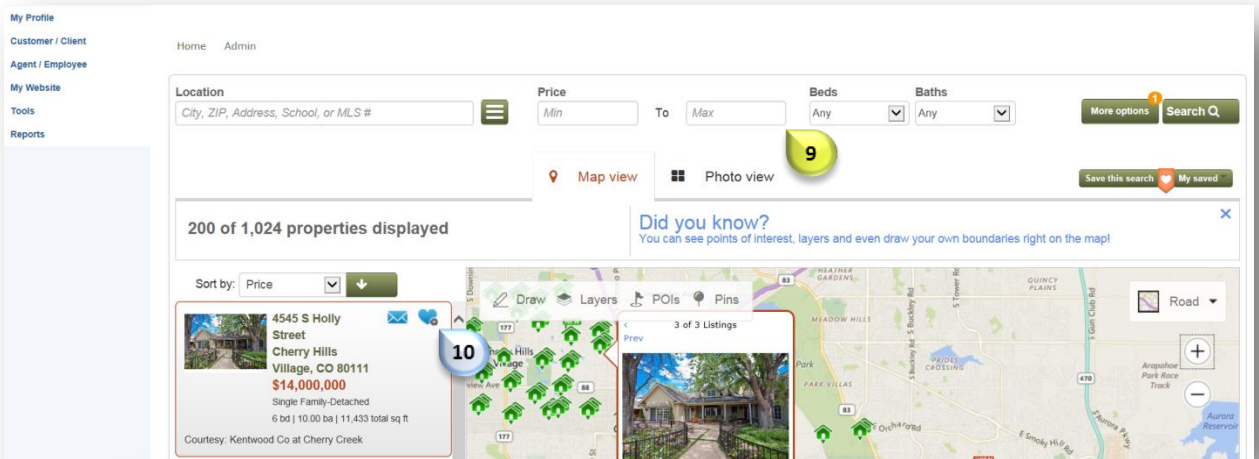
Save Properties for a Client on REcolorado.com

- Select notification options **11**
- Click **"Save"** **12**

Save this property

When you save this property we'll send you email alerts when changes occur. Save more properties to keep track of all of your favorites to share with your REALTOR®.

4545 S Holly Street
Cherry Hills Village, CO 80111
Price: $14,000,000

Enter notes for this property

Email client when

☐ The price changes
☐ The status changes
☐ Photos are added
☐ Virtual tours are added **11**
☐ Open houses are scheduled

☐ CC me on client email

Listing courtesy of: Kentwood Co at Cherry Creek

Cancel   **Save**   **12**