

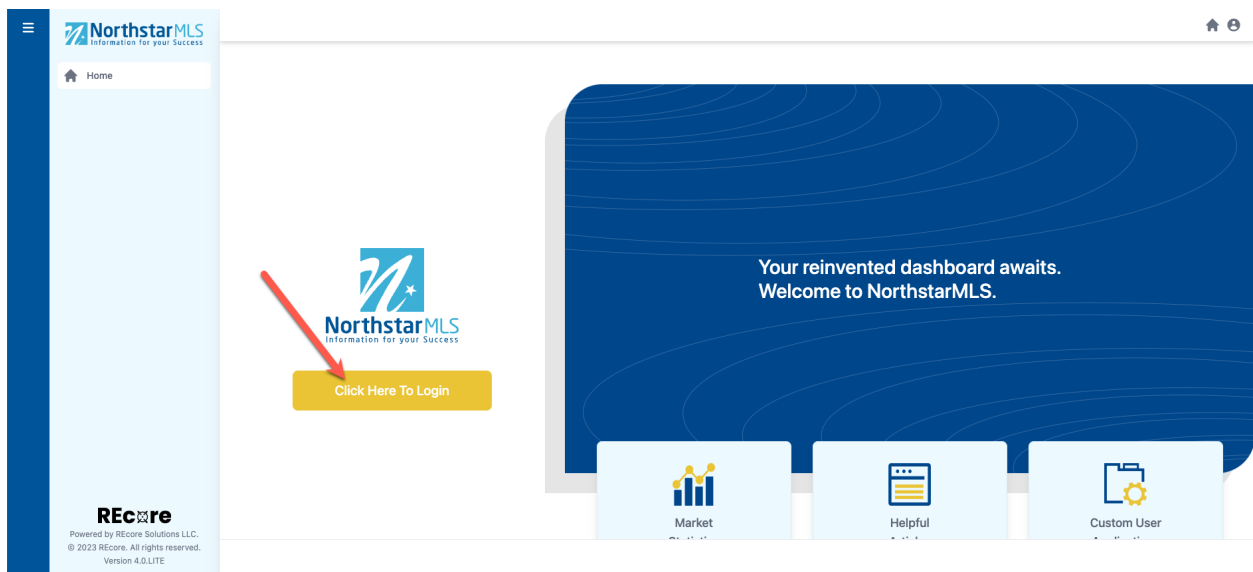


NorthstarMLS Dashboard Guide

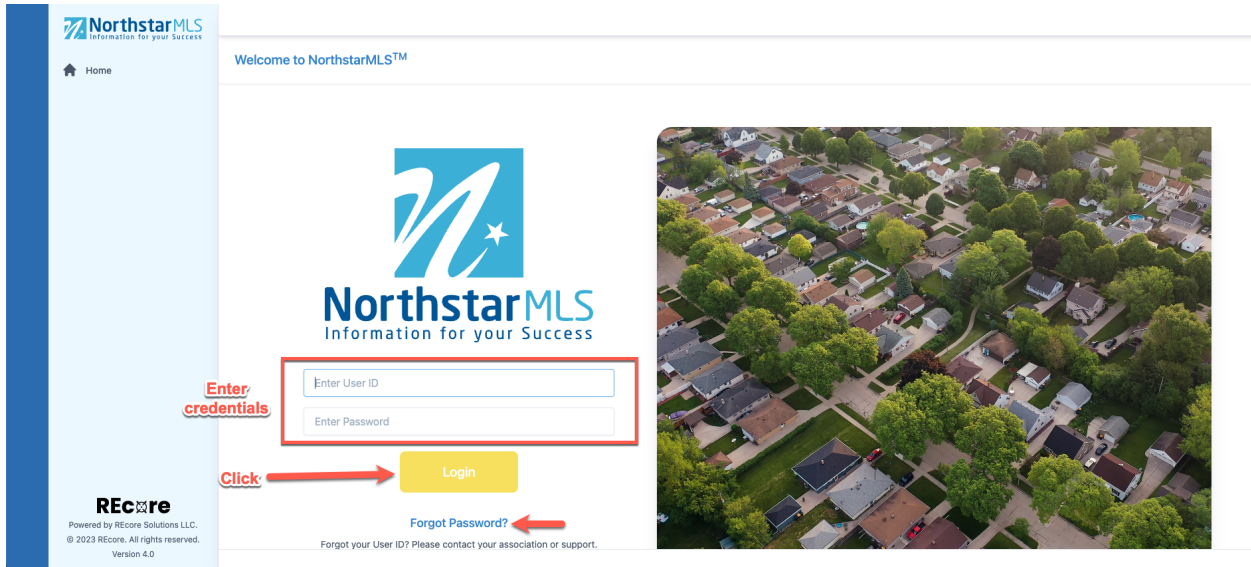
The new NorthstarMLS single sign-on (SSO) process gives you greater flexibility to personalize the dashboard where you can access all the applications and tools you need for your real estate business. This guide walks you through how to log in, choose and prioritize how apps appear on your dashboard and personalize the dashboard with your preferred settings.

How to Sign into the Dashboard

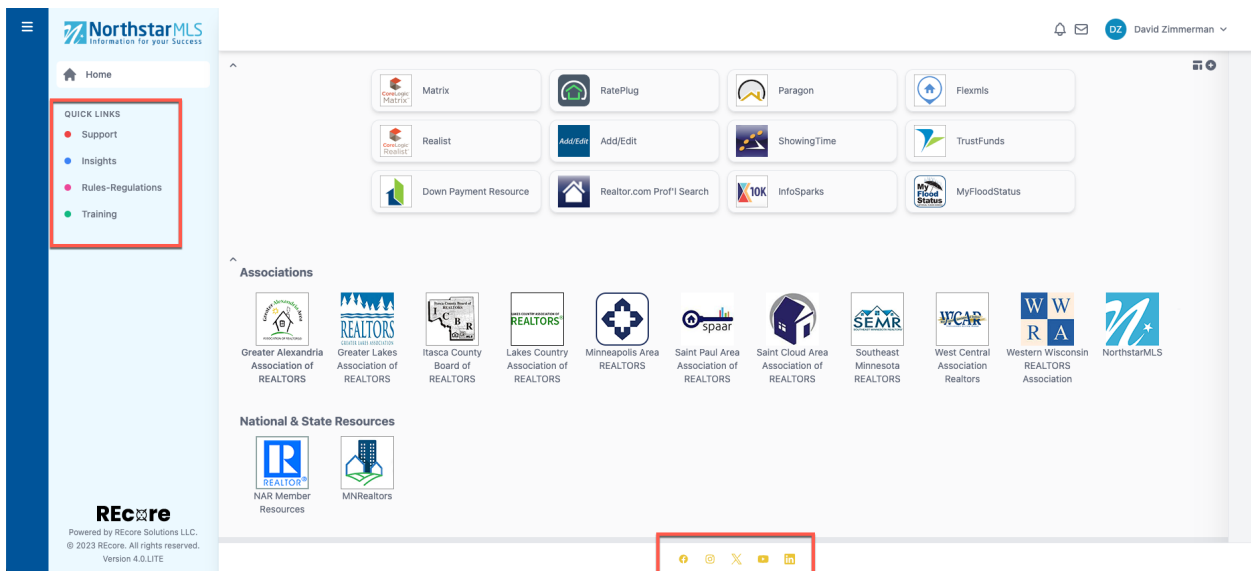
1. To sign into the dashboard go to <https://member.northstarmls.com/> and click the “Click Here To Login” button.



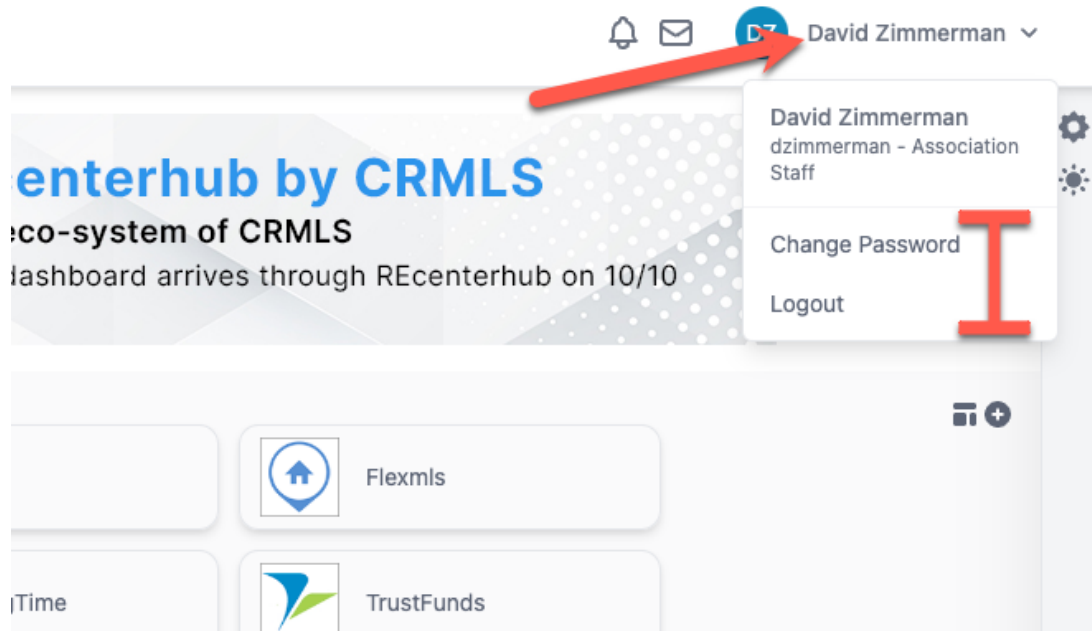
2. Enter in your normal credentials and click “Login” or click on “Forgot Password?” if you have forgotten your password.



3. Once logged in, you will have access to NorthstarMLS core services along with links to Associations, National, State and other resources. On the left side of the screen there are quick links for support. At the bottom of the page there is access to NorthstarMLS’s social media platforms.

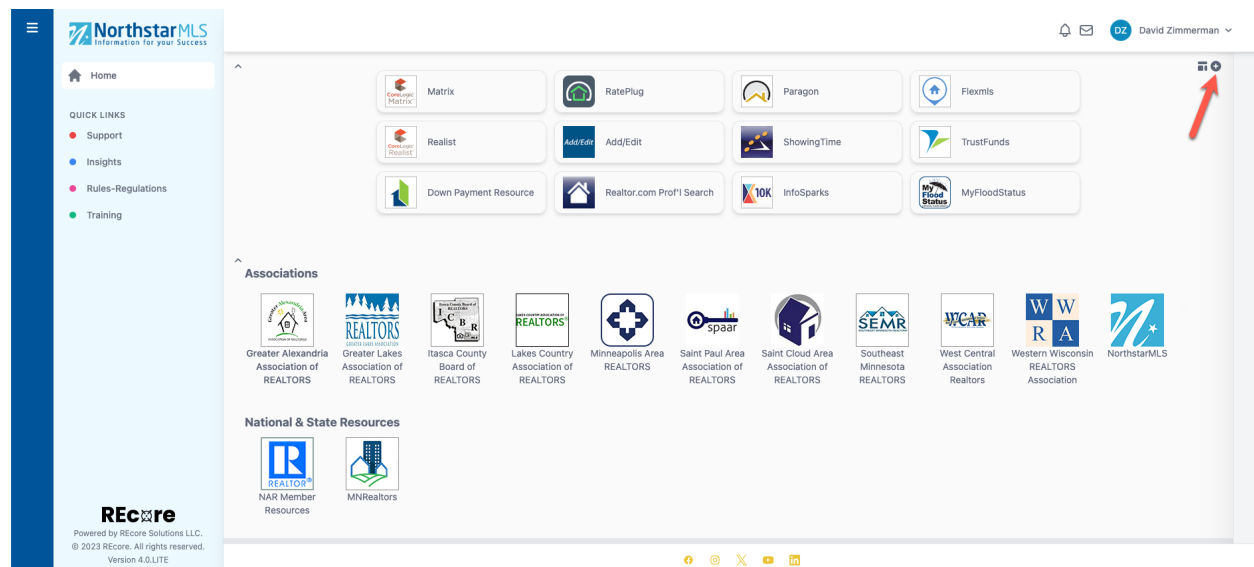


- To log out or change your password, click on your name in the upper right-hand corner.



How to Customize Your Dashboard

- Select Your Preferred Apps.** Click on the "+" icon on the upper right side of the screen to manage apps and choose which systems you prioritize.

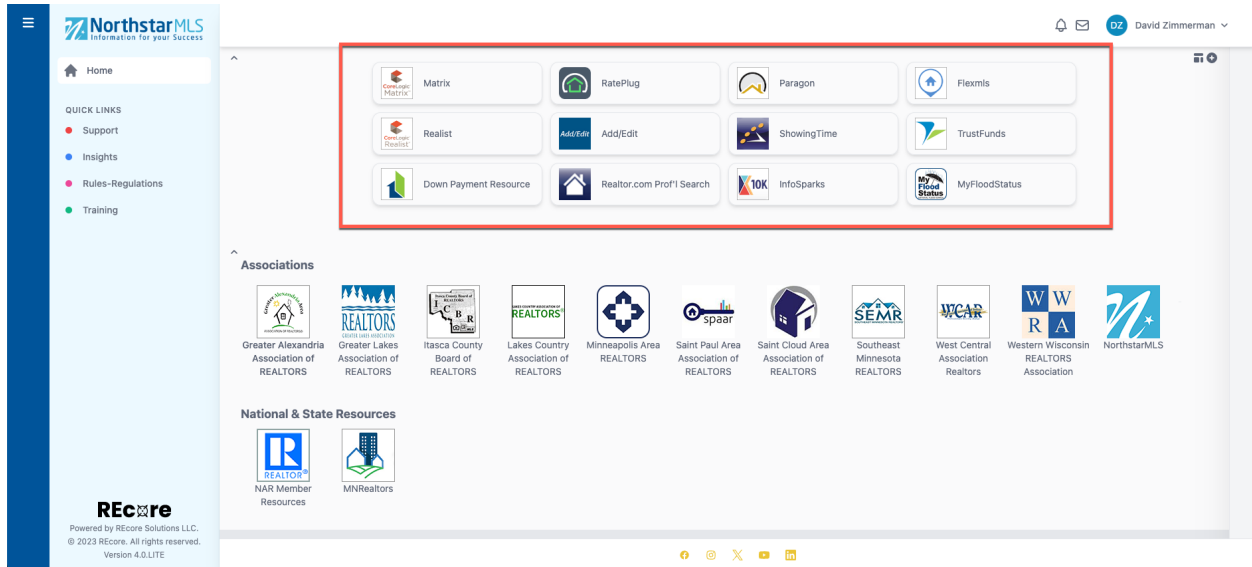


Here you can choose which apps you want to appear on your dashboard by clicking on the star icon to add or remove them. Stars highlighted in solid yellow will appear on your dashboard.

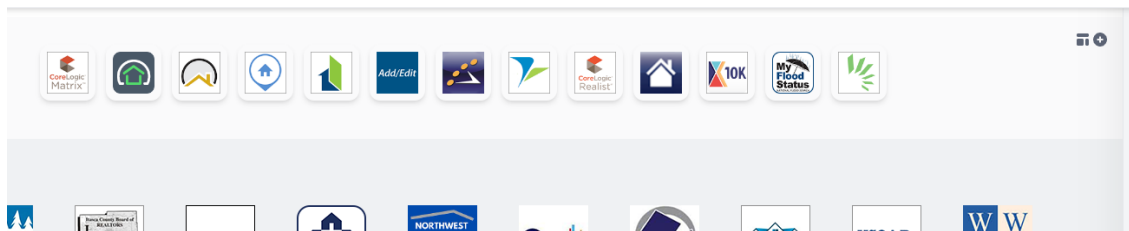
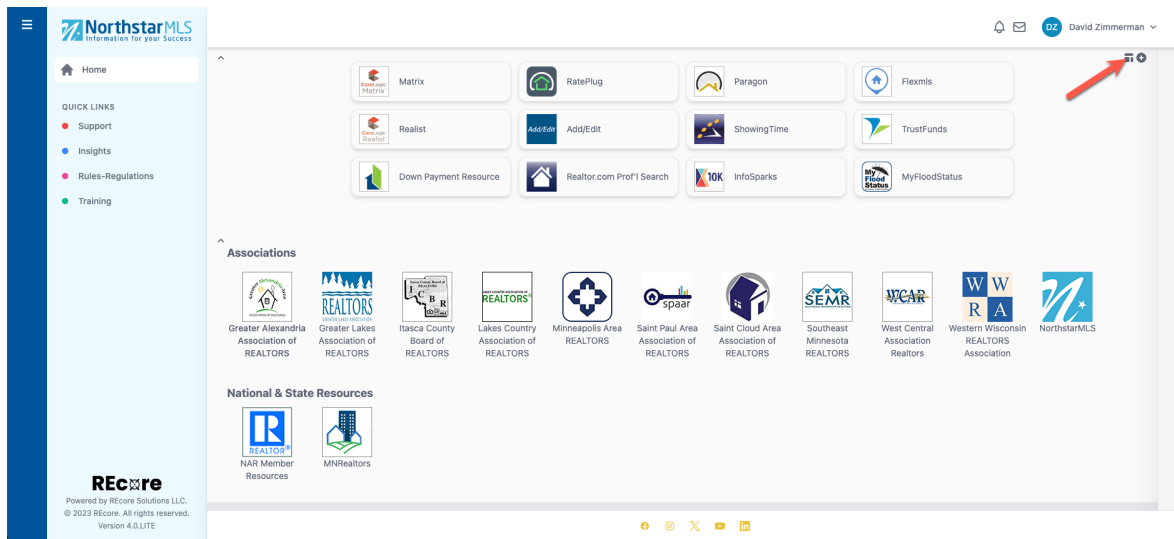
The screenshot shows a 'User Applications' window with a blue header and a close button. Below the header is a section for 'Core Products (available at no additional cost)'. A grid of application icons is displayed, each with a name and a star icon. A red arrow points to the 'TrustFunds' application, which has a solid yellow star. Other applications with solid yellow stars include Add/Edit, Flexmls, Matrix, Paragon, ShowingTime, Down Payment Resource, InfoSparks, MyFloodStatus, RatePlug, Realist, and Realtor.com Prof'l Search. Applications with grey stars include Homespotter, ListTrac, MN Realtors Forms (Instanet), Remine, ReTechnology, RPR, SentiLock, and Supra.

Application Name	Star Status
Add/Edit	Solid Yellow
Flexmls	Solid Yellow
Matrix	Solid Yellow
Paragon	Solid Yellow
ShowingTime	Solid Yellow
Down Payment Resource	Solid Yellow
Homespotter	Grey
InfoSparks	Solid Yellow
ListTrac	Grey
MN Realtors Forms (Instanet)	Grey
MyFloodStatus	Solid Yellow
RatePlug	Solid Yellow
Realist	Solid Yellow
Realtor.com Prof'l Search	Solid Yellow
Remine	Grey
ReTechnology	Grey
RPR	Grey
SentiLock	Grey
Supra	Grey
TrustFunds	Solid Yellow

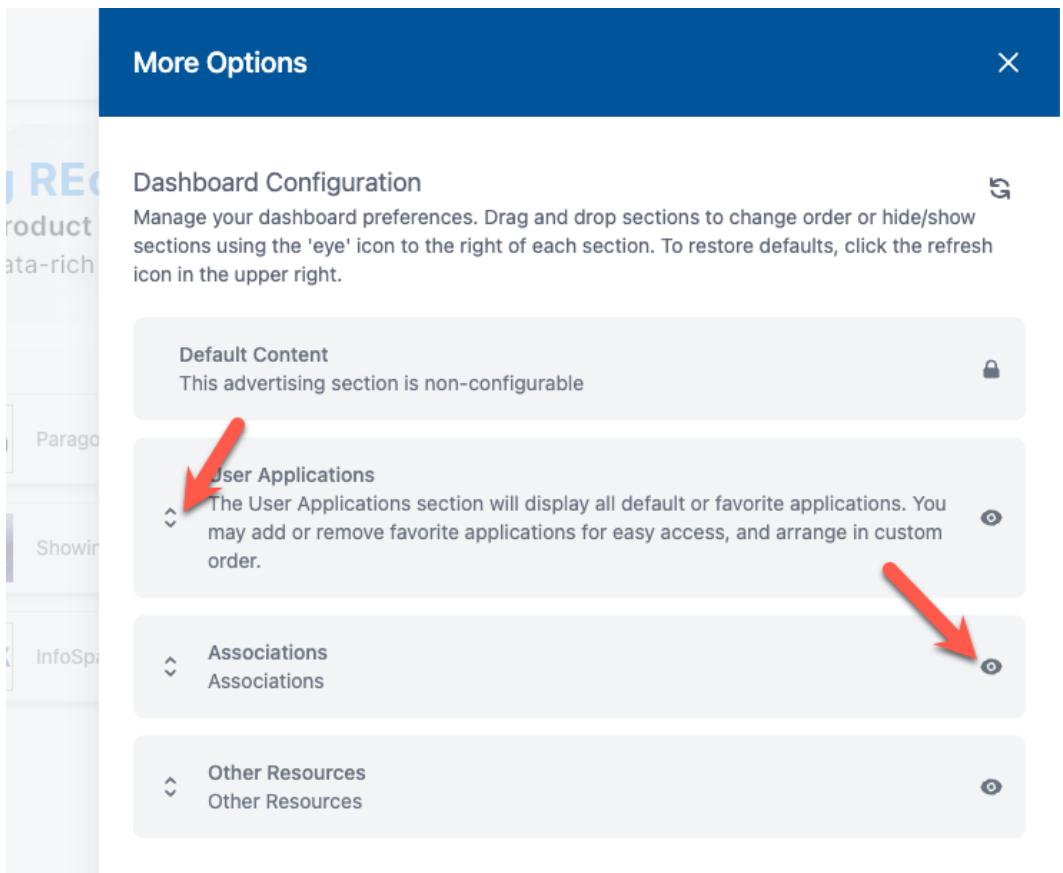
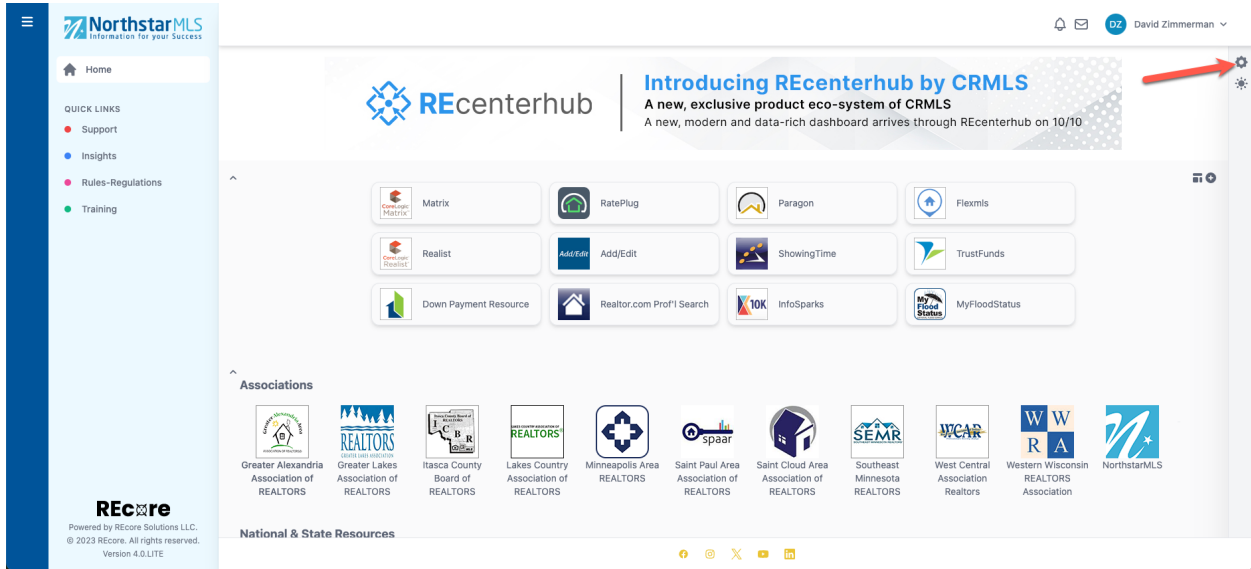
2. **Put Apps in Your Preferred Order.** Back on the dashboard, you can also click, hold, and drag the apps to your desired order and location.



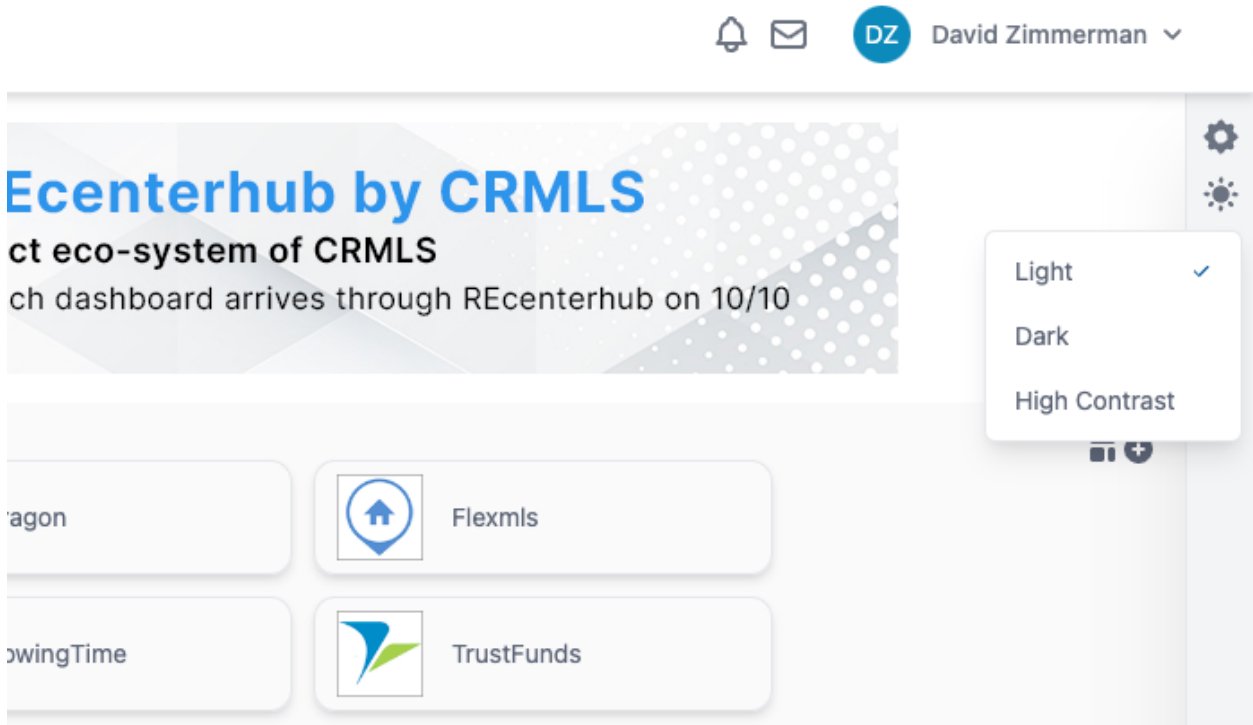
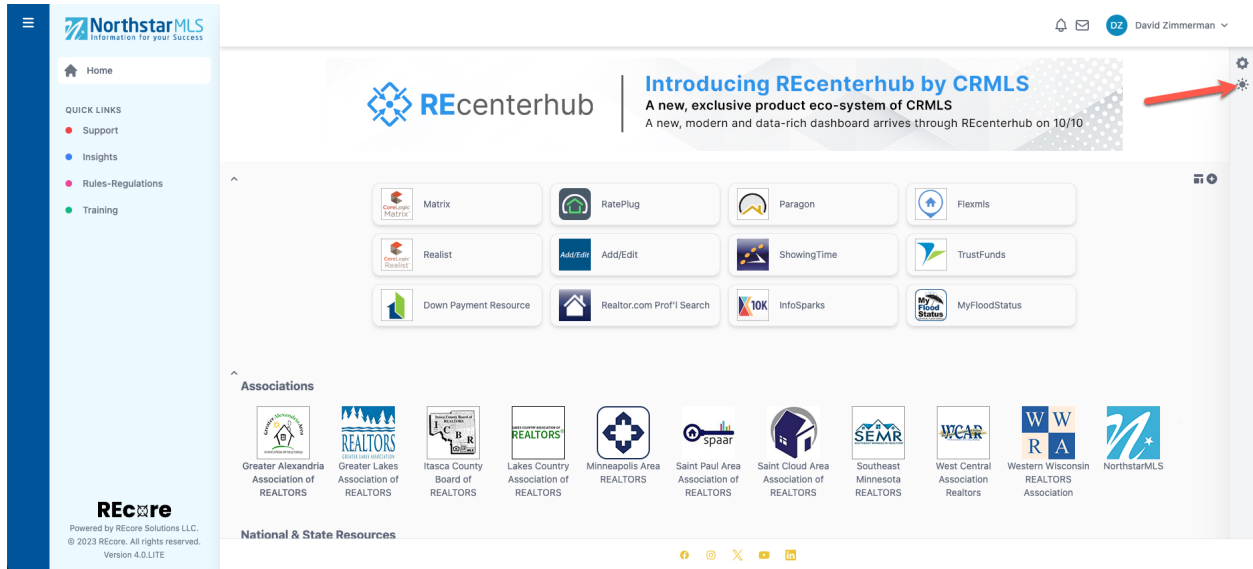
3. **Choose Your Tile Display.** By using the “Change View” icon the app tiles can be collapsed into square tiles for a more consolidated view or kept at the expanded default.



4. **Change Dashboard Section Order.** You can customize the order in which Applications, Associations and Other Resources are listed on your screen by clicking on the gear icon to change the dashboard configuration. In addition to changing the order of the dashboard sections you can also hide them completely by clicking on the eye icon.



5. Choose your display preference. You can choose between Light, Dark and High Contrast screen display options by clicking on the sun icon.



Need Help?

If you have questions not covered in this guide, you may contact our Help Desk M-F, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll free).