



First in Georgia Real Estate



COLDWELL BANKER
BULLARD REALTY



For Admins & Managers



What's Covered

Everything you need to know about roster management and accounts.

Important: Accounts must be used once every two months to prevent becoming inactivated. See this guide for details.

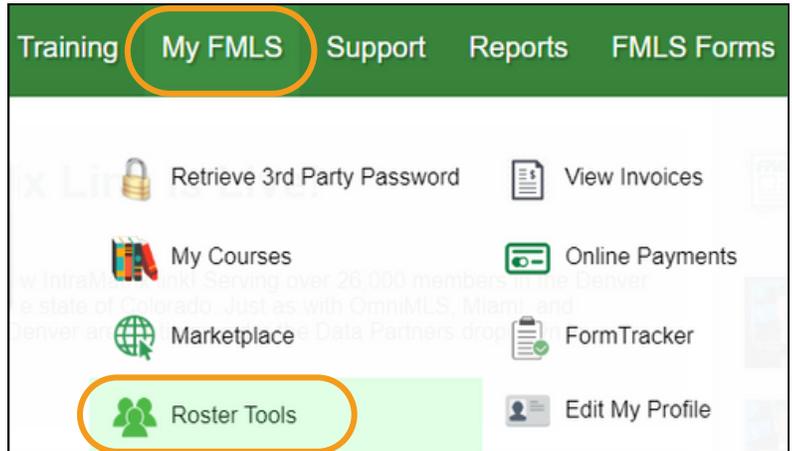
Roster Management

View Current Roster

Step 1: Just after signing into FMLS, click on My FMLS in the menu bar.

Step 2: Click Roster Tools

Step 3: Click Search



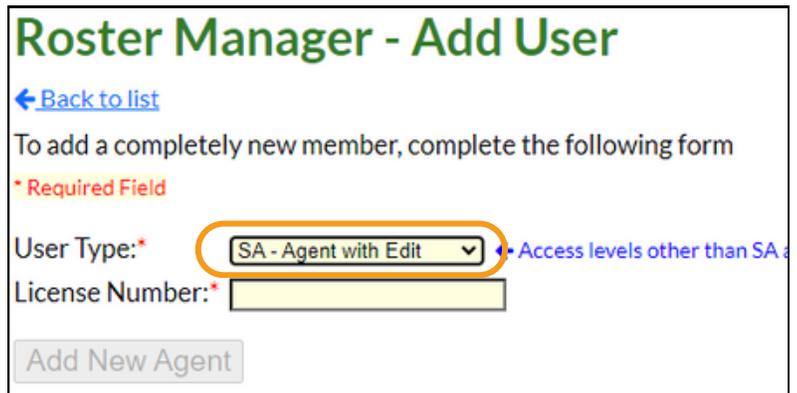
Add Person To Roster

Step 1: Go to My FMLS in the menu bar.

Step 2: Click Roster Tools

Step 3: Click **Add User**; **+ Add User**

In the form that appears, typically select "SA - Agent with edit". This allows them to not just view listings, but also make and edit their own listings.



Delete Person From Roster

Step 1: View the current roster.

Step 2: To the right of the names is the Actions column. In this column, there is a button for editing & deactivating acc'ts.

If you need help:

- Call FMLS at 404-255-8660
- Email support@fmls.com
- Visit <https://www.fmls.com/support>

Important: your account becomes INACTIVE after 60 days without use. To prevent this, log into FMLS and click on a link to a product such as Matrix (the search feature).

If anyone's account becomes inactive, contact FMLS to reactivate.

Example of roster list

License	First Name	Last Name	User ID	Email	Office	Type	Status	Days Since Last Login	Actions
NULL	Aaron	Anthony	AARONANT	aanthony@cbbullard.com	CBBR06	OM	✓	0	
NULL	Art	Nyman	NYART	art@cbbullard.com	CBBR06	CO	✓	0	
234559	Debra	A	DAMORGAN	debra@piglady.net	CBBR06	SA	✓	44	
368573	Stephanie	Benefield	SBENE	benefield123483@bellsouth.net	CBBR06	SA	✓	37	