

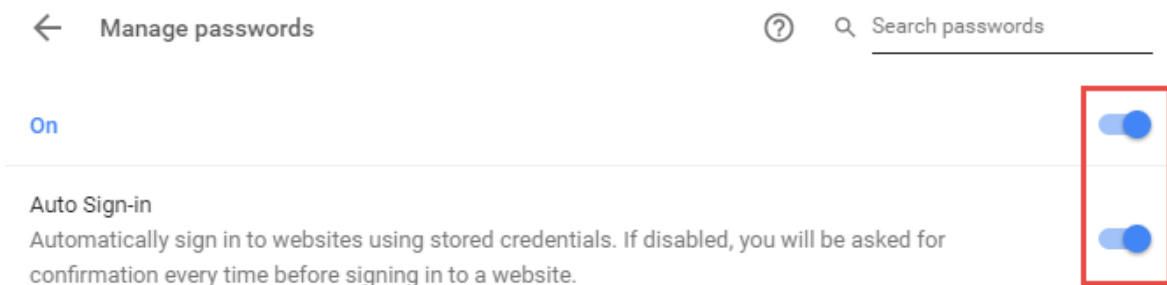
Saving your password for the SmartMLS website

The SmartMLS website functions differently than the old CMLS website did. We now have a Single Sign On (SSO) where a user signs into the website and then it brings them to a dashboard that displays all of the different programs we offer. From here, the user can simply click on any of the programs and get right in without being prompted for their ID and password. Their login credentials are passed along from when they logged into the SmartMLS website. So, they will no longer have to log into the different programs individually.

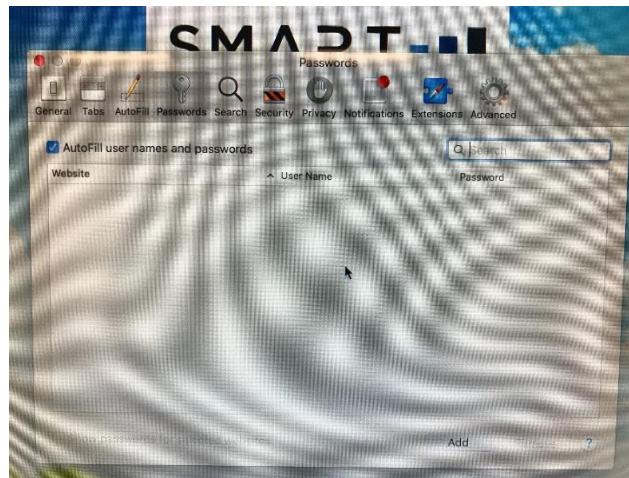
Some users are frustrated because they have to log into the SmartMLS site each time they bring it up- they prefer being able to save their login so it signs them in automatically. This is possible, as saved logins and passwords is a function of the web browser they are using, not the actual site they are on. We can walk them through configuring their browser to store their login, but ***it is strongly discouraged to do this on a shared workstation in an office environment.*** There are very serious security issues that can arise if a login is saved on a shared computer. If a user's login is stored on a shared computer, theoretically, a second user can sit down at that computer right after them and log into the SmartMLS site as the first user, at which point they have full access to Matrix (they can see their expiration dates, change their listings, send emails as them, etc.) as well as sensitive personal information (like a credit card number) in their Profile settings.

The first step in the process is to go into the browser's settings and delete any old saved passwords the user may have had set up for either of the old CMLS or CTMLS websites and Matrix systems.

In **Chrome**, go to the three dots in the top right corner and click on **Settings**. Then scroll down, click **Advanced**, scroll down to the **Passwords and forms** section and click **Manage passwords**. Make sure the switch at the very top of the screen is set to On, or else Chrome will never prompt the user to save a password on any site. Scroll down the page and look in both sections (Saved Passwords and Never Saved) for anything related to CMLS, CTMLS or Matrix and delete or remove them- this will make sure we are starting with a clean slate.



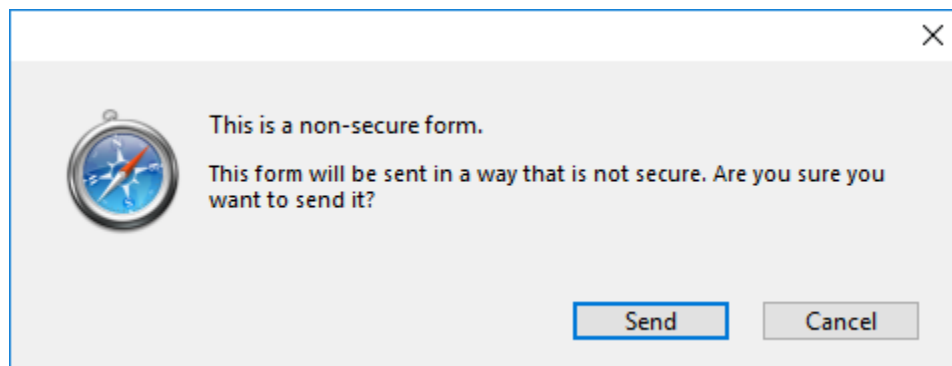
In **Safari** (on a Mac), go up to the top left and click **Safari**> **Preferences**> **Passwords**:



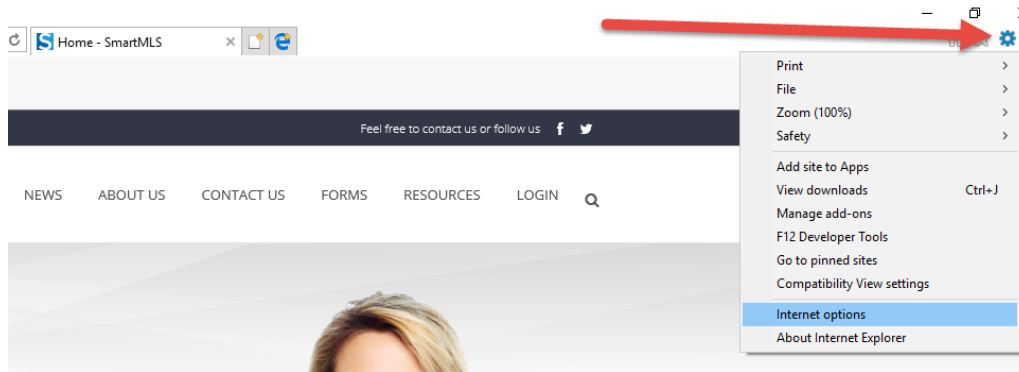
Look for anything related to CMLS, CTMLS or Matrix and remove it. The next time you go to www.smartmls.com and login, after you enter your password there should be a little key icon on the right side of the password field that allows you to save the password:



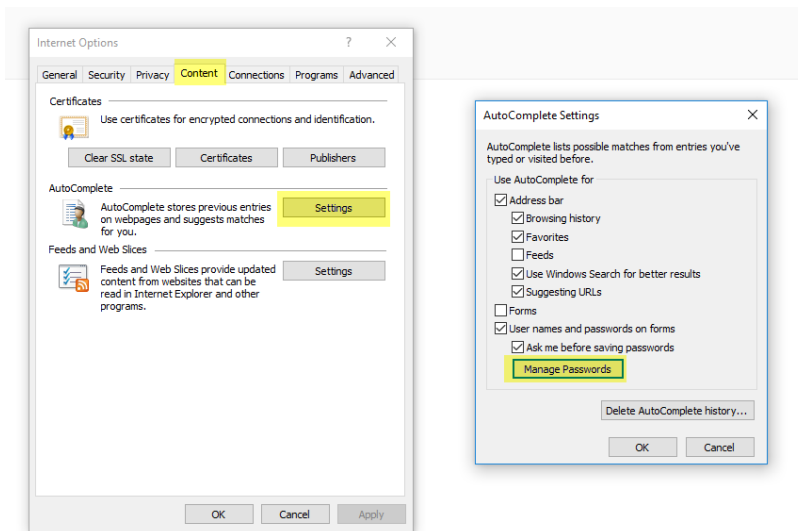
When a user clicks on Matrix from the Member Portal, Safari may complain because Matrix is not an https site. Technically, since there is no credit card or other financial information stored in Matrix, it does not have to be a secure site. But CoreLogic is in the process of making it an https site (there is no ETA for this). If the following screen comes up, simply click Send and it will bring you right into Matrix.



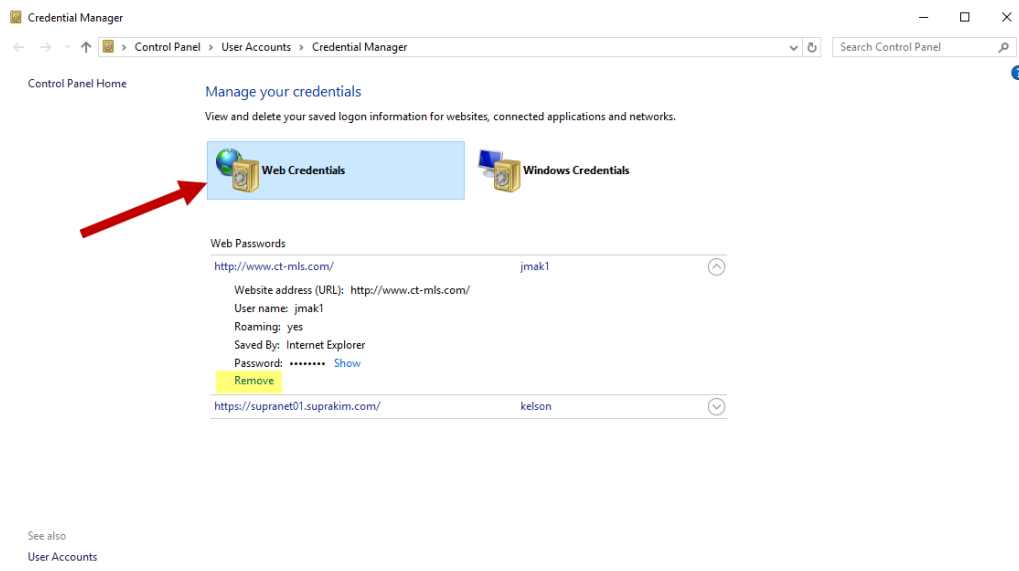
In **Internet Explorer**, open up *Internet Options*- either go to the *Tools* menu in the upper left (if present) or just use the gear icon in the upper right corner:



Go to the *Content* tab, click *Settings* in the *AutoComplete* section and then click *Manage Passwords*:

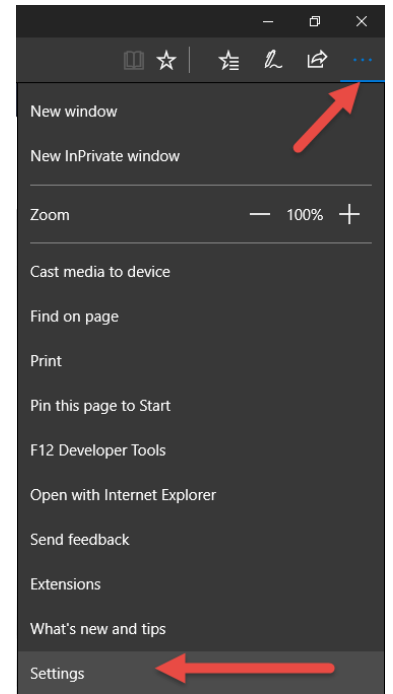


On the *Manage Your Credentials* page, make sure *Web Credentials* is selected, then click the drop down arrow next to any entry related to the old MLS system (CMLS, CT-MLS, CTREAL, Matrix, IDP) and click *Remove*.

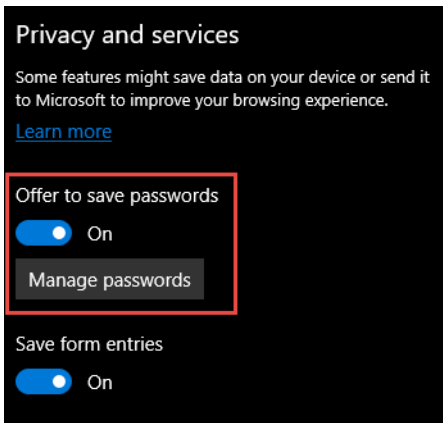


Now clear the cache, close and reopen the browser. The next time you go to SmartMLS and log in, it should ask you if you would like to save your login.

In **Edge**, click on the three dots in the upper right and then click **Settings** at the bottom of the list.

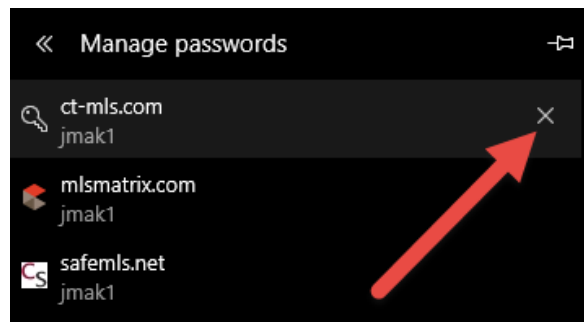


Scroll down and click **View Advanced Settings**.



Go down to the **Privacy and services** section and make sure the *Offer to save passwords* setting is turned on, then click **Manage Passwords**.

On the Manage Passwords screen, click the X next to any entry related to the old MLS or Matrix system. Note: the X will not appear until you put your mouse cursor over that specific line.



Now clear the cache, close and reopen the browser. The next time you go to SmartMLS and log in, it should ask you if you would like to save your login.