

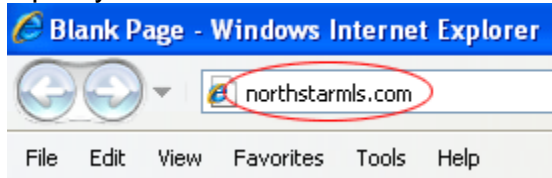
Chapter 1: Getting Started

How To Login and Logout

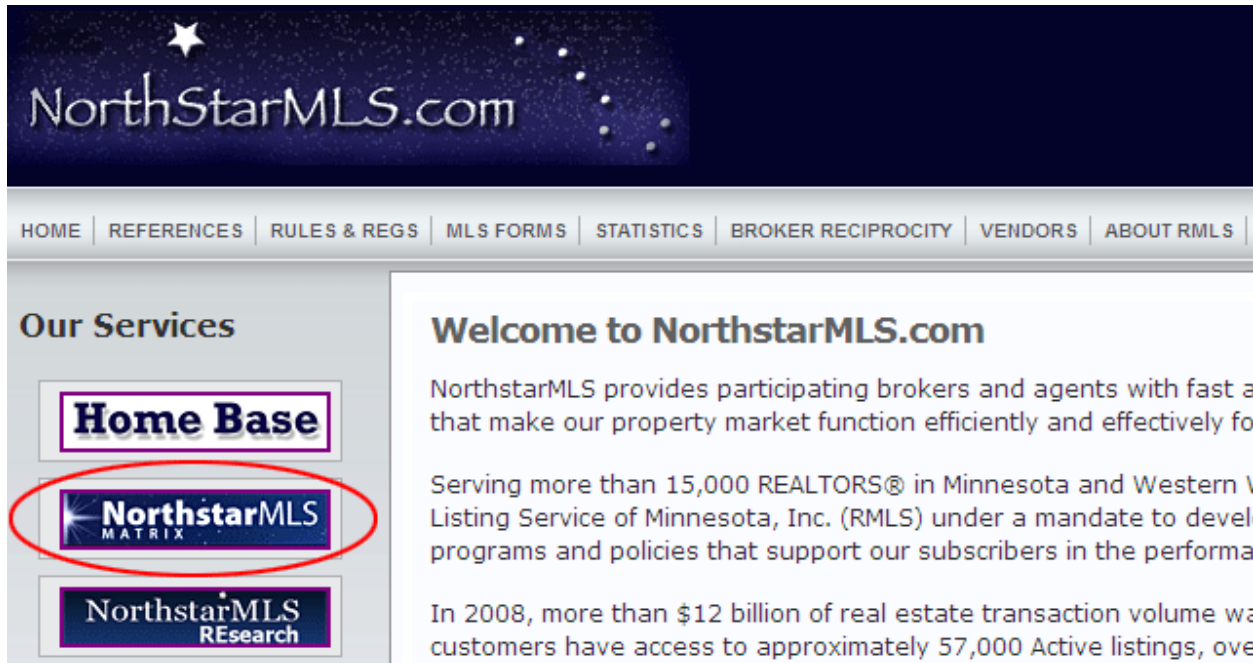
Matrix is an Internet-based system for searching, emailing and printing listings, as well as doing Market Updates, CMAs and Tax Searches, etc. NorthstarMLS Matrix is your gateway to the MLS data with advanced features and ability to customize. You can connect to Matrix from any computer with an Internet connection from anywhere, at anytime using DSL, ISDN, Cable Modem, or dial-up phone line.

Logging into Matrix

Open your Internet Browser and in the address line type **northstarmls.com**.



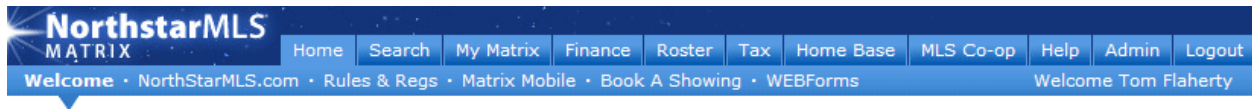
The next screen you will see is the NorthstarMLS.com Home Page. Click on the NorthstarMLS Matrix Icon under "Our Services":



When the login screen appears, type in your NorthstarMLS ID and 4-digit PIN number in the spaces provided. Also enter a 6-digit SafeMLS password from your SafeMLS token. Press the “Enter” key on your keyboard or click the “Login” button.

If this is your first time logging on to NorthstarMLS Matrix, you will be presented with the NorthstarMLS Subscriber Agreement screen. These are your terms of use for access to NorthstarMLS. To proceed to Matrix, you must click the checkbox next to “I have read and accepted the terms of this agreement” then click the “Accept” button. If you do not agree to the terms, you may click the “I Decline” button, however you will be denied access to NorthstarMLS Matrix. Once you click the “I Accept” button, you will not have to do it again unless we make a change to the Agreement that requires you to accept it again. To view the Subscriber Agreement at any time, click the Matrix Help tab, then the “Subscriber Agreement” link.

Once logged in (and the License Agreement accepted), the Matrix Home Page will appear as described below.



Welcome to Matrix on Thursday, May 14, 2009.

MLS Quick Search [Go](#)

News



Tuesday, May 12, 2009

YOU Can Help Us Improve Tax Data On NorthstarMLS!

In last Fall's Quality Service survey, NorthstarMLS users told us that the tax data is extremely important to their business but that there is much room for improvement. We need to probe deeper to find out exactly what you would like to see us do to make the Tax data and functionality on NorthstarMLS more valuable to you and your clients. Please take a couple minutes to complete our brief online survey and let us know what you think. We value and appreciate your input! [Take Survey Now>>](#)

Hot Sheets

[Customized Single Family](#)
[Customize](#) · [Reset](#)

[Multi-Family](#)
[Customize](#)

[Lots & Land](#)
[Customize](#)

[Commercial](#)
[Customize](#)

[Crossproperty](#)
[Customize](#)

My Hot Searches

[Update All](#) · [Manage Saved Searches](#)

Area 300
[New Updated](#) · [All](#)

Matrix Navigation Overview

The Header

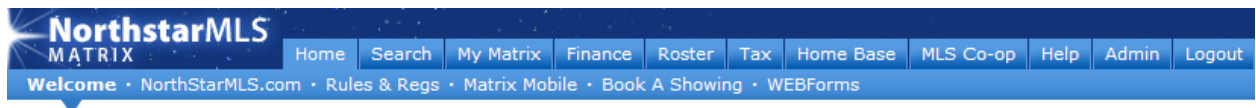
At the top of the Matrix screen, you will see the Header. The NorthstarMLS Matrix logo will appear on the left. Your name will appear on the right.

News

Each time you log on to Matrix, take a quick look at the News section to see if there are any new postings. News items contain important information relating to your use of the NorthstarMLS Matrix system. If you skip them, you will miss important information about system updates, rules changes, new features, system downtime, etc.

MLS Quick Search

Each time you log on, you can immediately enter one or more MLS numbers into the search box on the upper right portion of the Home Page. Separate multiple MLS numbers with commas. Click the "Go" link to execute the search.



Welcome to Matrix on Thursday, May 14, 2009.

MLS Quick Search [Go](#)

Hot Sheets

Get the latest MLS activity with a single click! For more information, see [Chapter 2: Performing Searches](#).

My Hot Searches

This section will not appear the first time you log on to NorthstarMLS Matrix. It is a section you create and build upon each time you save a search and designate it as a Home Page Hot search. For more information, see **Chapter 6: Revise and Save a Search**.

The Tabs

The Tabs allow you to navigate through the different sections in Matrix. Below is a brief description of what is contained in each of the Tabs.

Home – The **Home** tab is the NorthstarMLS Welcome screen and contains important news, Hot Sheets, your Hot Searches, and MLS Quick Search.

Search – The **Search** Tab is used to search for listings, public & broker open houses and listing history (status changes, price changes, etc.) in the MLS using a standard search template, or you may create your own.

My Matrix – The **My Matrix** tab serves as your personal briefcase from which you can view your Watched Listings or listing inventory. You can also access your Saved Searches, Market Updates and saved CMAs. You can add clients into your very own contact book. Also, you have the ability to create and change teams, custom single line displays, exports, an email signature and custom headers/footers.

Finance – The **Finance** tab contains various financial calculators including Seller's Net Sheet and Buyer's Closing Costs.

Roster – The **Roster** tab allows you to look up contact information for other agents or offices.

Tax – The **Tax** tab allows you to search for the public records for properties throughout Minnesota and western Wisconsin. Run reports and create mailing labels.

Home Base – The **Home Base** tab opens the NorthstarMLS Home Base application in a new window. This is where you add/edit listings, photos/supplements, open houses as well as change some contact information.

MLS Co-op – The **MLS Co-op** tab opens the MLS Co-op system in a new window. The MLS Co-op is a data sharing system where you can access Active status listings from most Associations in the state of Minnesota and extreme western Wisconsin. The user interface is the same as NorthstarMLS Matrix.

Help – The **Help** tab contains step-by-step instructions for the most commonly performed tasks.

Logout – The **Logout** tab allows you to quickly Logout of Matrix to help ensure the security of your information.

The Navigation Bar

Under each Tab, there is a Blue Navigation bar containing links. These Links allow you to access other sections within a particular Tab.

The Main/Body Section

Below the Navigation Bar is the Main/Body section of the page. This is where you will enter your search criteria and view listings. Also, when viewing your search results your search criteria and the time it took to run the search will also appear here.

The Footer Section

At the bottom of every page you will see the copyright and the “Feedback” link. This is where you can send RMLS suggestions you have for Matrix.