![REALCOMP - Data-driven, Results-focused MLS]

# Working with OneHome: Your Listing Portal from your Realcomp REALTOR®

## Welcome to OneHome
OneHome is your single access point for MLS listing information, brought to you by your Realcomp REALTOR®. When you arrive at OneHome, you may find it convenient to save its web site address as a favorite or bookmark in your web browser. This will enable you to easily visit it at any time.

## Listing Information Provided By Your REALTOR®
Your REALTOR® may email listing information to you in two ways: manually (direct) or automatically (auto-email). Both types of email contain a hyperlink which you can click to visit OneHome and view the listing information your REALTOR® has prepared for you.

- **Direct Emails:** Your REALTOR® may personally compile and send MLS listing information for you. These emails contain a link where these listings are available for you to view.
- **Auto Emails:** Your REALTOR® may also arrange for you to receive auto emails. These are also personally controlled by your REALTOR® but dispatched by the MLS system itself, based on the criteria your REALTOR® has supplied and the mailing frequency he or she has specified. Auto emails also contain a link to OneHome where matching listings are available for you to view. Auto emails will continue to be sent to you until you ask your REALTOR® to stop them or until you unsubscribe from the service yourself by following the unsubscribe link (located at the bottom of the auto email). Be advised that unsubscribing to emails will also prevent any future REALTOR from emailing you listings without resubscribing, so it is better to contact your agent and have them discontinue the auto emails in which you are no longer interested in receiving.

## Activate Your Account
You will need to activate your account by setting up a login and password before you can mark listings as favorites, send notes to your agent or save your own searches. You will be prompted to do this in the 6-slide introduction at your first login, or you can do this by clicking Sign In in the upper right corner.
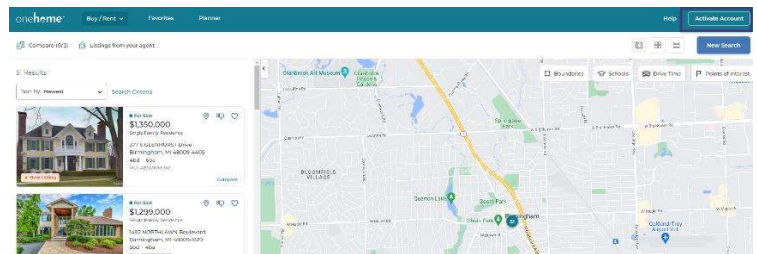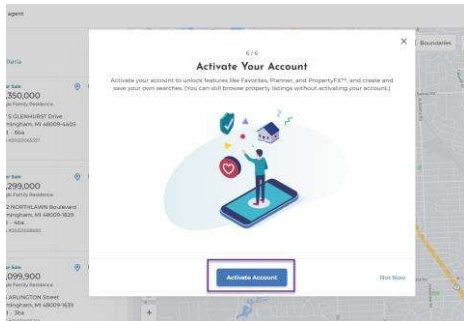


## Listing Display
From the initial listing display that appears when you click the link in your email, you can do a variety of things.

**Property Cards**
- View the details of the listing by clicking the property card for that listing.
- Mark a listing as a Favorite or Discard it by clicking the heart or the thumbs down on the property card.



- Click Compare in the lower right corner of the property cards to compare up to 3 listings.

**Map**
- Click any of the property list prices on the map to access details of that listing.

- Click **Boundaries** to add map overlays showing information such as flood zones, parcel lines and much more.
- Click **Schools** to show the school boundaries for the chosen school levels (elementary, middle or high schools).
- Click **Drive Time** to narrow your search to within a certain drive time to/from a specific address.
- Click **Points of Interest** to add flags to your map for schools, food, gas stations and much more.
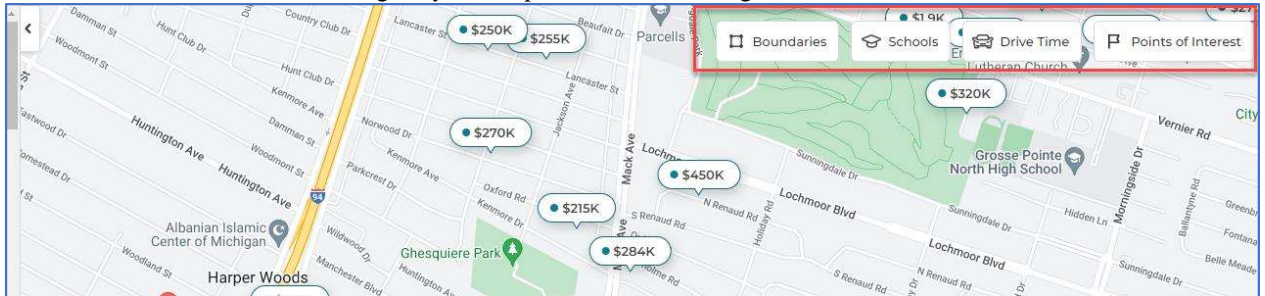


**Property Details**

- Click on a property card to see the details of that listing.
- **Request a Tour** – sends a message to your agent with the date and time you'd like to see the property.
- **Add a Note** – gives you the opportunity to type a note to your agent about this listing.
- Add the listing to Compare
- See a breakdown of the monthly costs for this property.
- Access statistics for this area by clicking **View Insights**.
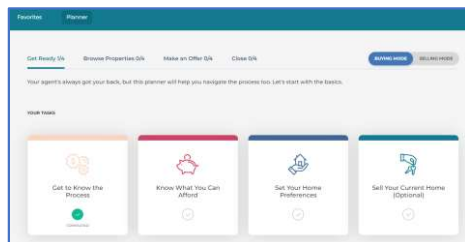- And MUCH more.
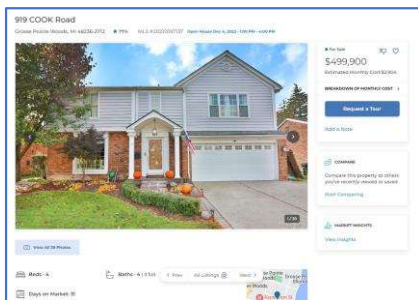


**Favorites**

The Favorites button at the top of the page shows you the listings that you have marked as a Favorite or Discard.

**Planner**

The Planner button shows you step-by-step what is involved in buying or selling a home. You can check off steps as you complete them.



For questions about your OneHome listing portal, please contact your Realcomp REALTOR®