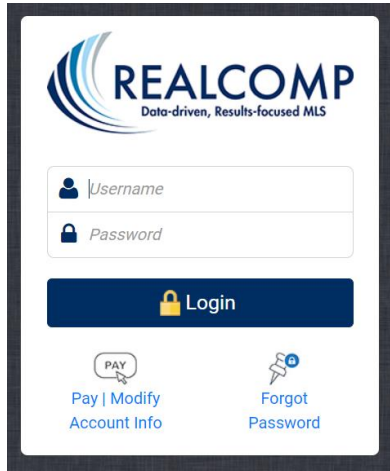
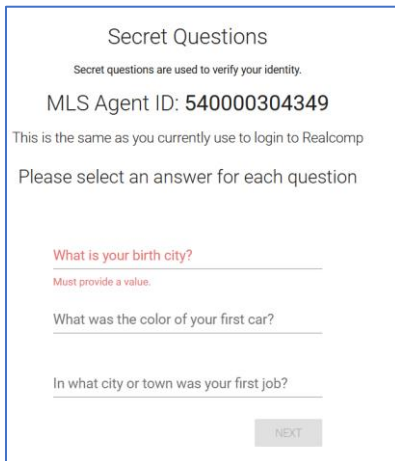


## Logging into RCO3 and Searching

- To log into RCO3 go to [www.realcomponline.com](http://www.realcomponline.com) in the address bar of your computer's browser.
- Enter your agent ID and password. The agent ID is Realcomp-specific, so you will need to get this ID from Realcomp. It will begin with "54". Your initial password will be rcmls. Click Login.

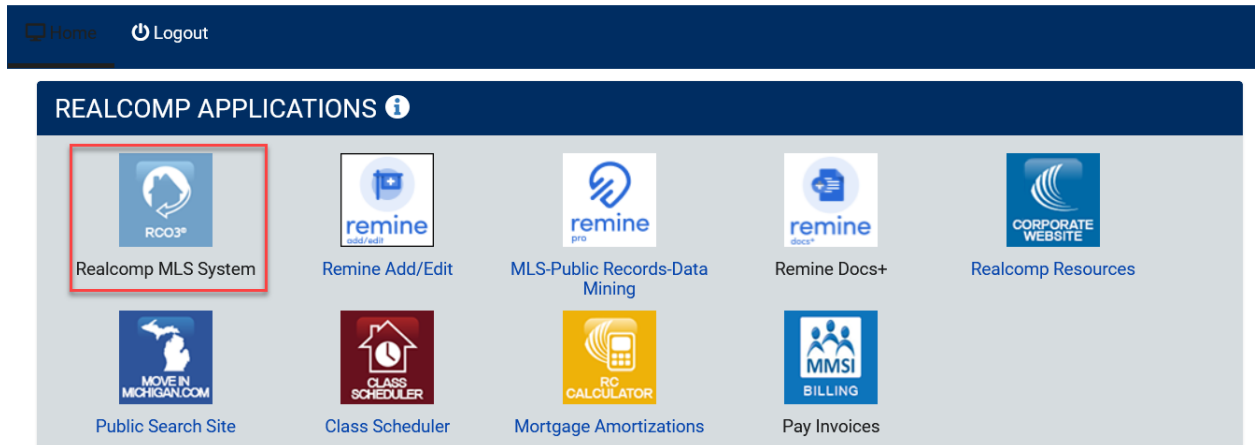
The image shows the Realcomp login interface. At the top is the Realcomp logo with the tagline "Data-driven, Results-focused MLS". Below the logo are two input fields: "Username" and "Password". A blue "Login" button with a lock icon is positioned below the password field. At the bottom of the form, there are two links: "Pay | Modify Account Info" and "Forgot Password".

- To accept the Terms of Use, type your name on the line indicated in the lower left of the screen and click the Agree button.
- You will then be asked to answer 3 "secret questions" that could be used in the future to verify your identity. Once those are completed, click Next.

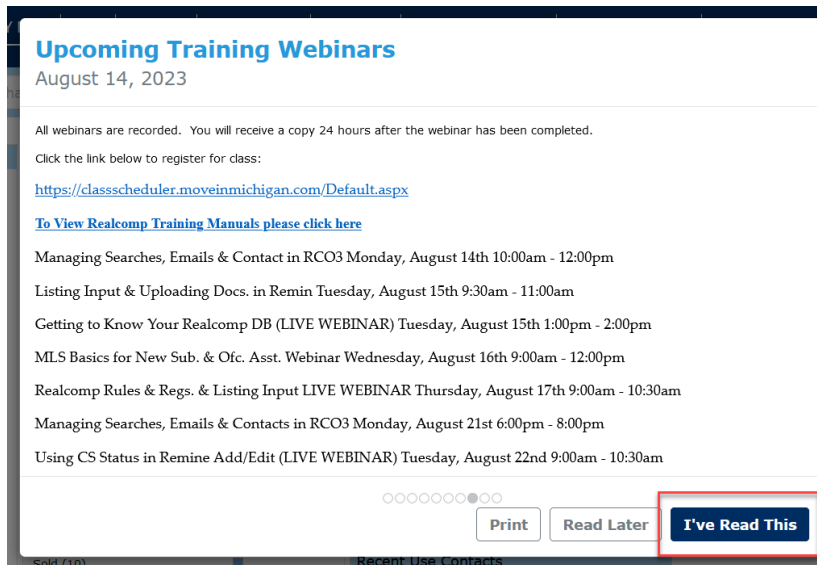
The image shows the "Secret Questions" screen. It displays the text "Secret Questions" and "Secret questions are used to verify your identity." Below this, it shows the "MLS Agent ID: 540000304349" and a note: "This is the same as you currently use to login to Realcomp". The user is prompted to "Please select an answer for each question". There are three questions with input fields: "What is your birth city?", "What was the color of your first car?", and "In what city or town was your first job?". A "NEXT" button is located at the bottom right of the form.

- You will then need to create your own new password. Passwords must be at least 8 characters long and include at least 6 letters and 1 number.
- On the "Congratulations" screen, click the orange "Realcomp" button.

- You will be taken to the Realcomp dashboard upon your successful login. Click the “RCO3 – Realcomp MLS System” button to enter the MLS.

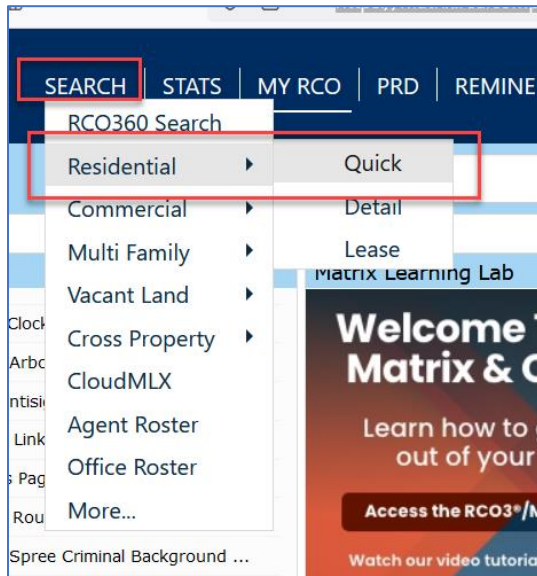


- Accept the Subscriber Agreement by checking the box and clicking the “I Accept” button.
- Next you will see the Announcements that have been posted to Realcomp Subscribers. Click the “I Have Read This” button to clear the announcement and not have it come up again at login. You will need to do this for each announcement.



- You will now be at the RCO3 homepage. From here you can do any MLS function, such as searching.

- To begin a search, go to the Search menu in the upper left corner and select Residential>Quick.



- Enter the desired search criteria. Here are some search tips:
  - In the Baths.Lavs field, you will search the number of baths, type a period and then the number of half baths. Add a plus at the end to search his number or more. For example, searching at least 1 full bath and 1 half bath would be entered as 1.1+.
  - To search multiple addresses, streets, zip codes, etc., click the More button in the Address Search to add another line.

**Address Search**

Street#	Dir Pfx	Street Name	St Sfx	Dir Sfx	Unit#	Bldg#	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- To select multiple options in fields such as Area Number, you can type the Realcomp-specific area number in the field or select them from the list. Hold down the CTRL key on your keyboard while clicking to select the second and subsequent options.

**Area**

- 01011 - Conway Twp
- 01021 - Cohoctah Twp
- 01031 - Deerfield Twp
- 01041 - Tyrone Twp
- 01051 - Handy Twp

Or  Not

Please contact Realcomp's Customer Care at (248) 553-3430 or by email at [support@realcomp.com](mailto:support@realcomp.com) with any questions.