



Discover the Touchbase Real Estate communication and showing management platform!

Getting started with Touchbase

Step 1. Download the Touchbase SM2 app from the App Store or Google Play.

- ✔ Select your Real Estate Board and enter your MLS login credentials.
- ✔ Your Touchbase profile will automatically be activated.

Step 2. Start sending and receiving messages immediately.

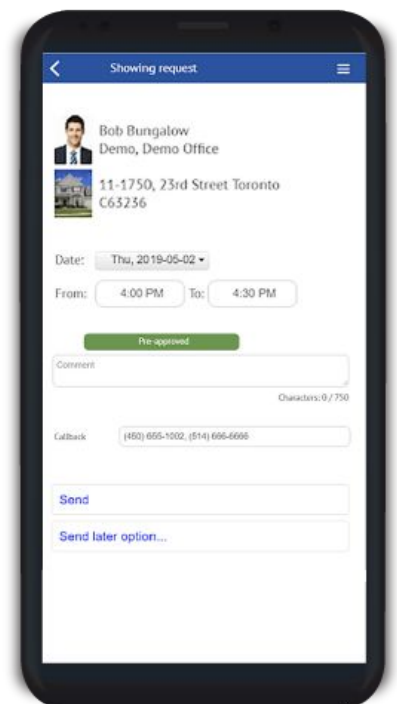
A. Sending a message via MLS

- ✔ Navigate MLS as usual.
- ✔ When sending a showing request or message about a listing, simply use the Touchbase button to send requests through the Touchbase platform.

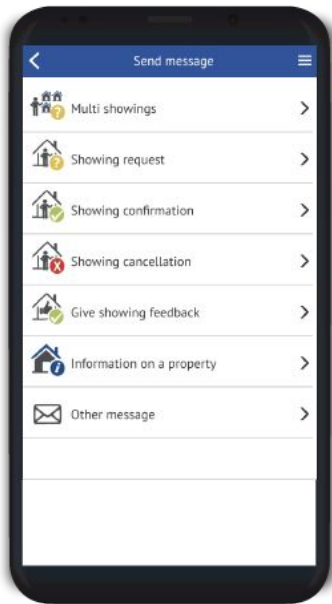
Touchbase button looks like this



- ✔ Fill in the fields to send the showing or information request.

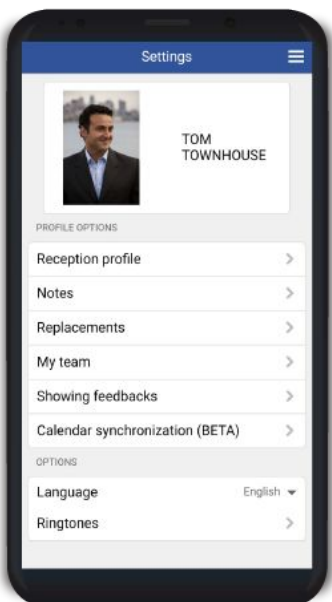


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B. SENDING A MESSAGE VIA TOUCHBASE

- ✓ Open the Touchbase app and select Send Message.
- ✓ Choose the type of message to send:
 - Showing Request
 - Showing Confirmation
 - Showing Cancellation
 - Information on a property
 - Other message
 - Showing Feedback
- ✓ Enter the name, address or MLS number of the property in question.
- ✓ Fill out the required fields and hit Send (or choose the Send Later option by selecting a date and time).



C. SETTING YOUR RECEPTION PREFERENCES

- ✓ Choose to receive messages by email or text.
- ✓ In the app's main menu, select Settings > Reception Profile.
- ✓ In the Actions section, add your email or mobile number.



Don't hesitate to contact our support team if you have any questions at support@touchbaserealestate.com or 1 (800) 469-1664.