



H3MLS Virtual Office Website

Set up and Customization Manual



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MLS PIN Support and Customer Service

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Virtual Office Web (VOW)

A Virtual Office Web site is a new way to conduct business. NAR (National Association of Realtors) defines a VOW as "Internet sites operated by MLS participants through which they conduct online brokerage, enabling them to establish relationships and work with clients and customers in cyberspace in ways similar to how real estate professionals interact with clients and customers in a "brick and mortar" environment. Consumers accessing VOWs can search and view basic MLS listing data or request information or your services. A VOW can be a website or a page on a website." To gain further knowledge and understand the rules of using VOWs, please consult the MLS PIN Rules and Regulations (Section 10.3).

The Virtual Office Web function of the Utilities system in H3MLS is used to customize your VOW which is hosted by MLS PIN. The screen that appears is an editable version of your Virtual Office Web site. An example is found below:

The screenshot displays the Virtual Office Website Tool interface. At the top, there is a navigation bar with icons for Home, Clients, Listings, Search, and Tools, along with Help and Log Out links. Below this is a sub-navigation bar with options like Website Options & Settings, Image Gallery, and Load Theme. A warning message states: "You have not defined an 'IDX Search Area' therefore your 'Search for Homes' page will not work. To define an IDX search area, click here." Another warning message states: "You have not defined an 'VOW Service Area' therefore your 'Client Sign-up' page will not work. To define an 'VOW Service Area', click here." The main content area is divided into a left sidebar and a main editing area. The sidebar contains a profile picture of a woman, a list of menu items (Home, Search for Homes, Featured Listings, Client Login, Sign Up Now, Your Home's Value, Contact Me, Mortgage Calculator), and contact information for H3 Student (MLS Property Information Net, 904 Hartford Turnpike, Shrewsbury MA 01545, Email: training@mlspin.com, Privacy Policy). The main editing area shows a "Link Options" form with a "Save" button, radio buttons for "Active" (selected) and "Inactive", a "Link Name" field containing "Home", and another "Save" button. Below this is a "Header" field and a "Section #1" field. The main content area displays a welcome message: "Welcome to the H3 consumer web site! Here you'll be able to obtain information on properties that have been matched to you by our automated system." and a "+ Add a New Section" link.

Virtual Office Website Tool screen

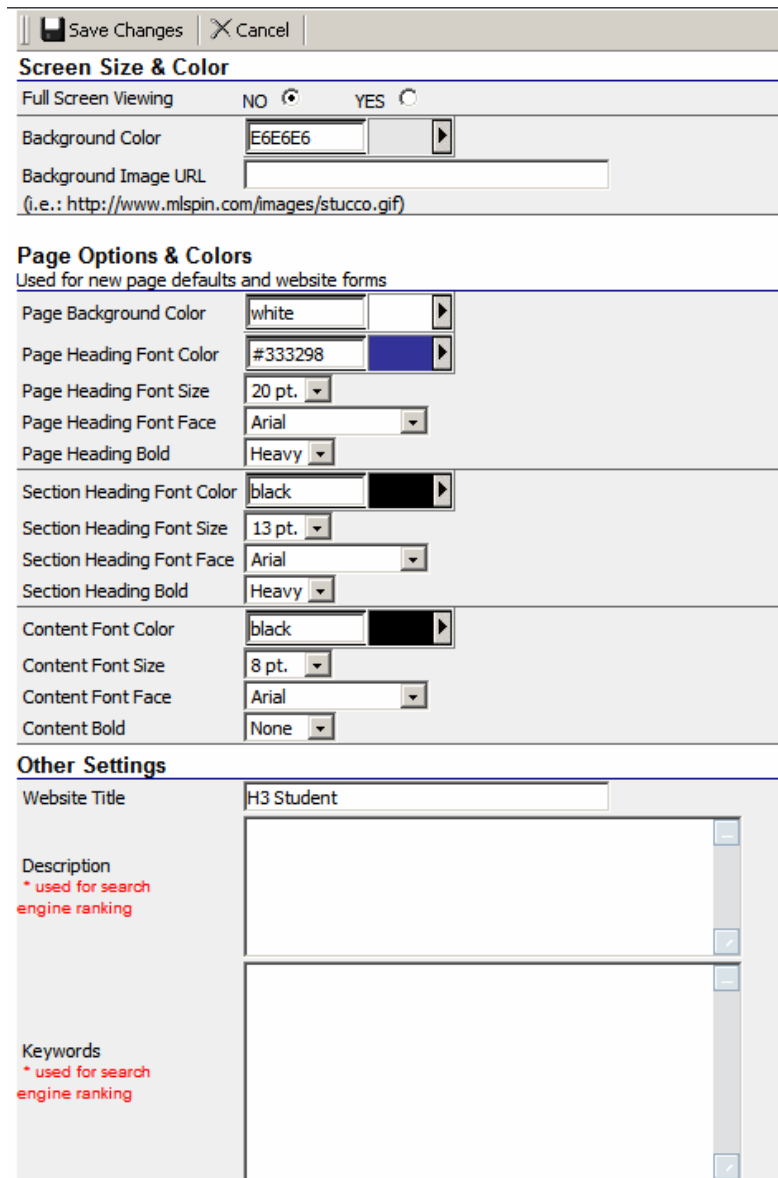
Command Bar Options

The command bar contains three links to set up global information for the Virtual Office Website. An example of the command bar is below:



Virtual Office Website Tool screen Command Bar

- **Website Options & Settings** – When left clicked, this option opens a new window to modify the global font settings used on the VOW, background color or image settings, and search engine parameters.



Website Options & Settings screen

- **Screen Size & Color** section sets the global background color or image as well as whether or not to stretch the VOW to match the amount of space allotted by the visitor in their browser window.
- **Page Options & Colors** section sets the global font settings that the VOW will use throughout the website. To change a color, either type the color name in the white box or click on the right arrow to open a palette window which selects a color by clicking on a color with the left mouse button.
- **Other Settings** section sets what will be displayed in the title bar of a visiting browser to the VOW. It also is where Keywords may be entered, separated by commas, which search engines (such as google.com) will then add to their databases. The Description is a short paragraph describing the purpose of the website to inform consumers who use a search engine what they will accomplish by visiting the VOW.
- **Image Gallery** – When left clicked, this option opens a new window that will allow the user to upload any images which then can be utilized in any page of the VOW. MLS PIN will store the images and thus, allots approximately 1 megabyte to each agent for storage purposes.

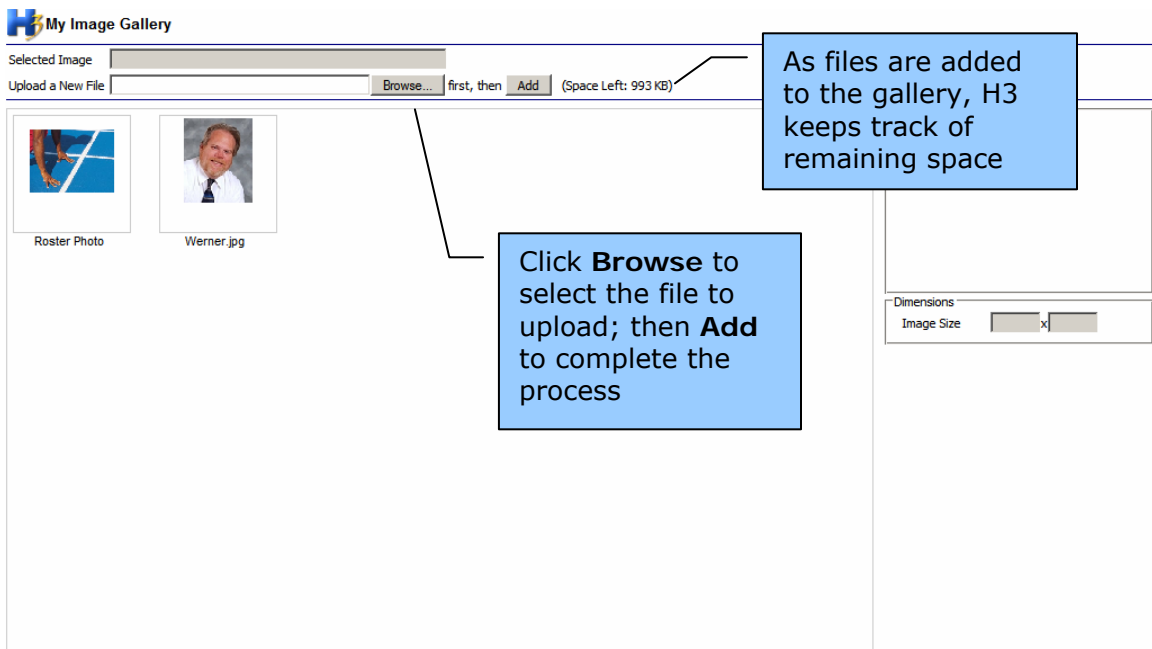
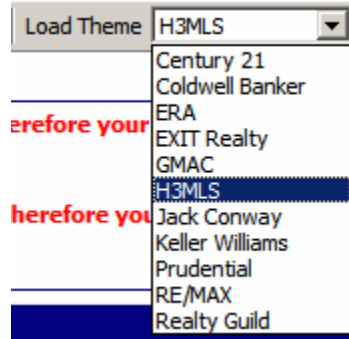


Image Gallery Screen

- **Load Theme** – This drop-down box will present a list of company names. Selecting one of the company names will automatically set a theme for the VOW to utilize. This sets the global colors in the website options and settings link to match the selected company’s color set. It will also place a logo upon the Client Results page (shown later).



Load Theme drop-down box

- Right under the command bar, there is the link to the live VOW. At any time, clicking on this link will open a new window displaying the VOW. Changes made to the VOW affect the website within 5 minutes. This link is handy to see the changes in the live website.

There may also be warnings displayed informing the user that it is required to set certain features prior to activating the **Sign up Now** or **Search for Homes** links. This will be discussed later in this manual.

Modifying the Website

The left side of the display offers the ability to change as well as add components to the VOW.

The diagram illustrates a website interface with several components and their functions:

- Website Header Component:** A red grid-patterned bar at the top.
- Side Menu Component:** A blue grid-patterned vertical bar on the left containing a photo of a woman and a list of menu items: Home, Search for Homes, Featured Listings, Client Login, Sign Up Now, Your Home's Value, Contact Me, and Mortgage Calculator.
- Contact Information Component:** A green grid-patterned box containing the text: H3 Student, MLS Property Information Net., 904 Hartford Turnpike, Shrewsbury MA 01545, Email: training@mlspin.com, and a [Privacy Policy](#) link.
- Website Footer Component:** A yellow grid-patterned bar at the bottom.
- Service Area Component:** A light blue grid-patterned bar at the very bottom.

Annotations on the left side explain the functions of various icons:

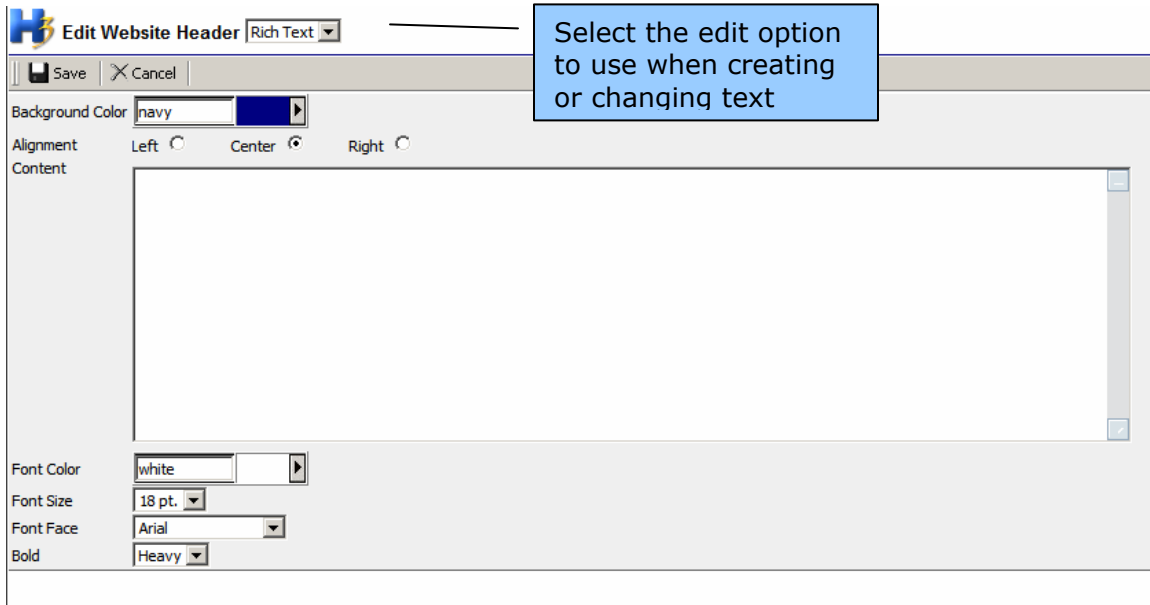
- Putting the mouse pointer over any icon will display its function.
- Click to edit the Side Menu photo on the VOW.
- Click to add a New Page or Link to the menu.
- Clicking on a pencil opens a new window to edit the associated VOW component.
- Clicking on a minus (-) symbol will Hide the associated VOW component and change the symbol to a plus (+).

Website Header Components

The Website Header Component creates a global header for the VOW. For example, a Welcome message can be displayed for all visitors to read.



Either clicking on the pencil in front of **or** in the component to be changed will open a new window which is used to edit the information.

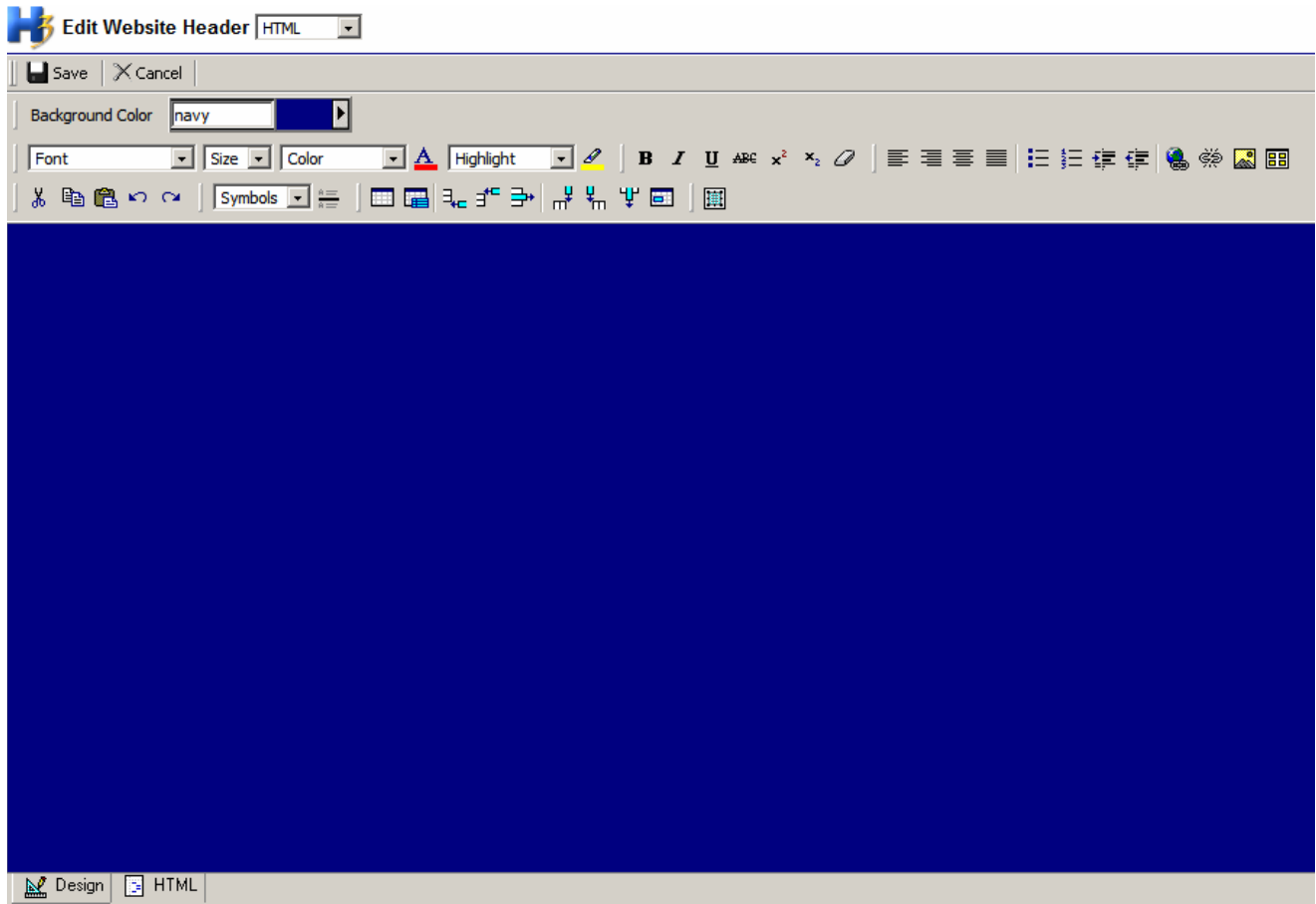


Rich Text Edit screen

Most components on the VOW can be completely changed to display whatever is desired. First we will look at this type of change. H3MLS offers two edit options for setting most text based pages of the VOW; Rich Text or HTML. The options are chosen through the drop-down box next to the label of the screen. (In the screen above, the label is **Edit Website Header**)

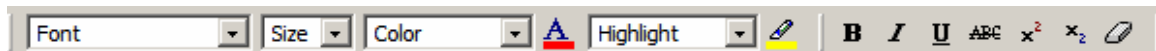
- **Rich Text** – As can be seen in the example screen above, this is a simple style of editing or entering text in the VOW. By following the labels, set the values to the desired color or font attribute; set the Alignment as desired and type in the Content box the text to be displayed. Clicking on the **Save** link will close the window and display the changes in the preview as well as update the VOW. **Cancel** discards any changes made.

- **HTML** – If selected, the HTML style provides a more robust environment to change or create the selected component of the VOW. The screen which appears is very similar to that found in word processors, such as Microsoft Word. See the example screen shot below. Please note that some browsers will not offer the HTML option as they are incompatible with the function at this time.








HTML based Edit screen


- **Font Settings button group** – This group controls the font display settings. An explanation of the buttons follows the screen below.



- **Font** Drop-down box will set the Font Face.
- **Size** Drop-down box will set the Font Size. The higher the number, the bigger the text.
- **Color** Drop-down box will set the Font Color; alternatively clicking on the button of the letter A underlined in Red will present a palette of color choices to select and set the Font color.
- **Highlight** Drop-down box will set the Highlight Background color of the selected text; alternatively clicking on the button of the highlighter underlined in Yellow will present a palette of color choices to select and set.

- The **B**, **I** and **U** buttons set or will perform on selected text **B**old, **I**talicize or **U**nderline.
 - The **ABC** button sets or will perform on selected text a strikethrough effect.
 - The **X²** button sets or will perform on selected text a superscript effect while the **X₂** button sets or will perform on selected text a subscript effect.
 - The **eraser** button clears all formatting on the selected text and restores it to the default settings.
- **Paragraph Settings Button Group** – This group controls the paragraph display settings. Each setting is described below.
 -  - This set of buttons select the justification of the paragraph (or selected text) to Left, Right, Center or Full.
 -  - This button begins the creation of a Bulleted list.
 -  - This button begins the creation of a Numbered List.
 -  - This set of buttons select whether to indent or outdent the paragraph (or selected text)
 - **Special Formatting Button Group** – This group edits special functionality to be included in the component of the VOW. Each setting is described below.

-  - This button creates a link to another website or to edit a selected link already in place. To create a new link, first select text within the page to be a link, then click on this button. If creating a new link, the following screen will display. Enter the web address, the Alt. Title to display for the link (this is text that will pop up when a mouse is hovering over the link) and the target location to display the link once clicked upon by the visitor reading the information. The Target should be set to New Window or Top Frame.


 **Link Editor**


Link Properties

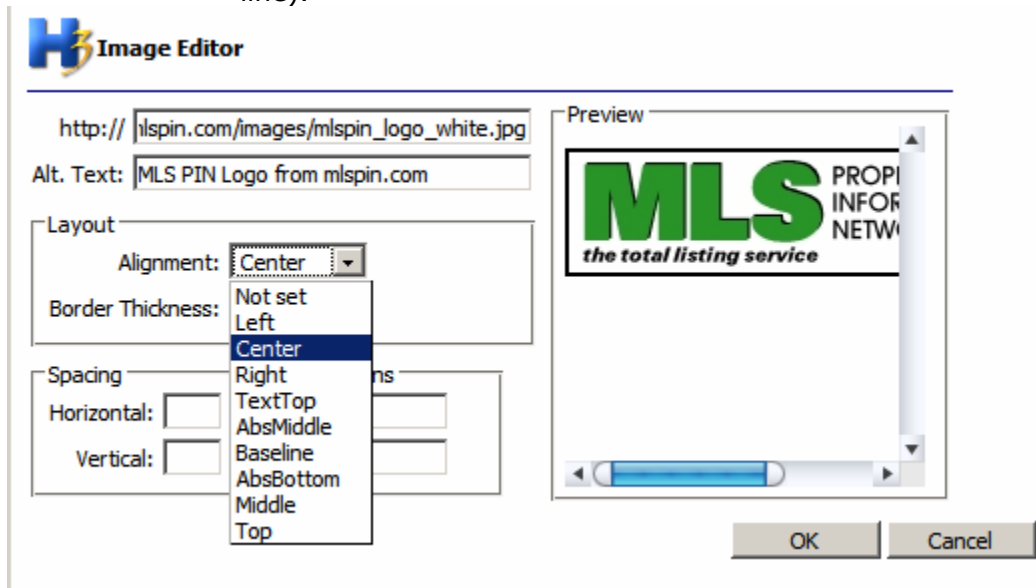
http://


Alt. Title

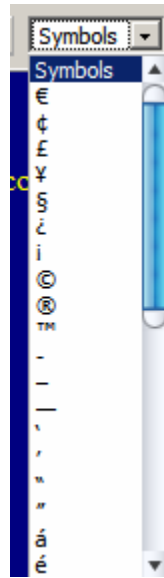
Target

-  - This button will remove a selected link from the component of the VOW.

-  - This button will insert an image that is linked from another website or edit an existing image on the component. This feature requires that the image is stored on the internet not associated with the Image Gallery. The screen below shows the logo for MLS PIN as it is stored at mlspin.com. The Layout box allows for the placement of the image in regards to text within the component of the VOW. Border Thickness will place a box around the image the thickness of which is a number (higher the number, the thicker the line).



-  - This button will open the Image Gallery window to select an image to use in the component of the VOW. Once an image is inserted in this manner, to edit the image, select the image and then click on the Image Editor Button described above.



- - The **Symbols** Drop-down box will allow the insertion of special symbols used in foreign languages or to denote trademarks or copyrighted material. Place the cursor where the symbol should be and then select it from the drop-down box.




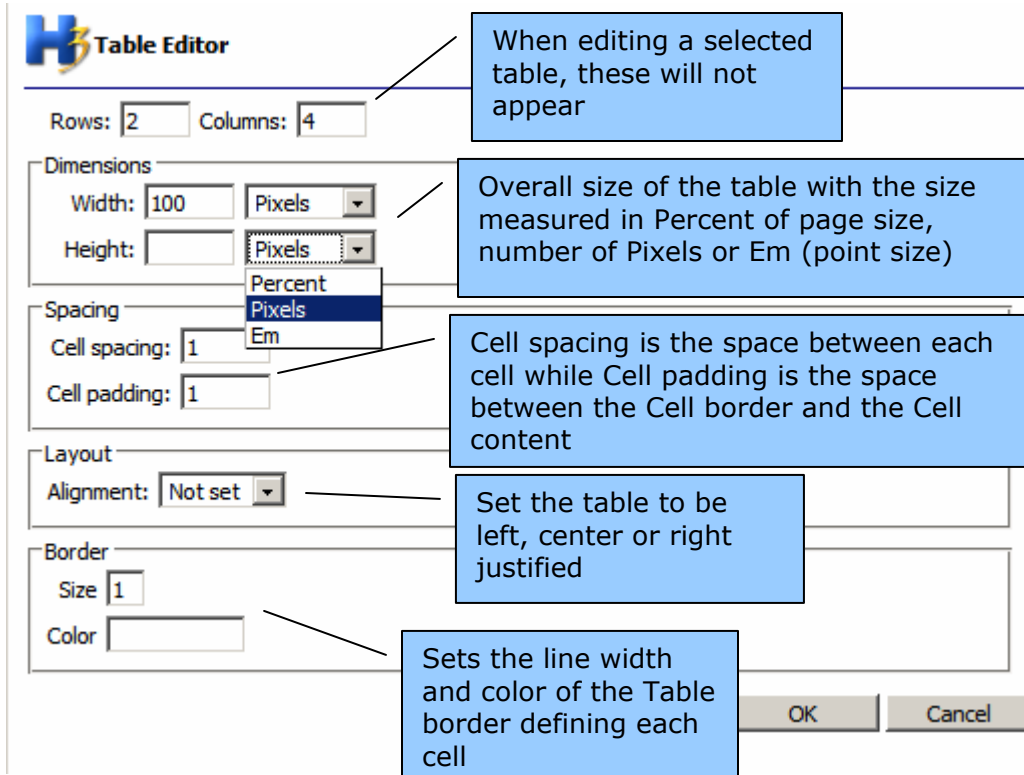
- - This button will insert a separator line into the component at the cursor point.

- **Text Editing Buttons Group** – This standard button group will allow for selected text to be Cut, Copied or Pasted as well as Undoing or Redoing actions.



- **Table Buttons Group** – This group of buttons will insert or edit a table within the component of the VOW. Tables, which are made up of rows and columns that form cells, can be utilized to organize information into a more well-designed and laid-out display. If desired, there are many tutorials on using Tables in word processors on the internet. Do a Google search using keywords of 'word tables'.

-  - The first two buttons in the group Insert a new table or Edit a selected table. Both buttons will open a new window which allows the definition or changing of a table.



H3 Table Editor

Rows: Columns:

When editing a selected table, these will not appear

Dimensions

Width:

Height:

Overall size of the table with the size measured in Percent of page size, number of Pixels or Em (point size)

Spacing

Cell spacing:

Cell padding:

Cell spacing is the space between each cell while Cell padding is the space between the Cell border and the Cell content

Layout

Alignment:

Set the table to be left, center or right justified

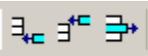

Border


Size

Color

Sets the line width and color of the Table border defining each cell

OK Cancel

-  - These buttons will insert a row **Before** or **After** the current cursor location within the table. The third button in this group will **Delete** the currently selected row.
-  - These buttons will insert a column **Before** or **After** the current cursor location with the table. The third button in this group will **Delete** the currently selected column.

-  - This button allows the changing of a cell's properties within a table. Clicking this button will open a new window as seen below.

H3 Table Cell Editor

Dimensions

Width: Pixels

Height: Pixels

Lay-out

Vertical Alignment:

Horizontal Alignment:

Word Wrapping: On Off

Background

Color:

Image URL:

Border

Size: px

Style:

Color:


OK Cancel

The size of the selected Cell is changeable in the same manner as the table was described earlier

Vertical alignment sets the content of the cell to be Top, Middle, Baseline or Bottom. Horizontal will be Left, Center, Right or Justify.

The Background of a cell can be set to a specific color or an image stored at an internet location

The line around a cell can be modified by setting a size, Color and Style. The Style box offers a variety of different line types

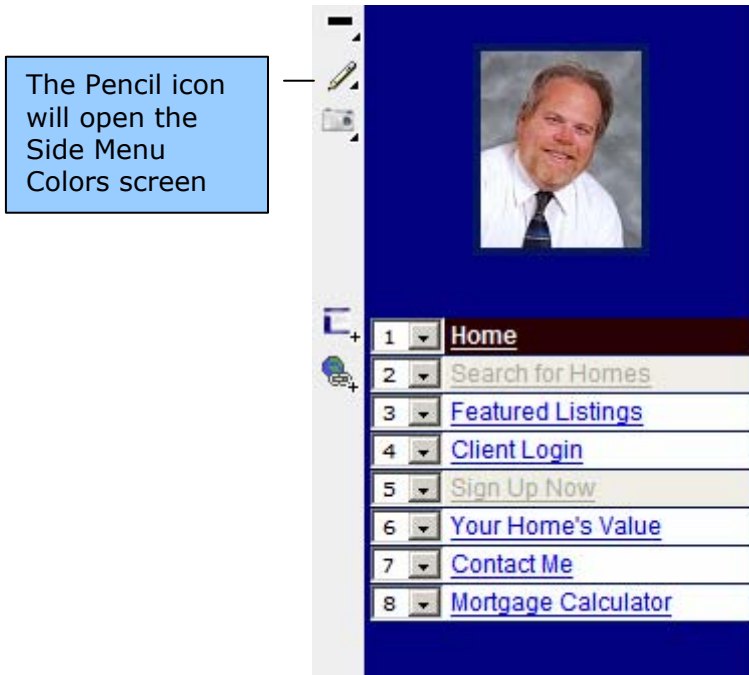
-  - The final button is the **Select All** function which selects everything in the component to easily delete or change font settings, etc.

The majority of components of a VOW (The Header, Footer or body of a page, for example) can be modified by using the functionality discussed over the past few pages.

Tip: Any HTML or Microsoft Office software such as Word or Excel can be copied and pasted into the HTML editor. The editor will attempt to maintain the formatting that was used in the other location. Be aware though, that images may or may not copy over properly!!

Side Menu Component

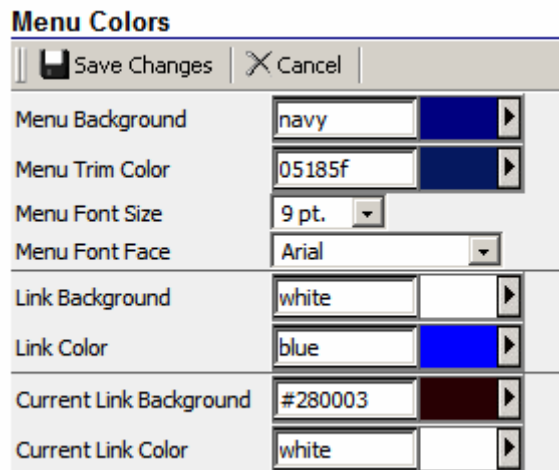
The Side Menu component contains the Side Menu Picture and the menu of links that a consumer has access to click on when visiting the Virtual Office Website.



Side Menu Component

Side Menu Colors

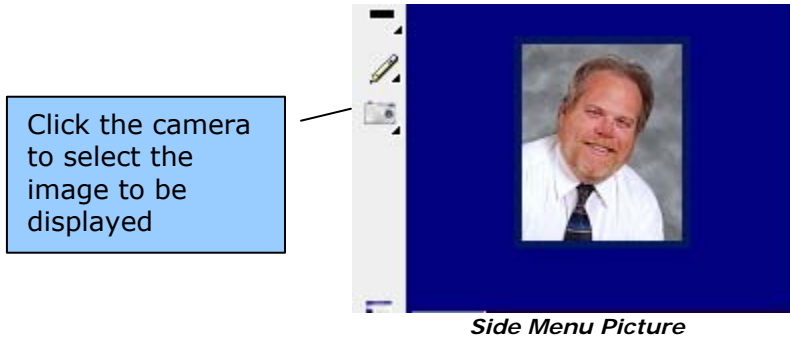
To edit the colors and fonts used by the Side Menu Component, click on the Pencil to the left of the Picture. The following window will open to change the colors and font settings used.



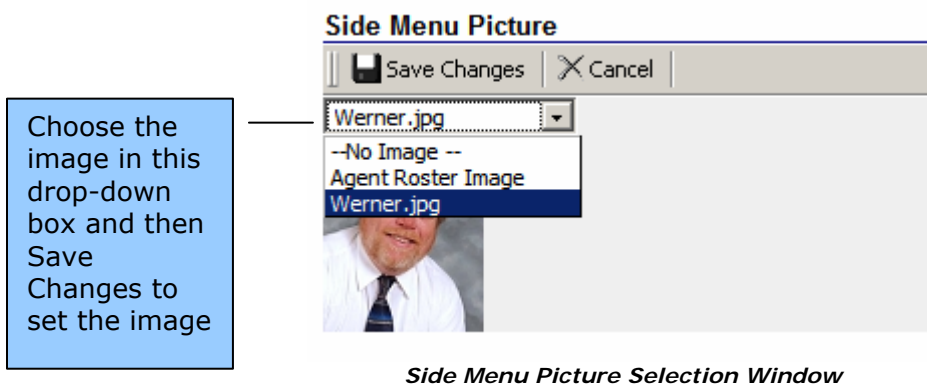
Side Menu Colors Screen

Side Menu Picture

The Side menu picture can be changed to any image store in the Image Gallery, the Agent Rosters image or No image. Click on the current picture or the icon of the camera to the left of the photo to open a new window which allows the selection of the image.



The following example shows the window that will appear when the camera or current image is clicked.

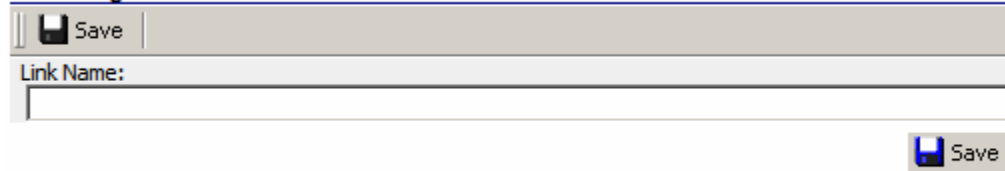


Add a New Page

To add a new web page to the VOW, click on the icon of a web page to the left of the menu. It will open a new window where the Link Name must be entered and then saved.



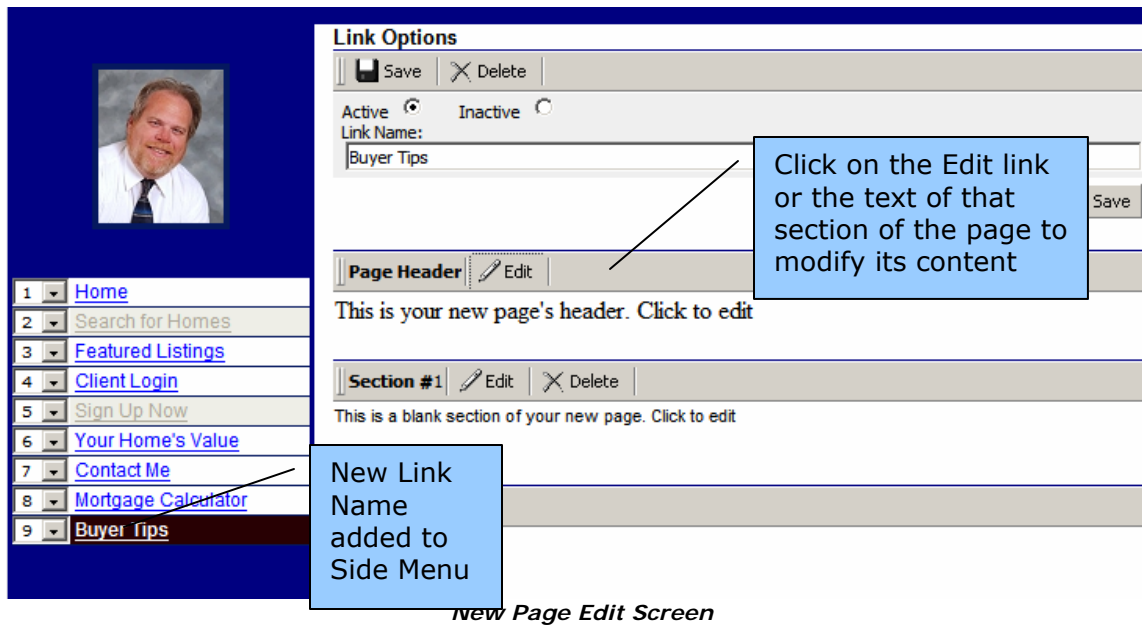
New Page



A screenshot of a window titled "New Page". The window has a light gray header bar with a "Save" button on the left. Below the header is a text input field labeled "Link Name:". At the bottom right of the window is another "Save" button.

Add a New Page Window

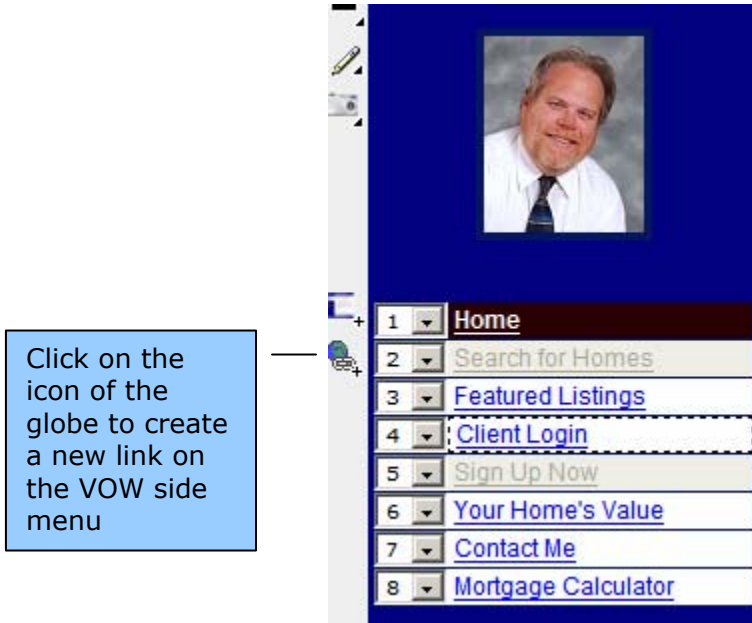
Once the Link Name has been entered and saved, the screen will close and a new menu item will be added using the Link Name. The Right side of the screen will now present the ability to enter the information to be displayed whenever the new Link Name is selected from the menu.



Refer to the **Website Header Component** section of this manual to review how to edit Text or web pages. The **Add Section** button will create additional text sections for the Link involved. This is especially helpful when using the Rich Text editing function as it holds the ability to create new Headers for each Section.

Add a New Link

To add a Link to any web page on the internet, click on the icon of the globe to the left of the Side Menu. This will open a new window as seen below.



New Link

A screenshot of a "New Link" dialog box. At the top left is a "Save" button with a floppy disk icon. Below it are two text input fields: "Link Name:" and "Link to:". The "Link to:" field contains the text "http://". At the bottom of the dialog are two radio buttons: "Frame in link" (which is selected) and "Open link in new window". At the bottom right is another "Save" button with a floppy disk icon.

Add a New Link Window

In the appropriate boxes, type in the Link Name to be displayed in the Side Menu and then the web address of the web page to open whenever the menu item is clicked. Choose either **Frame in link** or **Open link in new window**. This will effect whether the web page will be displayed in the main screen of the VOW or opened in a separate browser window on top of the VOW. Click the **Save** button to finish and place the new Link on the Side Menu.

Edit an existing Side Menu item

In the Side Menu itself, clicking on any entry will display to the right of the menu the current content of that page at the VOW. This is so the information can be changed. It is also possible to change the location of an entry in the Side Menu by clicking in the drop-down box in front of the entry. The number represents the current location in the menu. Changing this number will cause the entry to either rise or fall in the Side Menu as desired.

Link Options

Save

Active Inactive

Link Name:
Home

Save

Page Header Edit

Section #1 Edit Delete

Welcome to the H3 consumer web site!
Here you'll be able to obtain information on properties that have been matched to you by our automated system.

Add Section

Home entry Link Options page

To Edit or add new information to an entry, click on the appropriate Edit link. Refer to the **Website Header Component** section of this manual to review how to edit Text or web pages.

Contact Information Component

The Contact Information component of a VOW contains the Agent's contact information. To edit this information, click on the Pencil icon to the left of the Agent name.

Click the Pencil icon to edit the contact information displayed on the VOW

H3 Student
MLS Property Information Net.
904 Hartford Turnpike
Shrewsbury MA 01545
Phone: 508-845-1011
Toll Free: 800-695-3000
Fax: 508-845-7820
Email: training@mlspin.com

The following window will appear to change the contact information.

H3 Contact Information

Save Changes Cancel

Font Color white

Font Size 9 pt.

Font Face Arial

Bold Heavy

Name & Address
H3 Student
MLS Property Information Net.
904 Hartford Turnpike
Shrewsbury MA 01545

Phone

Toll Free

Cell Phone

Fax

Email training@mlspin.com

[To edit your email, go to: TOOLS >> Options & Settings](#)

Contact Information Edit Window

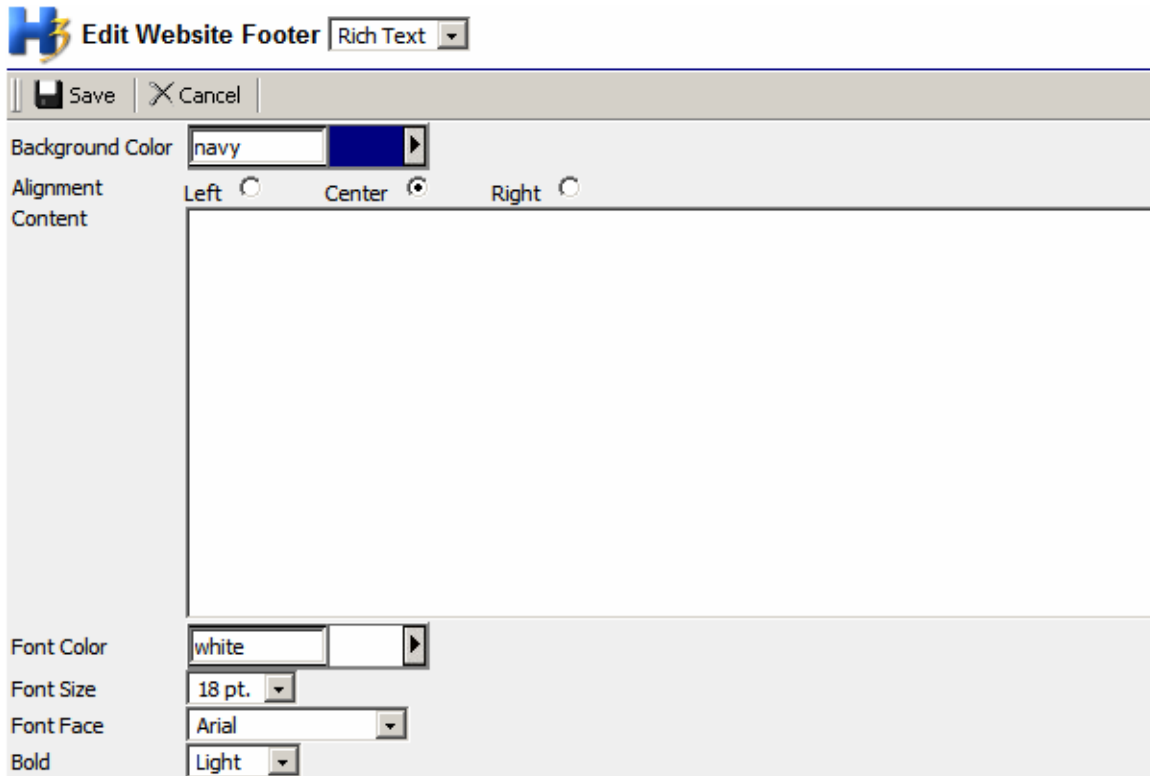
As described earlier, change the Font values if desired; the Name & Address box will contain the Agent's name and Office name/address. Enter the appropriate values for the phone boxes provided. **Save Changes** to accept or **Cancel** to ignore.

Website Footer Component

The Website Footer Component will create a global default Footer at the bottom of the VOW. A slogan or statement can be placed in this component to be read by the visitor.



Click on the pencil to the left of the Website Footer Component to edit the values. The following window will open.

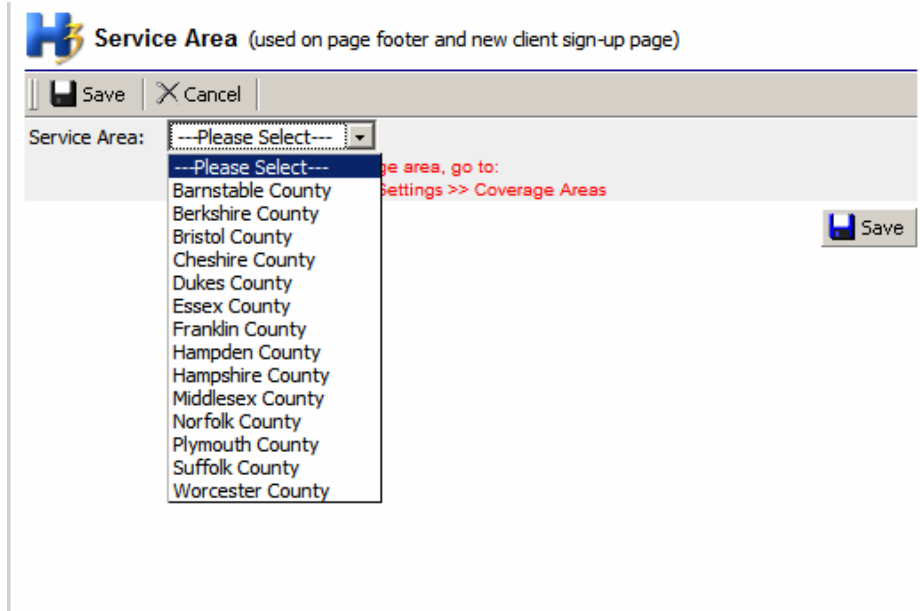


Website Footer Edit Window

Refer to the **Website Header Component** section of this manual to review how to edit Text or web pages.

Service Area Component

The Service Area Component displays the list of Towns (and Areas) that the Agent works. This component has a two fold purpose. Firstly it informs consumers of the locations that the agent is available; secondly, once set, it allows the activation of the **Sign up Now** link in the Side Menu Component. To edit the Service Area, click on the Pencil.



Service Area Component Edit Window

Any Coverage Areas created by the Agent in Options and Settings will also display in the drop-down box of Service Areas. Select the appropriate coverage area and then click a Save link. The list of towns in that coverage area will now display at the bottom of the VOW.

H3 Student
MLS Property Information Net.
904 Hartford Turnpike
Shrewsbury MA 01545

Phone: 508-845-1011
Toll Free: 800-695-3000
Fax: 508-845-7820
Email: training@mlspin.com

[Privacy Policy](#)

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IDX Search Options

This utility modifies the colors and font settings of the IDX Search screen of an agent's Virtual Office Website (VOW). Earlier in this manual, it was discussed in detail how to modify the colors and font settings for the VOW and the same procedures are used for this screen as well. If the **Search for Homes** link was disabled in the VOW **Side Menu Component**, then there is no need to use this utility.

Also, note across the IDX Search Options screen the system displays the URL (Web Address) for **your** IDX Search Page and the Featured Listings Page. This is useful if you have your own website and wish to inform your Web Designer of the addresses.

There are five options which modify different portions of the IDX Home Search function; **Set Global Options**, **Search Page**, **Results Page**, **Details Page** and **Featured Listings**. The following screens illustrate what each option will affect.

Search the Multiple Listing Service for Property

Content © 2003 MLS Property Information Network, Inc.
IDX Home Search main screen

Property Search Results 7 matches.

Property ID	Property Type	Property Description	Price
30756549	ACT	5 room, 1 bed, 1 bath Garrison home in Shrewsbury x2	\$184,900
30773037	ACT	5 room, 2 bed, 1 bath Bungalow home in Shrewsbury	\$219,700
30743844	ACT	5 room, 3 bed, 1.5 bath Ranch home in Shrewsbury	\$239,000
30767446	ACT	5 room, 2 bed, 1.5 bath Ranch home in Shrewsbury	\$239,800
30773334	ACT	6 room, 3 bed, 1 bath Bungalow home in Shrewsbury	\$239,900
30713466	BUP	5 room, 2 bed, 1 bath Ranch home in Shrewsbury	\$239,900
30755574	ACT	6 room, 3 bed, 1 bath Cape home in Shrewsbury	\$250,000

IDX Property Search Results screen



The detailed report screen is modified by **Set Details**

[Large Photo](#)

Click on a thumbnail to view the larger version



Rooms: 5 Bedrooms: 1 Full Baths: 1 Half Baths: 0 Master Bath: N Fireplace(s): 0 Year Built: 1950	\$184,900 in Shrewsbury - Active Style: Garrison Acres: 0.3 Lot Size: 13068sqft Living Area: 715sqft Color: Gray
---	---

Listing Office Information
 Office: Fine Properties, Inc.
 Agent: Jane Fine

IDX Detailed Report screen

Again, most of the settings are similar to the VOW settings. If there are questions regarding font or color settings, refer to the Virtual Office Website manual. But, there are settings that are only used in the IDX Home Search function and these are discussed in detail below.

- **Set Global Options** – This option sets the Background color or image and the color of the IDX Home Search links.

Save Changes |
 Cancel |
 Hide Preview

Global Options

Full Screen Viewing NO YES

Background Color

Background Image URL

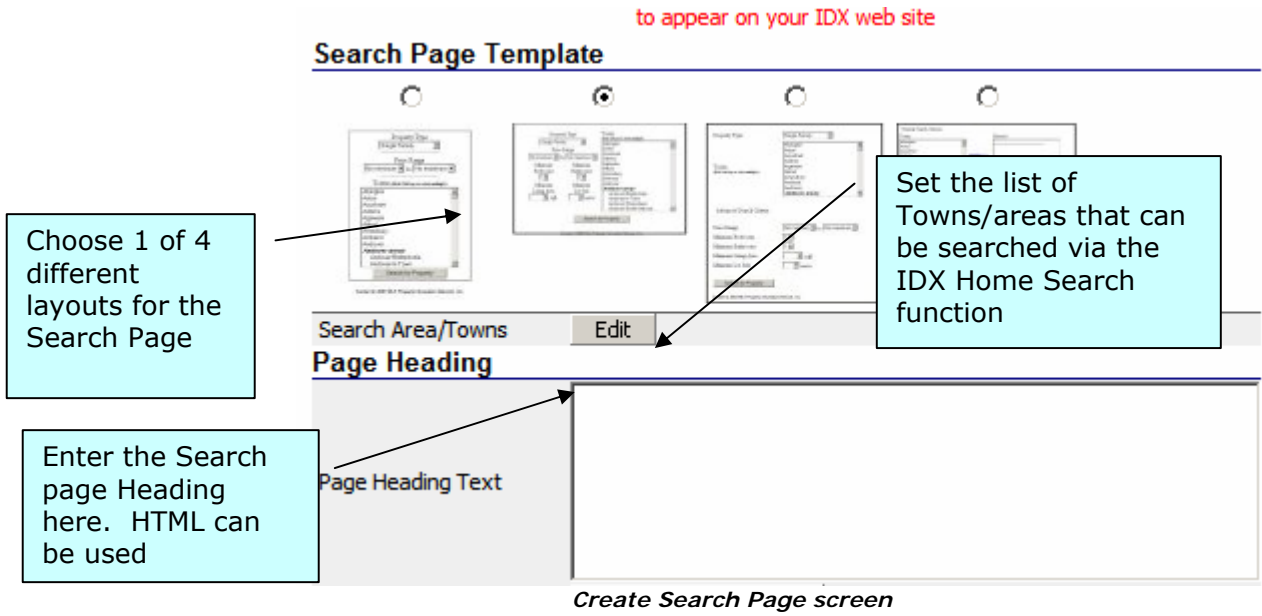
(i.e.: <http://www.mlspin.com/images/stucco.gif>)

Active Link Color

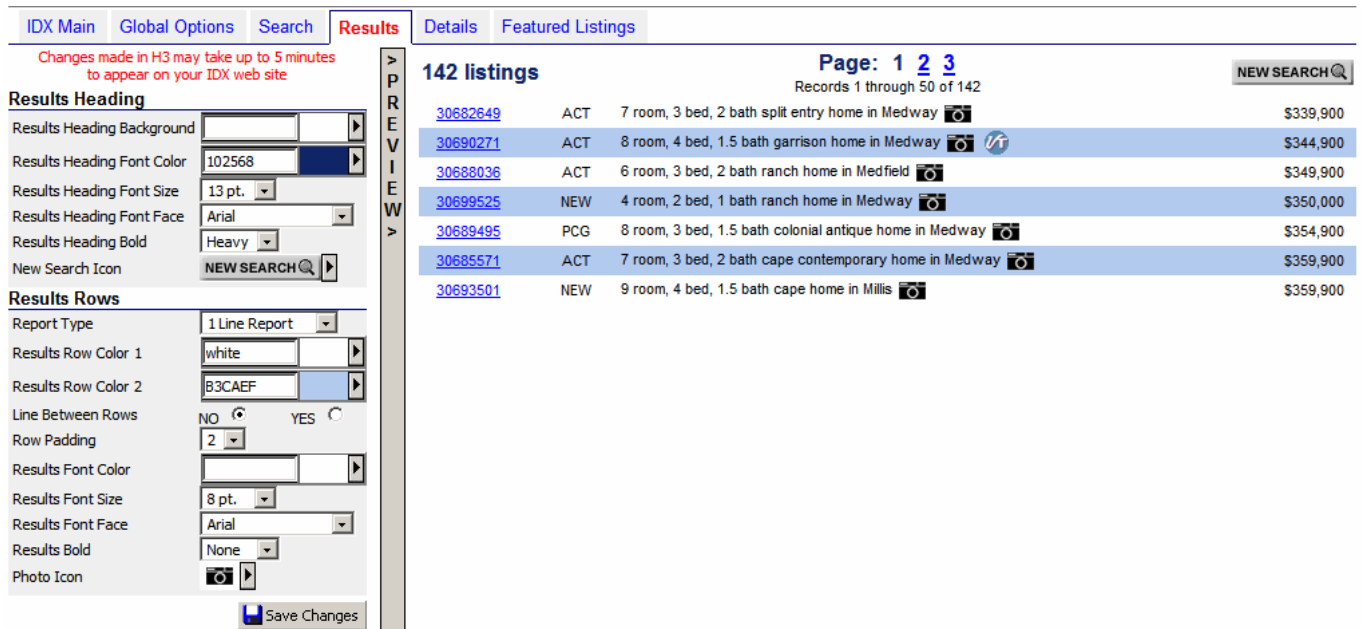
Visited Link Color

Set Global Options screen

- **Create Search Page** – This option sets the Search page Template, Heading and color/font values for the IDX Search screen. Below is an example of a portion of the Create Search Page screen.



- **Set Results Page** – This option sets the color/font values for the results screen. Below is an example of the Set Results Page.



- **Set Details Page** – This option sets the color/font values for the detailed report screen. It also determines which detailed report template to display.

Details Template



Enter the Detailed Page heading here. HTML may be used

Page Heading

Page Heading Font Color: 102568

Page Heading Font Size: 12 pt.

Page Heading Font Face: Arial

Page Heading Bold: Heavy

Set Details Page screen

- **Set Feature Listings** – This option sets the color/font values for Feature Listings as well as defining what a Feature Listing will be. Featured Listings are listings the Agent Lists, the Agent’s Office or Firm lists. A Featured Listing will be highlighted in some manner as set here in this screen whenever it matches a consumer search of when a consumer clicks on the **Featured Listings** Side Menu link on the VOW. Below is an example of the Set Featured Listings screen.

IDX Main Global Options Search Results Details **Featured Listings** Your Featured Listings Page is: <http://idx.mlsipn.com/viewlistings.asp?aid=TRAIN11>

Changes made in H3 may take up to 5 minutes to appear on your IDX web site

Featured Listings

Feature Listings For: My Office's Listings

Featured Icon: ★

Featured Row Color: #ff0000

List Separately: NO YES

Featured Heading Background: #ff0000

Featured Heading Font Color: #ff0000

Featured Heading Font Size: 13 pt.

Featured Heading Font Face: Arial

Featured Heading Font Bold: Light

My Listings

Show Public Report: NO YES

If 'YES', this will show only your IDX search the public report of listings where you are the listing agent.

Save Changes

Featured Listings

30698396 NEW 8 room, 3 bed, 2 bath split entry home in Millis \$379,000

142 listings Page: 1 2 3 Records 1 through 50 of 142 NEW SEARCH

30682649	ACT	7 room, 3 bed, 2 bath split entry home in Medway	\$339,900
30689271	ACT	8 room, 4 bed, 1.5 bath garrison home in Medway	\$344,900
30688036	ACT	6 room, 3 bed, 2 bath ranch home in Medfield	\$349,900
30699525	NEW	4 room, 2 bed, 1 bath ranch home in Medway	\$350,000
30689495	PCG	8 room, 3 bed, 1.5 bath colonial antique home in Medway	\$354,900
30685571	ACT	7 room, 3 bed, 2 bath cape contemporary home in Medway	\$359,900
30693501	NEW	9 room, 4 bed, 1.5 bath cape home in Millis	\$359,900

Marketing your VOW

Your VOW can serve as a marketing tool to the internet-using consumer. As can be seen from the functionality discussed in this manual, you can define your VOW to allow consumers to search for listings in your service area, add new links to services or informational websites, or create new web pages to pass on information about yourself, services or anything you desire. You can also set keywords and phrases for search engines on the internet to place your VOW as a result to a consumer's query.

It would also be helpful to have a domain name that is easy to type AND remember. As you are aware, your VOW's address is automatically created by the H3 system and is 'generic' in nature; `vow.mlspin.com/id=?11111`. Obviously, this is not an address to be placed on a business card for example.

MLS PIN does not offer web hosting or design services, but we can facilitate a custom domain name and associate it with your VOW. Below are steps to aid you in the process of setting up a custom domain name.

If you do not have a Domain Name reserved:

1. If you do not have yet have a FQDN (Fully Qualified Domain Name), you must register one with an official domain registrar. Use whichever company you find to be the most convenient. Most domain name companies such as Godaddy.com, Register.com, Network Solutions, and Yahoo.com provide domain name registration at very low cost. You do not need to purchase a website from this company since you will be using your VOW site instead.
2. After setting up your domain name with the registrar of your choice, have your registrar make a CNAME record (i.e. an alias) pointing to `vow.mlspin.com`. Some registrars may enable you to do this yourself, but if you are unsure, please contact your domain name company for help or instructions with this.
3. Send an e-mail to domainforwarding@mlspin.com with the subject "Please forward my domain" with your domain name and Agent ID somewhere in the body (please be sure it is spelled correctly). MLS PIN will usually complete the process for you within 24-48 hours of receiving your email.

If you already have a Domain Name, but no web site:

1. If you have already registered a domain name with a registrar, but have not set up a website, please have the registrar make a CNAME record (i.e. an alias) pointing to `vow.mlspin.com`. Some registrars allow you to change this yourself from their website, but if you are unsure please contact your domain name company for help or instructions with this.
2. Send an e-mail to domainforwarding@mlspin.com with the subject "Please forward my domain" with your domain name and Agent ID in the body (please be sure it is spelled correctly). MLS PIN will usually complete the process for you within 24-48 hours of receiving your email.

If you already have a Web Site:

1. If you currently have a website and wish to have www.yourdomainname.com to point to your MLSPIN VOW site, please ask your current web host to make a CNAME record (i.e. an alias) pointing to vow.mlspin.com. Some registrars allow you to change this yourself from their website, but if you are unsure please contact your domain name company for help or instructions with this. **Please be aware that this will make your CURRENT website unavailable, but leave your e-mail services with that company intact.** MLS Property Information Network does NOT handle e-mail services at this time. This means that you have the choice of leaving your e-mail services with your current web host, finding an e-mail hosting company, or using a different e-mail address in general.

2. Send an e-mail to domainforwarding@mlspin.com with the subject "Please forward my domain" with your domain name and Agent ID in the body (please be sure it is spelled correctly). MLS PIN will usually complete the process for you within 24-48 hours of receiving your email.