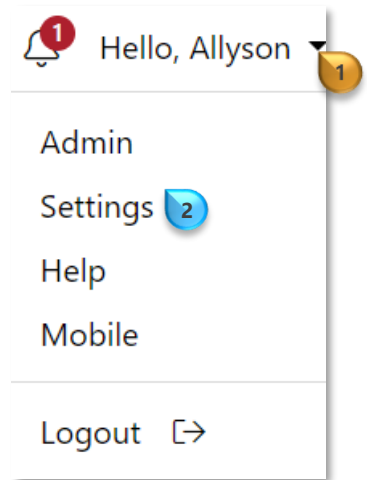


How to Activate Client Portal Activity Notifications

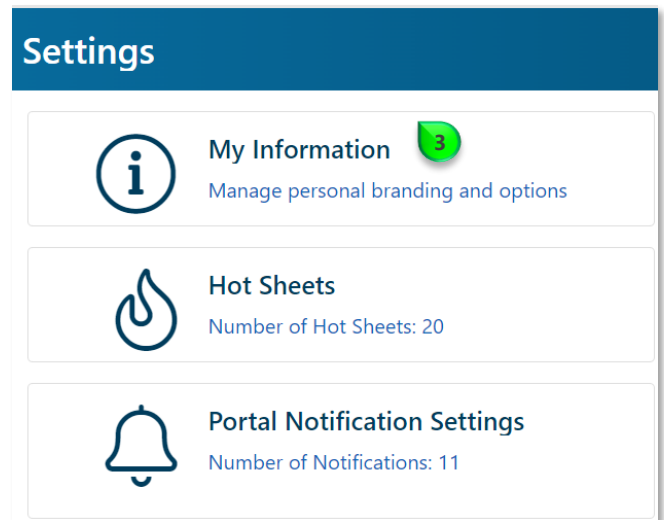
Matrix allows users to set up email and/or text *notifications* when customers are active in their *Client Portal*.

Click the *expand collapse arrow* next to your name 

Select "**Settings**" 



Click "**Portal Notification Settings**" 



Go to Next Page:

How to Activate Client Portal Activity Notifications

? Enter Shorthand or MLS#

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 type="checkbox"/>	<input type="checkbox"/>
Saves a Favorite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removes a Favorite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saves a Possibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removes a Possibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discards a Listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Un-discards a Listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adds Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saves a Search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visits Portal First Time	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 RECO@matrixemailer.com

Mobile Phone Number:

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**"

Go to Next Page:

How to 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 REcolorado@matrixemailer.com

Mobile Phone Number:

Cellular Provider:

[Click here to edit your cellular information](#)

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

Enter your **"Mobile Phone Number"** 7

Click the *expand collapse arrow* and select your **"Cellular Provider"** 8

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 REcolorado@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 REcolorado@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number: 3035555555

Cellular Provider:

[Cancel](#) [Send me a verification code.](#)

[Back to Settings](#)

Powered by **matrix** © 1998 Matrix

Company. All rights reserved. Information deemed reliable but not guaranteed. All rights reserved. Terms of Use.

Click **"Send me a verification code"** 9

Once received, type the verification code in the **"Enter Code"** field 10

Click **"Save my cellular information"** 11

Click **"Save"** 12

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 REcolorado@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 REcolorado@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number: 3035555555

Cellular Provider:

Enter Code:

[Cancel](#) [Save my cellular information](#)

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