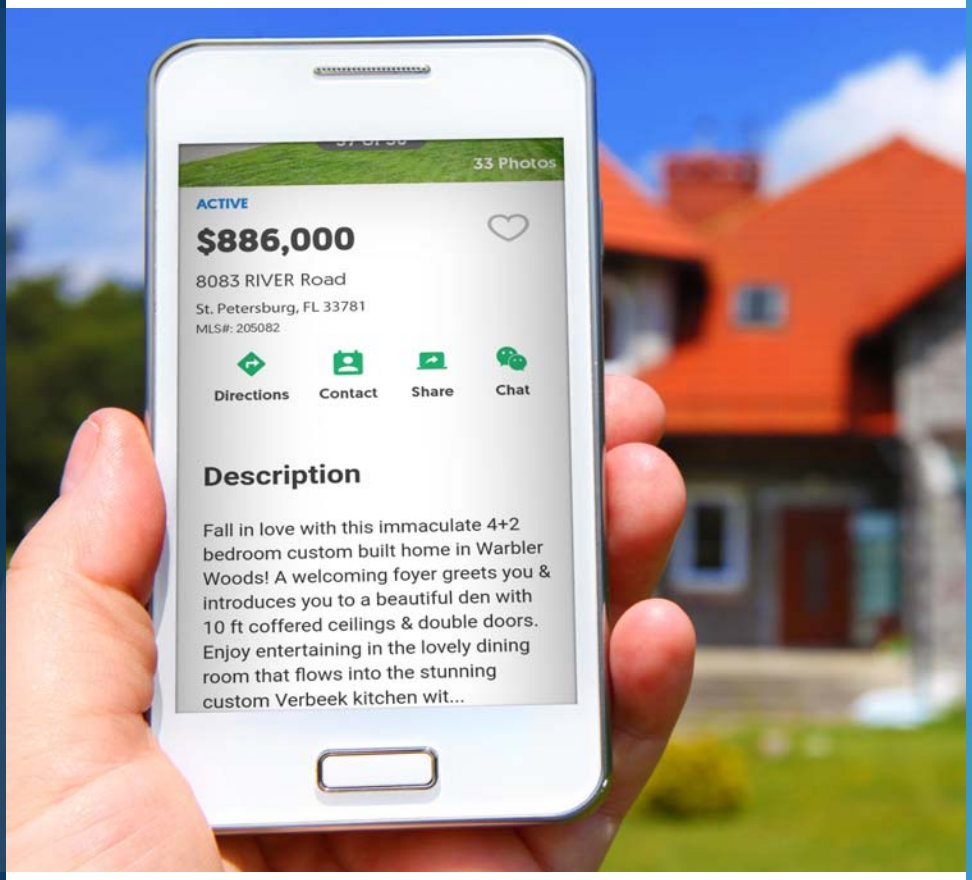

GoMLS™ 3.0

User Guide

Disclaimer:

Application function availability varies by MLS and some are only accessible with an Agent login. There are some slight differences in layout and functionality between iOS, Android, and tablet devices.

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What's New in 3.0

Welcome, and thanks for downloading GoMLS 3.0.

GoMLS introduces a fresh, new look with improved User workflow in this latest release of version 3.0.

The following items have been added, or modified, since GoMLS version 2.8.

NOTE: *To view your current version number, tap, "About" in the GoMLS main menu.*

Enhanced UI

Users will first notice a significant upgrade to the GoMLS interface. Wrapped in a brighter, more user-friendly environment, commonly used features—such as searches and results—are now even easier to navigate.

Menu

The GoMLS menu is now accessed by tapping the MLS branding placeholder located to the left of the Search Box in the app header.

Though the basic vertical layout has remained the same, the following menu options have changed.

Search Properties

Formerly known as, "New Search", this feature has been renamed to, "Search Properties" and includes updates to the following features.

Map

- **Search Textbox** – In addition to searching MLS#'s, Addresses and Places, the Search Textbox now allows Users to search for properties near a specific Point-of-Interest.
- **Nearby** – formerly known as the, "Near Me" option located on the main menu, this feature has been renamed to, "Nearby" and is now accessed as a button on the map.
- **Map Markers Plus** – tapping a map marker now expands the marker to show if property is currently marked as a favorite.
- **Draw** – the icon used to identify this tool has been updated.
- **Filters** – the icon used to access the, "Search Filters" is now a button labelled, "Filters" and is located below the Search Textbox.
- **Sort by** – the icon used to sort properties is now a button and labelled according to the current sort order and is located below the Search Textbox.
- **Save Search** – the icon used to save a search is now a button labelled, "Save Search" and is located below the Search Textbox.

Results

- **Results Panel** – an interactive Results Panel is now anchored at the base of the map—giving Users the ability to quickly toggle between map and list/gallery views with a simple swipe of the finger.
- **Filters** – the icon used to access the, "Search Filters" is now a button labelled, "Filters" and is located below the Search Textbox.
- **Sort by** – the icon used to sort properties is now a button and labelled according to the current sort order and is located below the Search Textbox.
- **Save Search** – the icon used to save a search is now a button labelled, "Save Search" and is located below the Search Textbox.

Contacts

Formerly known as, "My Contacts", agents will find that, in addition to their contacts, this section now includes an Agent Directory.

My Favorites

Formerly known as just, "Favorites", the, "My Favorites" name update more clearly indicates that this section contains properties favorited by the user.

Chat

Formerly known as, "Home Assist", GoMLS's primary communication tool has been rebranded simply as, "Chat". Though the name has changed, there has been no additional updates to the feature at this time.

Calculator

Simple and advanced calculators are now available for prospective property owners to determine their monthly payments, and affordability, based on a variety of user-added data.

User Guide

Formerly known as, "Help", this section has simply been renamed to, "User Guide".

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Download

Did you receive an invite to download GoMLS?

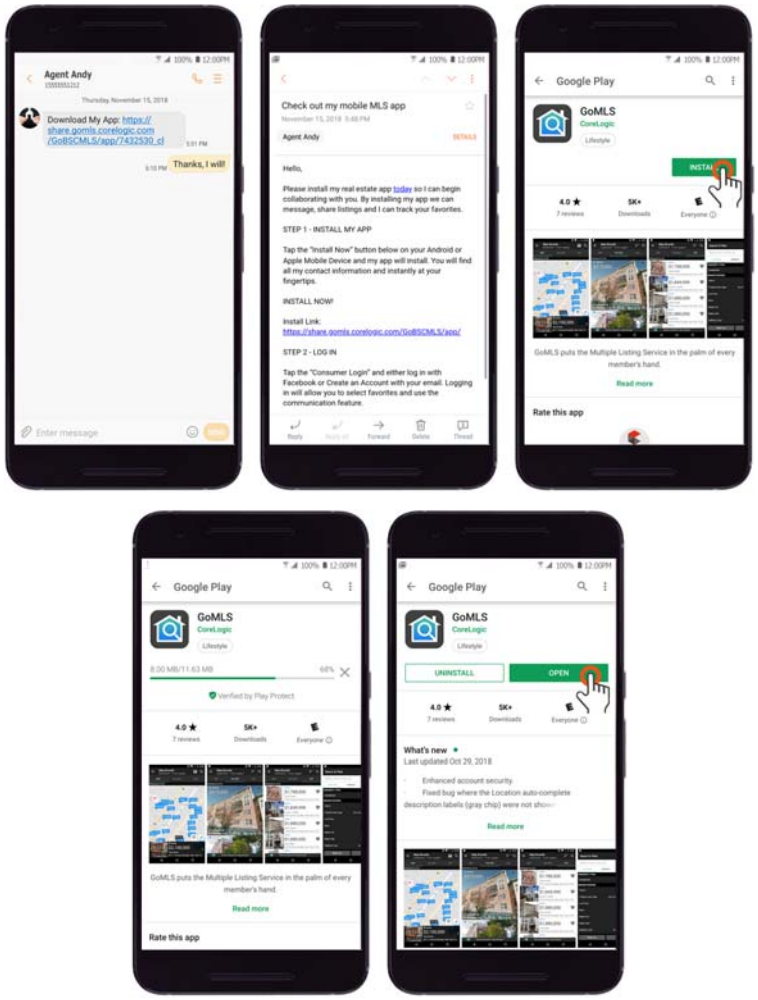
Yes, I was sent an invite.

1. From your Android device, tap the message link open the Play Store.
2. Tap the, “Install” button.
3. After installation is complete, tap the, “Open” button.
4. You are now ready to configure and log into GoMLS.

   NOTE: *See the, “Configure & Login” section of, “User Guide” for additional information.*

NOTE: *Alternatively, tap the following link to access the App Store’s GoMLS page directly:* **Download the GoMLS app for Android**

NOTE: *once GoMLS has been downloaded, a GoMLS shortcut icon will automatically be added to your home screen.*



No, I wasn't sent an invite.

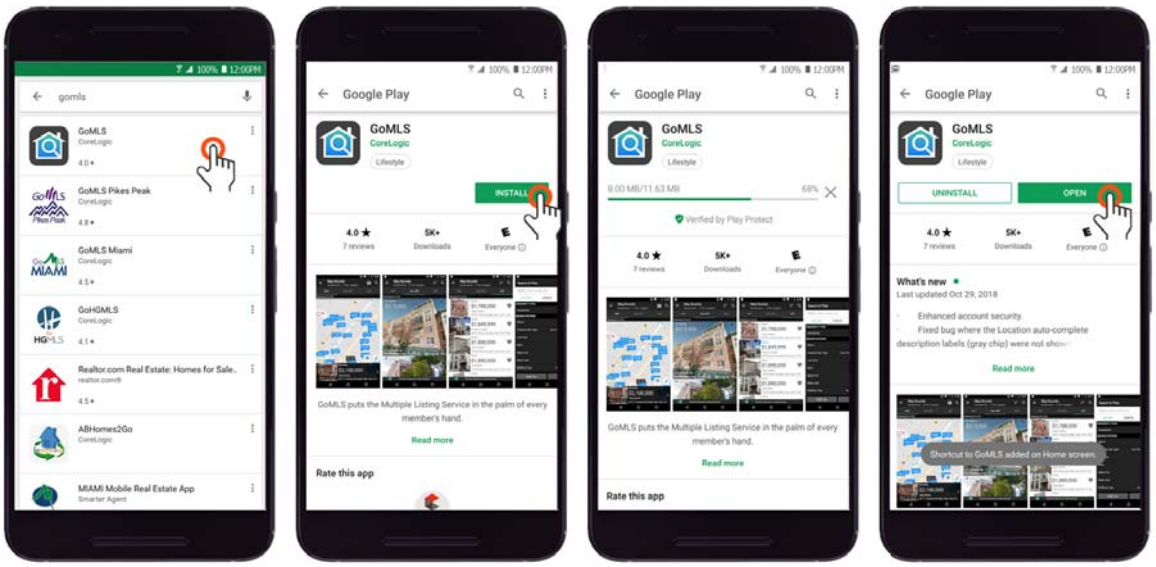
To download the correct GoMLS app for your device, you must first know your device's Operating System:

1. From your Android device, open the Play Store.
2. From the, "Search" textbox, type, "GoMLS"
3. Tap the, "Search" icon.
4. Tap to select the CoreLogic GoMLS app.
5. Tap the, "Install" button.
6. After installation is complete, tap the, "Open" button.
7. You are now ready to configure and log into GoMLS.

   NOTE: *See the, "Configure & Login" section of, "User Guide" for additional information.*

NOTE: *Alternatively, tap the following link to access the App Store's GoMLS page directly:* **Download the GoMLS app for Android**

NOTE: *once GoMLS has been downloaded, a GoMLS shortcut icon will automatically be added to your home screen.*



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Configure & Login

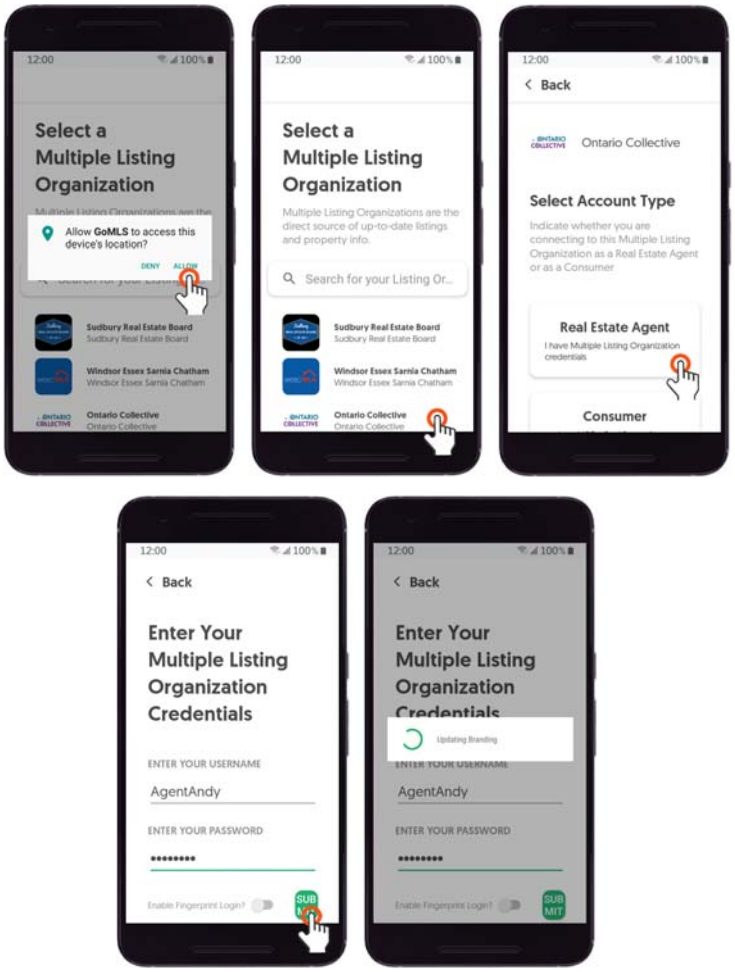
1. Once the app has been downloaded and initialized for the first time, tap, “Allow” to give GoMLS access your device’s location.

   NOTE: *Granting location access will allow GoMLS to search near your device’s current position.*
2. Tap to select a MLS or Association.
3. Tap an Account Type button.

I am an Agent.

1. Tap the, “Real Estate Agent” button.
2. Enter your MLS Credentials.
   - Enter your username.
   - Enter your password.
3. Tap the, “Submit” button.

   NOTE: *Fingerprint authentication support is available on iOS and Android to simplify the login process. Once your Touch ID has been setup on device, it can be used in lieu of your id/pw by switching on the option or checking the box.*

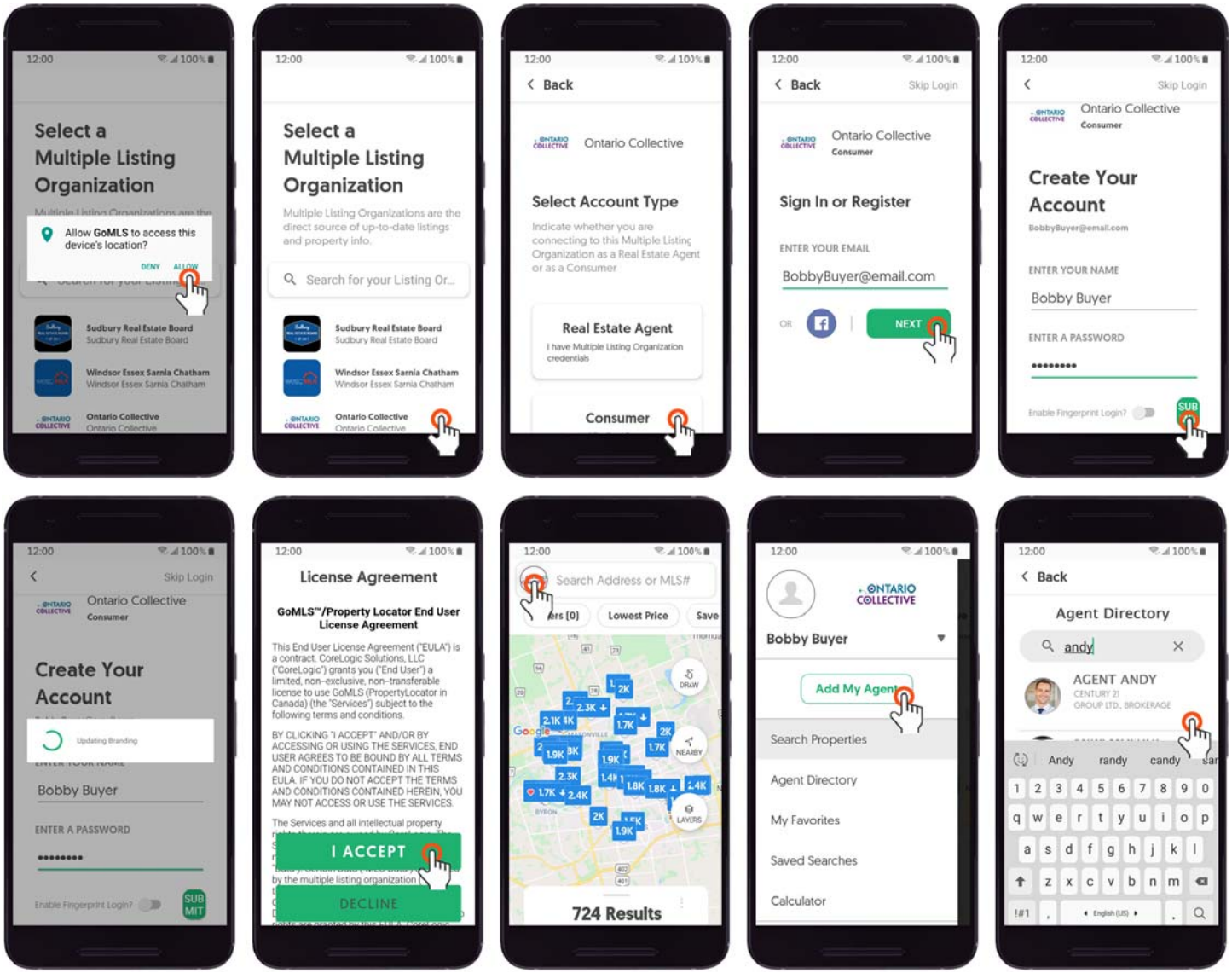


I am a Consumer.

1. Tap the, “Consumer” button.
2. Do you already have a GoMLS Consumer account?

No. I want to register using my e-mail address.

1. Enter your e-mail address.
2. Tap the, “Next” button.
3. Enter your name.
4. Enter (create) a password.
5. Tap the, “Submit” button.
6. Agree to the License Agreement..
7. Once GoMLS has initialized, tap the menu icon to add your Agent.



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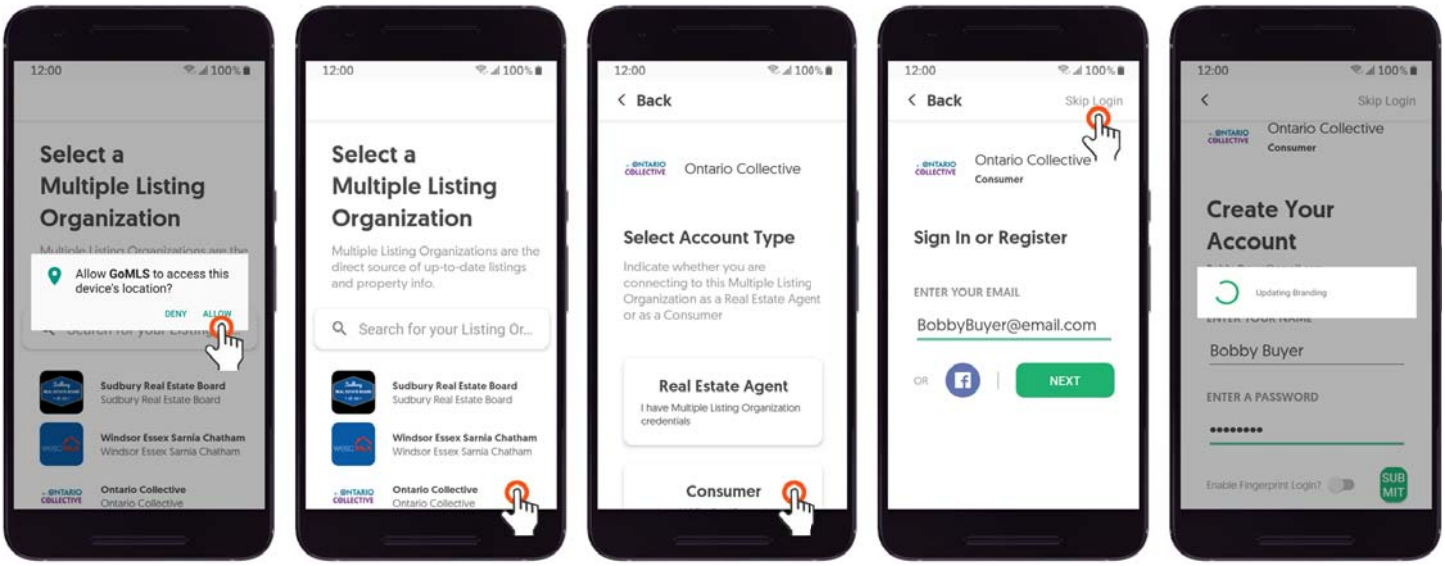
No. I want to sign in as a Guest.

1. From the app header, tap, “Skip Login”.

   NOTE: *Logging in as a Guest will allow you access to GoMLS but with limited functionality.*

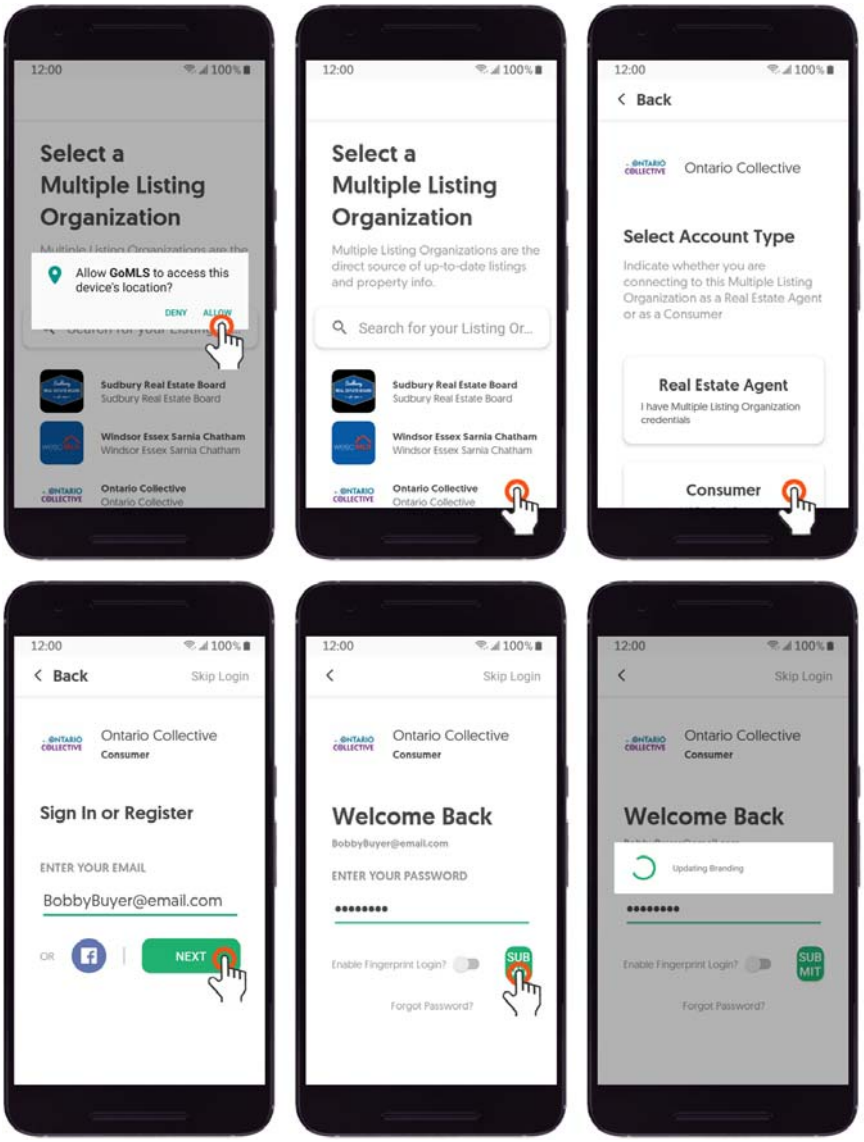


Yes. I want to sign in using my e-mail address.

1. Enter your e-mail address.
2. Tap the, “Next” button.
3. Enter your password.

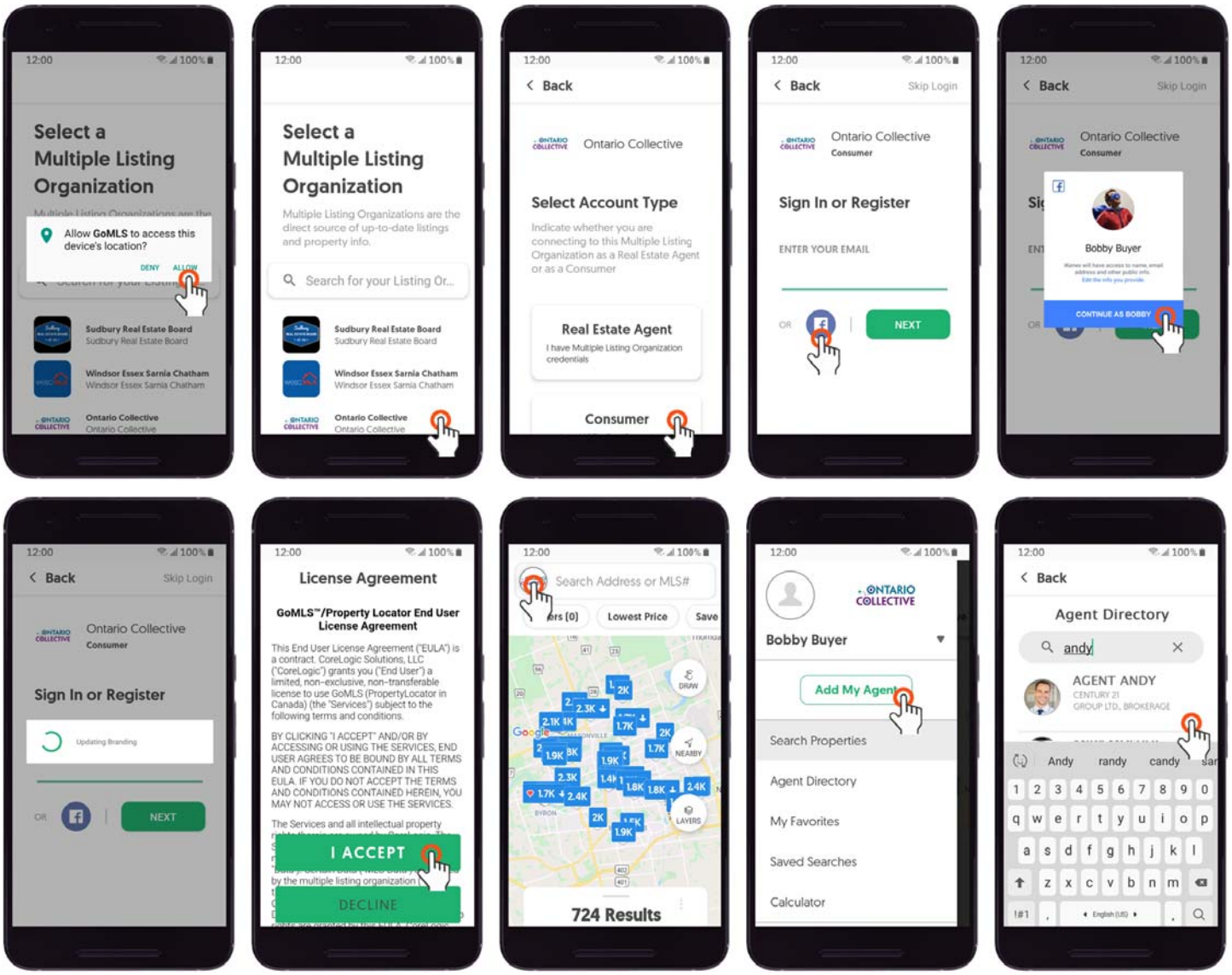
   NOTE: *Forgot your password? No problem. Just tap, “Forgot Password?” then enter your your e-mail and we’ll send you a link to create a new password.*

4. Tap the, “Submit” button.



I want to register and sign in using my Facebook credentials.

1. Tap the Facebook icon.
2. Tap the, “Continue as [YOUR NAME]” button.
3. Agree to the License Agreement..
4. For new Users, once GoMLS has initialized, tap the menu icon to add your Agent.



NOTE: *Fingerprint authentication support is available on iOS and Android to simplify the login process. Once your Touch ID has been setup on device, it can be used in lieu of your id/pw by switching on the option or checking the box.*

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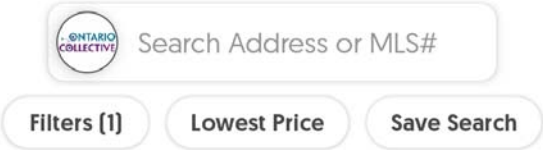
Layout

On startup, GoMLS for Android features a static header with a branded placeholder icon that, when tapped, accesses the GoMLS menu options.

Below that a, “Filters” button is available to modify search criteria, a, “Sort by” button to sort search results and a, “Save Search” button that saves the criteria for use in future searches.

Beneath the header, the Map fills the viewing area with an accordian-like, “Results” panel resting below it.



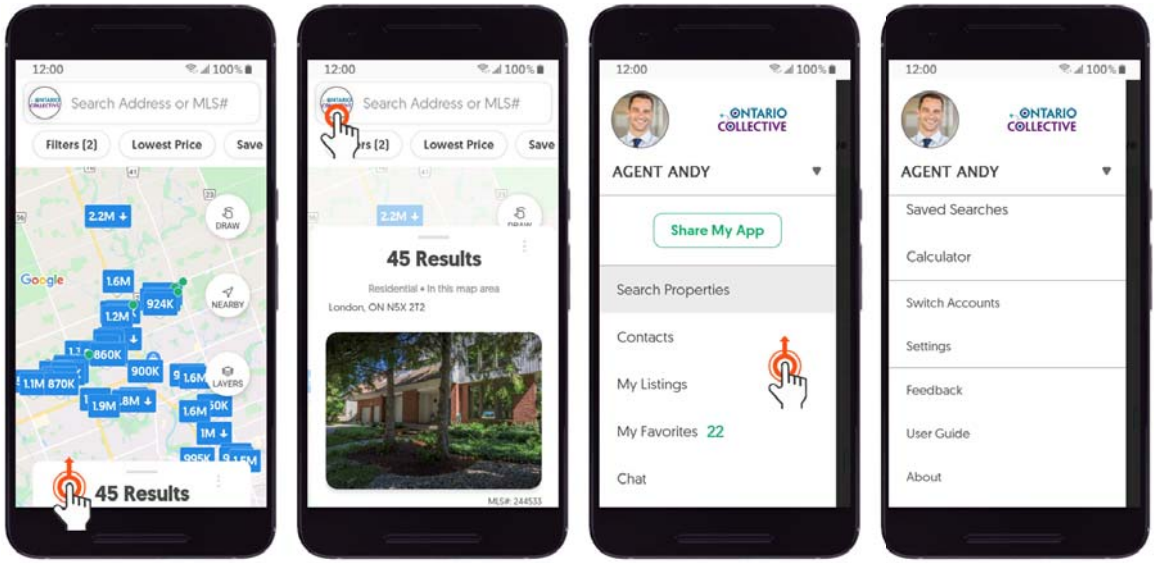
Menu Items

The menu drawer navigation contains all the functionality that the Multiple Listing Organization has configured to appear. Agents and consumers, on login, are presented with the function available to them based on their credentials.

To reveal their respective menu options, Agents and Consumers must first tap the branded icon located to the left of the Search textbox.

1. **Share App** – Agent’s on login have the ability to share their sub-branded app with clients via text, email, Facebook, Twitter and MLS contact list
2. **Search Properties** – Performs a new search
3. **Contacts** – A searchable interface for Agents to search the Agent Directory or view MLS contacts, “Add” and, “Edit” contacts if they are a current Matrix member
4. **My Listings** – Performs a query of Agent’s listings.
5. **My Favorites** – Collection of Agent or Consumer Favorites
6. **Chat** – Allows Agents and Consumers to connect, share properties and track favorites
7. **Saved Searches** – Collection of Agent (GoMLS/Matrix) or Consumer Saved Searches
8. **Calculator** – Simple and advanced calculators to determine monthly payments and affordability
9. **Switch Accounts** – Add, or switch to use, another account
10. **Settings** – Photo and contact information as well as provides log in / log out capabilities for Agents & Consumers

11. **Feedback** – Allows users to submit feedback about the app
12. **User Guide** – Provides help for the GoMLS app
13. **About** – Provides version information



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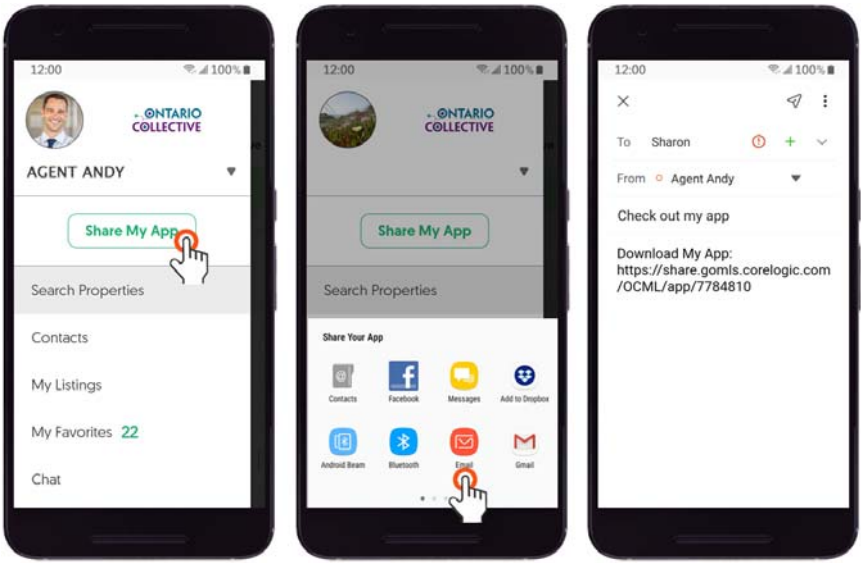
Share My App

What is your Account Type?

I am an Agent

Stay connected to customers who may not currently be in your list of contacts by sharing GoMLS through the e-mail, messenger, Facebook or Twitter app installed on your device.

1. From the GoMLS menu, tap, "Share My App".
2. From your device's Share Sheet, tap which app that you'd like to use to send a GoMLS invite.



I am a Consumer

Consumers do not have the option to share the GoMLS App.

Consumers who receive a GoMLS invite from an Agent, however, should follow message instructions to download and install the app for their specific device.

NOTE: *You must open the sent link from your mobile device.*

NOTE: *See the, "Configure & Login" section of, "User Guide" for additional information.*

Search Properties

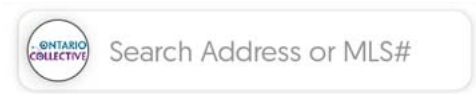
Find accurate results, fast, using the following features that are included as part of the, "Search Properties" section.

Search Textbox

The search textbox allows you to search for properties using any of the following filters:

- **ML#** – enter a listing number (e.g. 321693) to view that specific property.
- **Address** – enter the property's address (e.g. 66 Grand Oak Crossing) to position the map at that location
- **Places** – enter the name of a location (e.g. London) to position the map at that location.
- **Point-of-Interest** – enter a specific point-of-interest (e.g. Home Depot) to reposition the map and place a pin at that location.

NOTE: *autosuggested results are grouped and filtered based on properties that match what's currently entered in the textbox.*



Filters

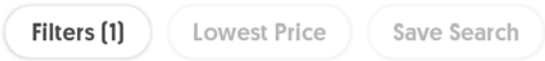
Modify filters to find the exact properties matching the criteria that you're looking for.

1. Tap the, "Filters" button to view the available search criteria fields, including: Property Type, Status, Location, Price, etc.
2. Tap a field to add/modify your criteria.

   NOTE: *from the, "Locations" filter tap the, "Add Location" button to enter specific Counties, Neighborhoods, Zip/Postal Codes, School Districts, etc.*

3. Tap the, "Count-on-the-fly" button to view your results.

   NOTE: *The Count-on-the-fly button displays the exact number of results - in real-time, as criteria is modified - before you actually generate your search (e.g. VIEW 7 RESULTS).*



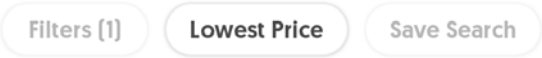
Sort by

Organize your search results according to date listed, price or status.

1. Tap the, [Sort] button to view the available sort options.
   - **Newest** – sorts by date (newer properties first)
   - **Highest Price** – sorts by price (higher priced properties first)
   - **Lowest Price** – sorts by price (lower priced properties first)
   - **Active First** – sorts by stutus (Active properties first)
   - **Inactive First** – sorts by price (Inactive properties first)

   NOTE: *The sort button will, initially, display your default sort order (e.g. Newest).*
2. Tap a sort option to set this as the default sort order.

   NOTE: *Your selected sort order will automatically be saved until later modified.*



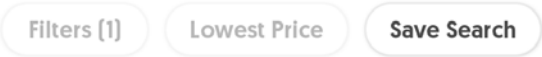
Save Search

Save the filters used in this search to quickly generate real-time results in the future.

1. Tap the, "Save" button.
2. When prompted, enter a unique name to help identify this new Saved Search.
3. Tap the, "OK" button.

   NOTE: *Tap the, "Cancel" button to close the prompt and return to your results without saving.*

   NOTE: *See the, "Saved Searches" section of, "User Guide" for additional information.*



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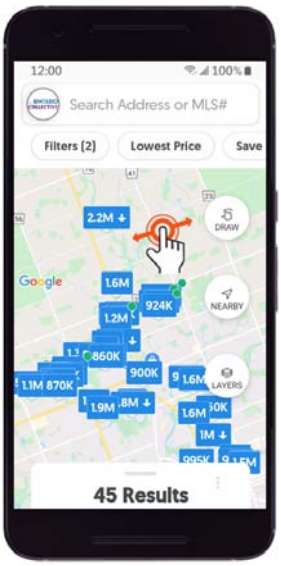
Map

Control which properties are visible in the Results Panel by setting your view on the interactive map.

Reposition

Touch, with one finger, anywhere on the map then slide the map in any direction.

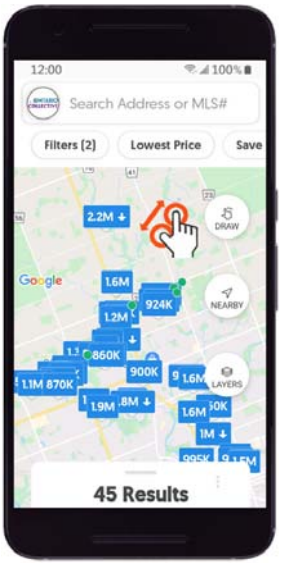
NOTE: *your current position was automatically set based on your last map position used.*



Zoom

Touch, with two fingers, anywhere on the map and spread them to zoom in or pinch them to zoom out.

NOTE: *Your map zoom level will automatically be saved, for future use, until modified.*



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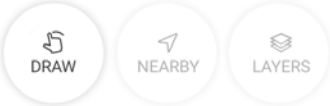
Draw

Isolate properties to a specific area by using your finger to draw a custom shape on the map.

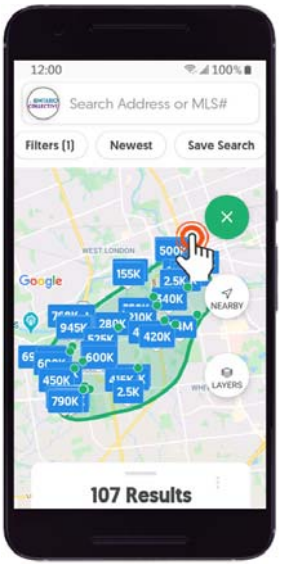
1. Tap the, “Draw” icon to activate the draw tool.



2. Touch, with one finger, anywhere on the map, while drawing a closed shape around the area you’d like to search.

   NOTE: *Lifting your finger will automatically close both ends of your custom shape.*

   NOTE: *To clear your custom shape, re-tap the now-active, “Draw” icon.*



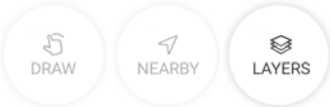
Nearby

Tap the, “Nearby” icon to center the map and view properties around your location at your current zoom level.

NOTE: *To use the GoMLS, “Nearby” feature, you must have location sharing enabled on your device.*

Layers

Set how the map should appear when viewing search results:



- **Normal (default)** – displays map using data overlays (i.e. street and business names) on top of road view
- **Hybrid** – displays map using data overlays (i.e. street and business names) on top of satellite/aerial imagery

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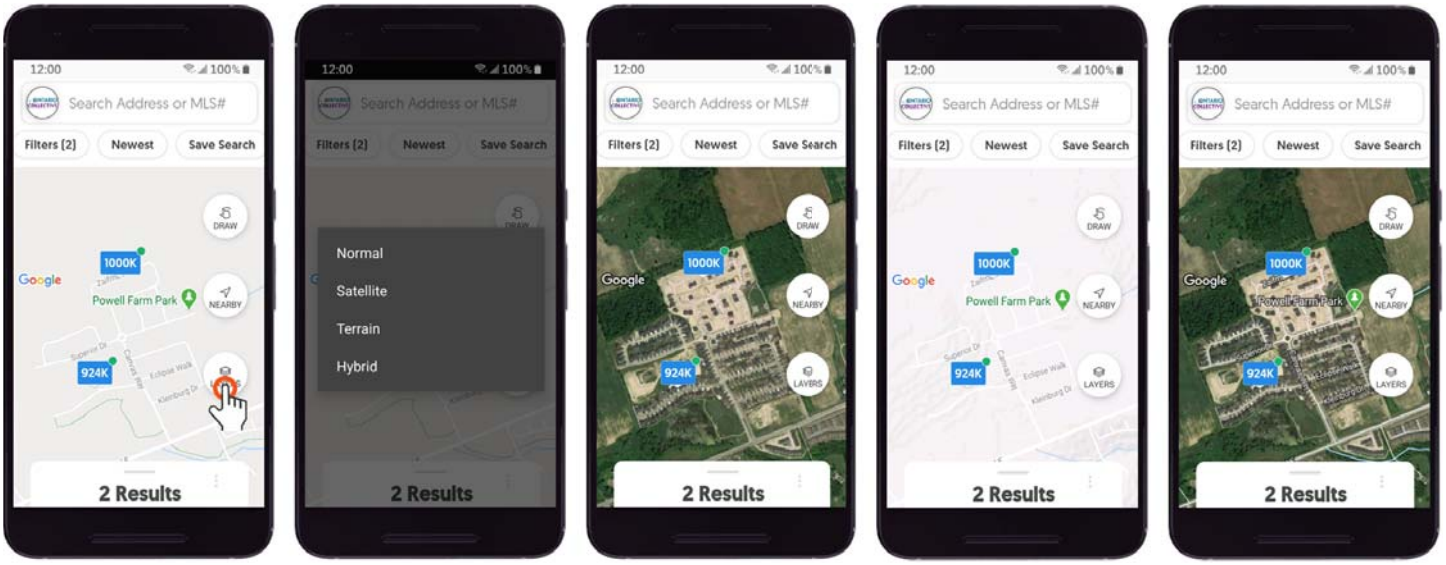
- **Satellite** – displays map using only aerial imagery
- **Terrain** – displays map using data overlays (i.e. street and business names) on top of 3D elevation of natural geographic features, such as mountains and canyons



Map Markers

Used to identify a specific location, tap a map marker to view additional property information.

- **Blue** – Property is Active
- **Red** – Property is Inactive
- **Down Arrow** – Property has decreased in price
- **Up Arrow** – Property has increased in price
- **Green Dot** – Property has an Open House
- **Heart** – Property is marked as a Favorite
- **Dark Gray** – Property is currently selected and showing in the Results Panel

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Results Panel

The Results Panel displays information (in List View or Gallery View) for properties that are currently visible on the map.

By default, the Results Panel is minimized at the base of the map

NOTE: *You may need to adjust your map zoom level to view fewer, or more, results.*

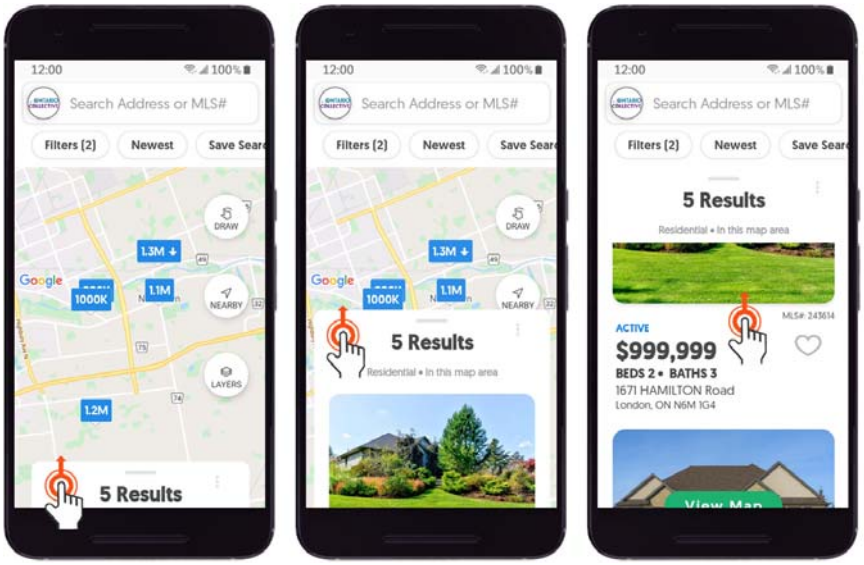
View/Hide Results

View Results

To view results, swipe vertically, with one finger, anywhere on the Panel to slide it up or down.

Hide Results

To hide results, swipe vertically, with one finger, anywhere on the Panel to slide it down.

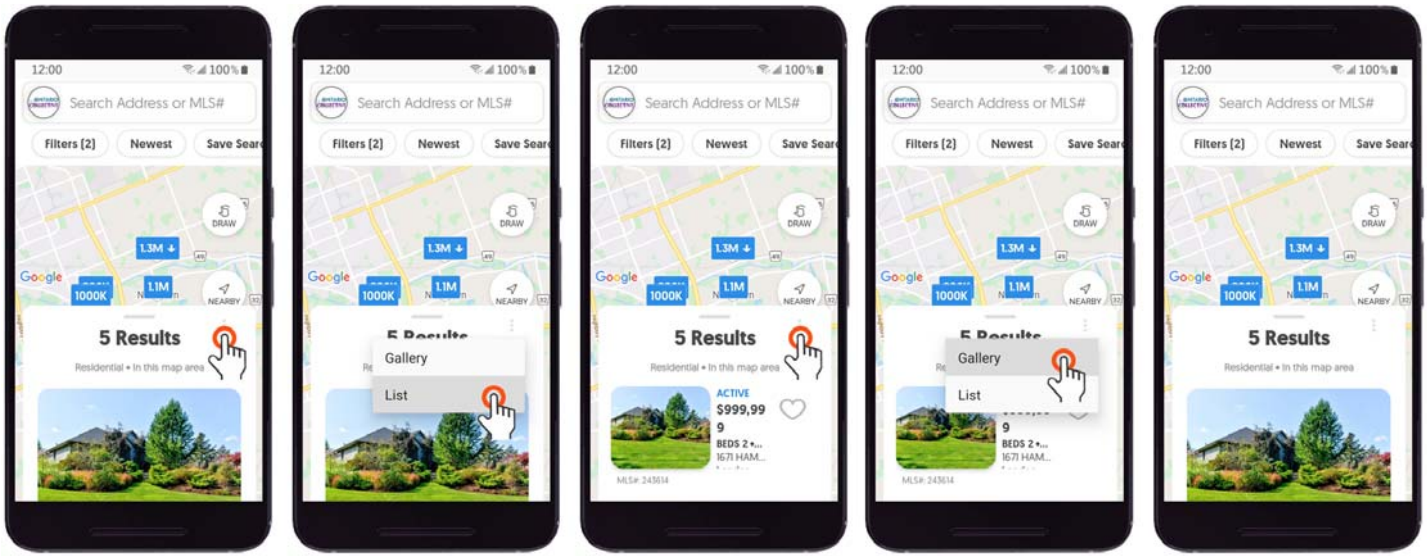


Manage Views

From the Results Panel, tap the ellipses icon to select a new display.

- **Gallery View** – view larger main photo thumbnails with limited property information
- **List View** – view smaller main photo thumbnails with limited property information

NOTE: *Tap a thumbnail to view additional property information in the Full Details View.*



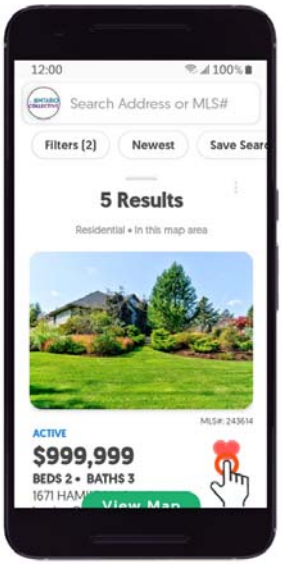
Manage Favorites

Adding to your list of favorites is a great way to organize properties-of-interest in one central location.

From the Results Panel, tap a specific property's, "Heart" icon to add it to your favorites.

NOTE: *To remove the property from your favorites, simply re-tap the now-active, "Heart" icon.*

NOTE: *See the, "Favorite" section of, "User Guide" for additional information.*



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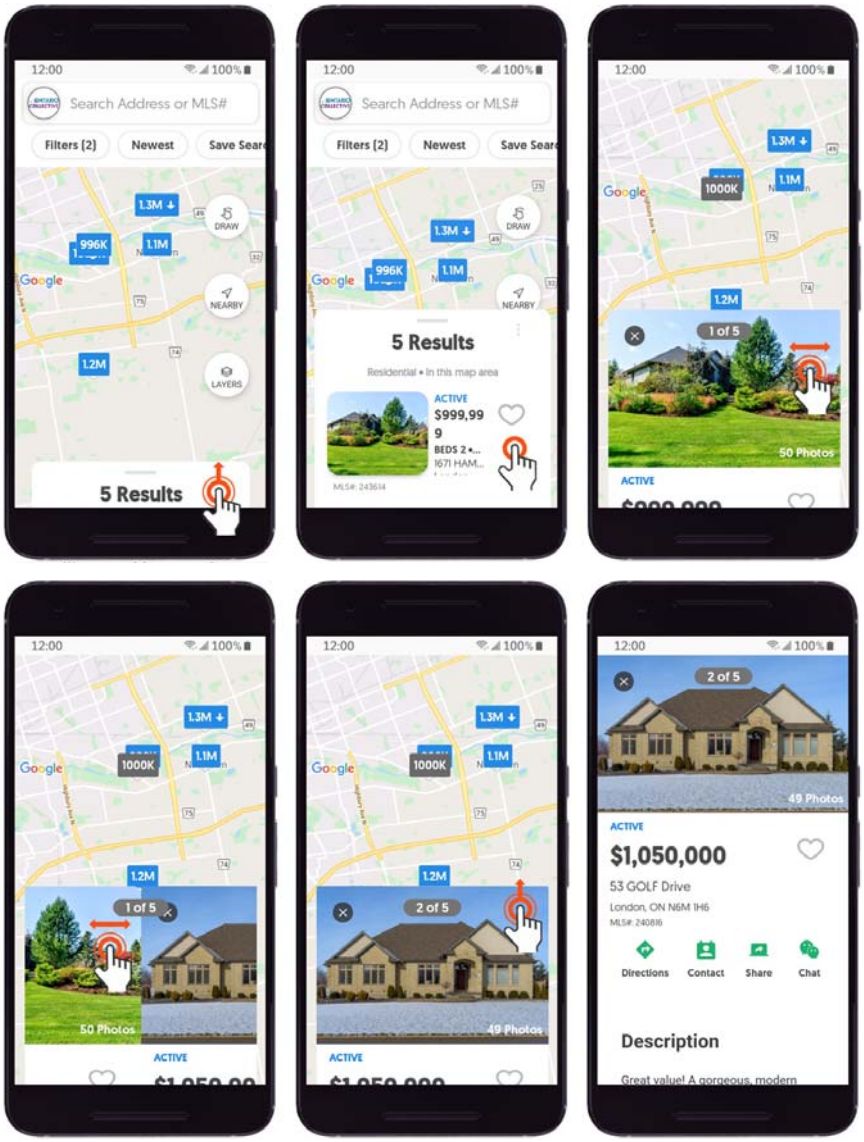
Full Details View

From the Results Panel, tap a thumbnail to view additional property information in the Full Details View.

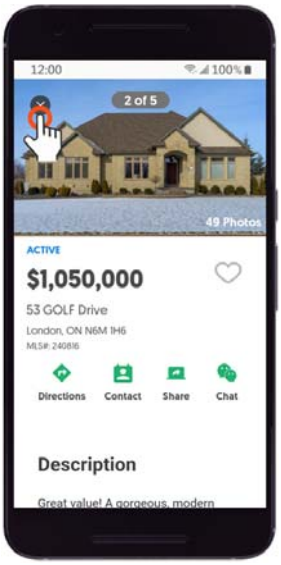
View Previous/Next Property

Swipe left to view the next property from the results. Swipe right to view the previous property.



Close Details View

Tap the, “Close” icon to close the Full Details View and return to the original map/search results.



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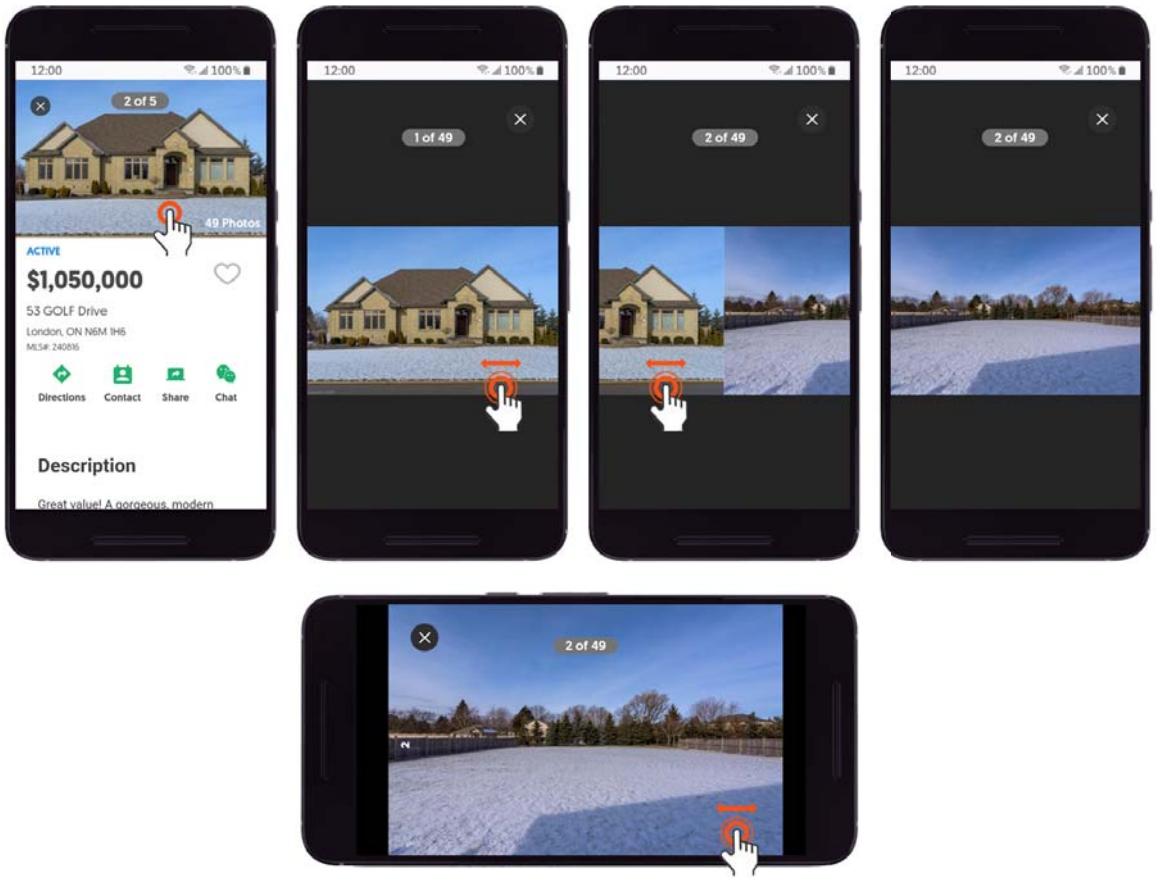
View Photos

1. On the Full Details View, tap the property's main photo to open the Image Viewer.
2. Swipe horizontally, with one finger, anywhere on the picture to slide it left or right.
3. Rotate your device to view the property photo in fullscreen mode..
4. Tap the, "Close" icon to close the Image Viewer and return to the Full Details View.



Directions

Enjoy turn-by-turn driving directions to help get you to this property using the most efficient route available.

1. From the property's, "Full Details View", tap the, "Directions" icon.

2. Once your device's mapping app has launched, use its navigation feature to help guide you to this property from your current (or, custom) location.

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Contact

What is your Account Type?

I am an Agent

Tap the, “Contact” icon to view the property’s Listing Agent contact information.

I am a Consumer

Tap the, “Contact” icon to view your Agent’s contact information.

NOTE: *If your GoMLS account is not associated with an Agent, this page will display the property’s Listing Agent information.*

Share

Stay connected by sharing this property with others through the e-mail, messenger, Facebook or Twitter app installed on your device.

1. From the property’s, “Full Details View”, tap the, “Share” icon.

2. From your device’s Share Sheet, tap which app you’d like to use to send this property.

Chat

GoMLS features a real time, two-way text communication service used to message and share this property’s information between Agent and Consumer.

Schedule

Tap the, “Schedule” icon to launch, “ShowingTime”.

NOTE: *This feature is visible only to Agents who are subscribed to, “ShowingTime”.*

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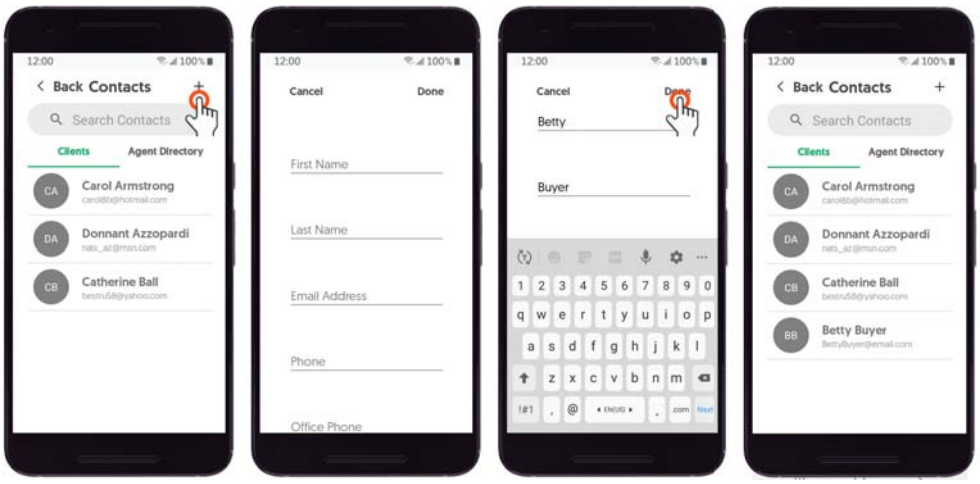
Contacts

Contacts provides a searchable interface for agents to look up their contacts synced from Matrix. Agents can add or edit contacts, as well as take a look at Carts, Favorites & Possibilities for that contact.

Add Contact

1. From the GoMLS menu, tap, “Contacts”.
2. From the, “Clients” tab, tap the + button.
3. Add the contact’s details.
4. Tap the, “Done” button.



My Listings

While signed in as an Agent, view or share properties from this collection of your own personal listings.

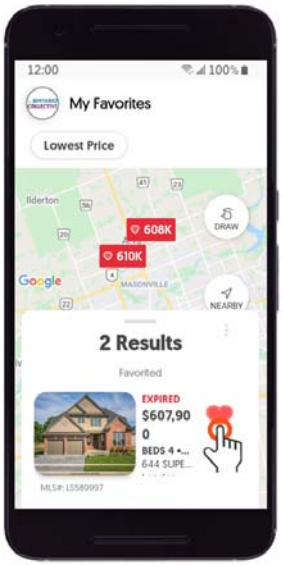
1. From the GoMLS menu, tap, “My Listings”.
2. Tap a listings to view the Full Details View.

NOTE: *See, “Share” under the, “Search Properties > Results Panel > Full Details View” section of, “User Guide” for additional information.*

My Favorites

View, or share, your collection of properties that are currently marked as a favorite.

NOTE: *To remove the property from your favorites, simply re-tap the now-active, "Heart" icon.*



NOTE: *See, "Manage Favorites" under the, "Search Properties > Results Panel" section of, "User Guide" for additional information.*

Chat

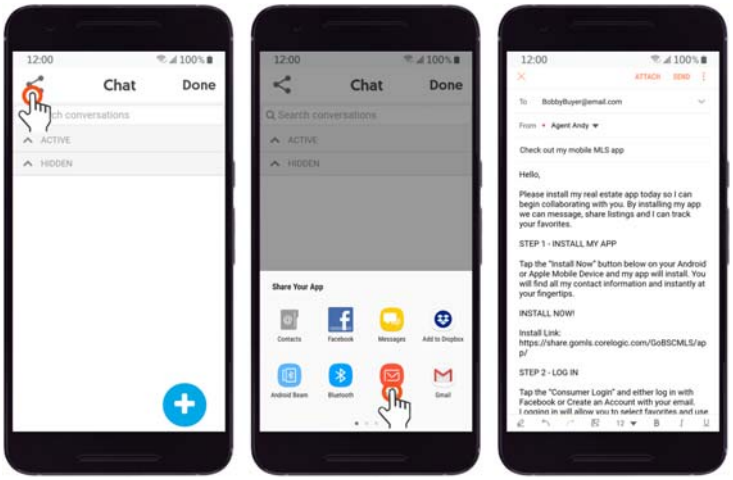
GoMLS features a real time, two-way text communication service used to message, share properties and track favorites between Agent and Consumer.

Share

Agents lookng to communicate with a Consumer who is not currently in their list of contacts, must first share GoMLS through the e-mail, messenger, Facebook or Twitter app installed on their device.

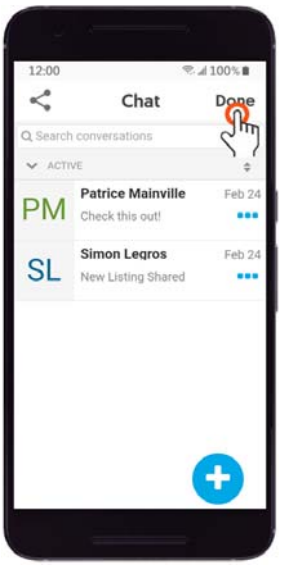
1. From GoMLS Chat, tap the, “Share” icon.
2. From your device’s Share Sheet, tap which app that you’d like to use to send a GoMLS invite.

NOTE: *See the, “Share My App” section of, “User Guide” for additional information.*



Close

Tap the, “X” icon to exit out of GoMLS Chat and return to your previous GoMLS task.



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Conversations

A conversation is simply 1 or more messages shared between 1 or more contacts.

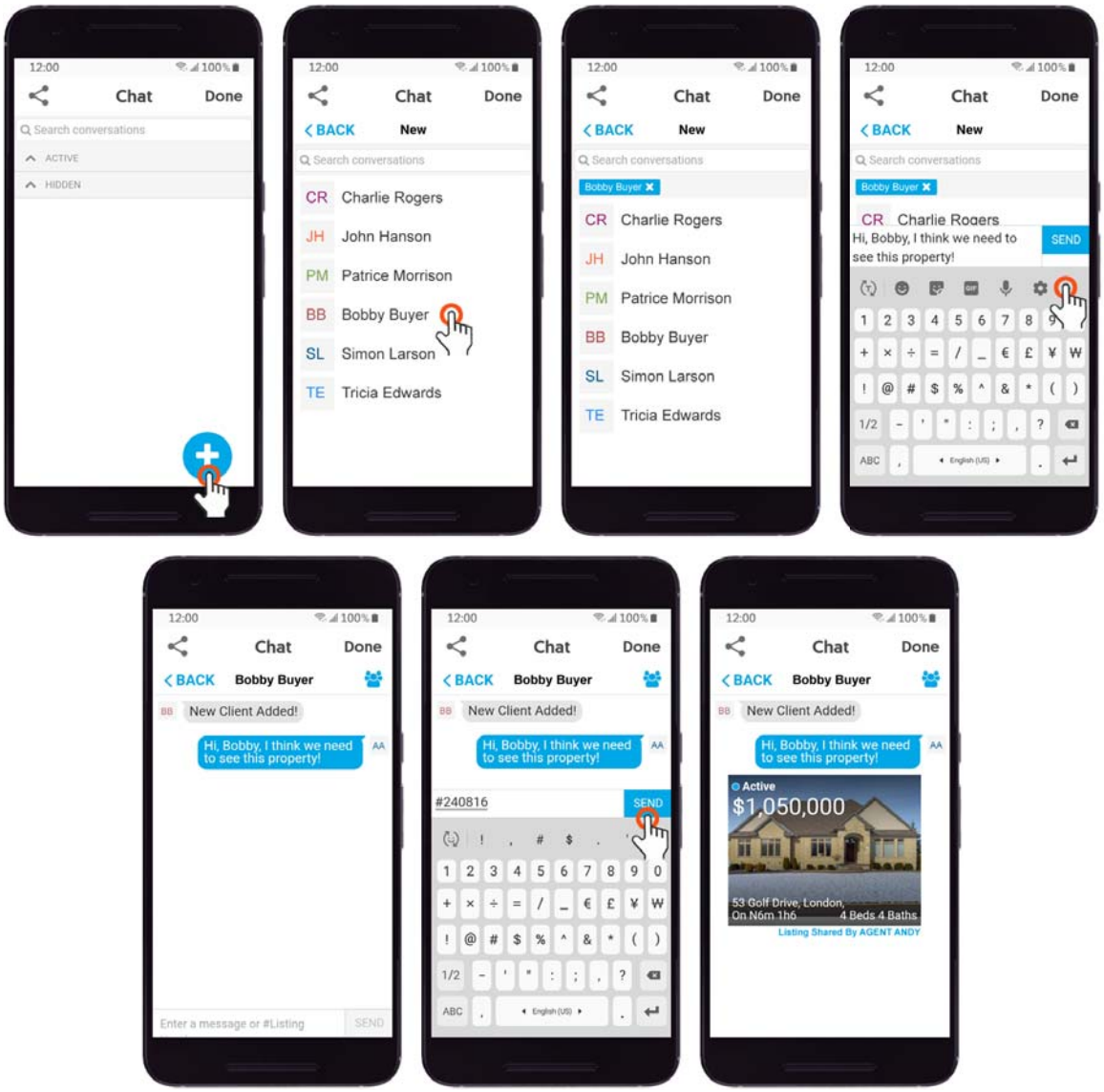
Create New Message

1. Tap the, "+" button to create a new message.
2. Tap to select one, or more, contacts to message.

   NOTE: *If you'd like to remove a recipient from the list, simply tap the, "X" located beside their name.*
3. From the message textbox, enter a message or Listing Number.

   NOTE: *You must send a property in a seperate message and include the pound sign (#) before the Listing Number (e.g. #123456)*
4. Tap the, "Send" button.

   NOTE: *Sending a new message to a contact with their conversation currently hidden will automatically reset their, "Hidden" messages to, "Active".*



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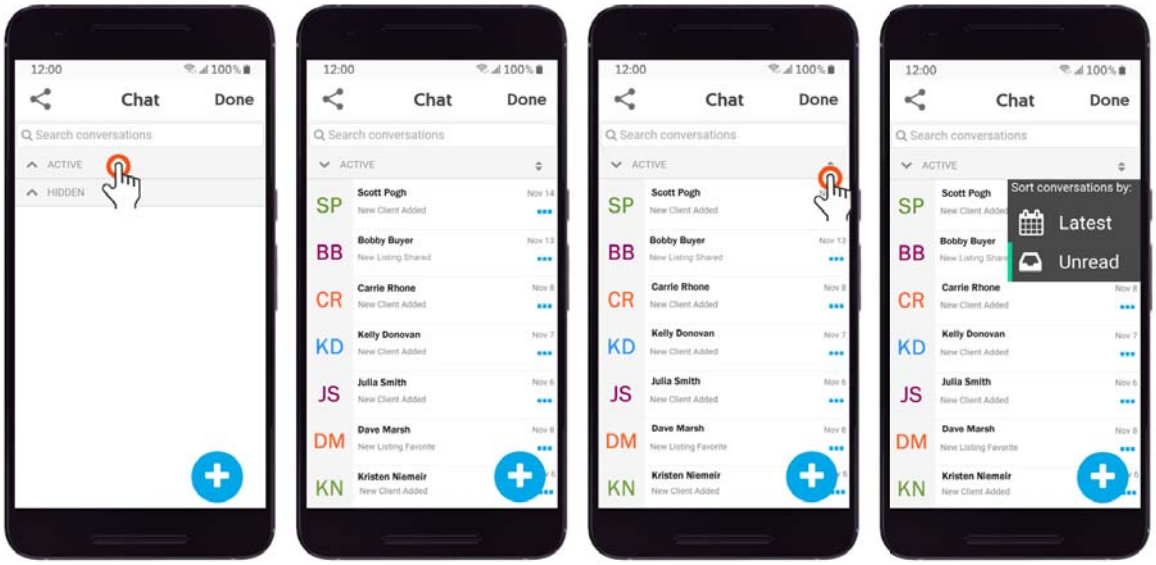
Conversation Lists

Tap the, "Active" tab to reveal/hide the list of active conversations and tap the, "Hidden" tab to reveal/hide the list of inactive conversations.

NOTE: *On expanded tabs, tap the sort arrows to order the conversation list by either the latest or still unread.*



Continue a Conversation

Use one of the following two options to pick up a conversation from where you left off:

Create New Message

Create a new message to a specific contact and it will automatically be added to your conversation already in progress.

NOTE: *See, "Create New Message" in the, "Chat" section of, "User Guide" for additional information.*

Search Conversations

Search for an existing conversations with a specific contact.

1. Tap inside the, "Search Conversations" textbox and enter a single contact's name to search for specific conversations that include this participant.
2. Tap a conversation to open the message window.
3. Tap the, "Participants" icon to view all contacts who are included in this conversation group.

   Also, by tapping a participant's name, you are able to:

   - **View their Favorites** – Tap the, "Favorites" icon to view a collection of this contacts favorite properties.
   - **E-mail** – Tap the, "E-mail" icon to send this contact an e-mail from your device.
4. Tap the, "Back" button to return to your conversation.

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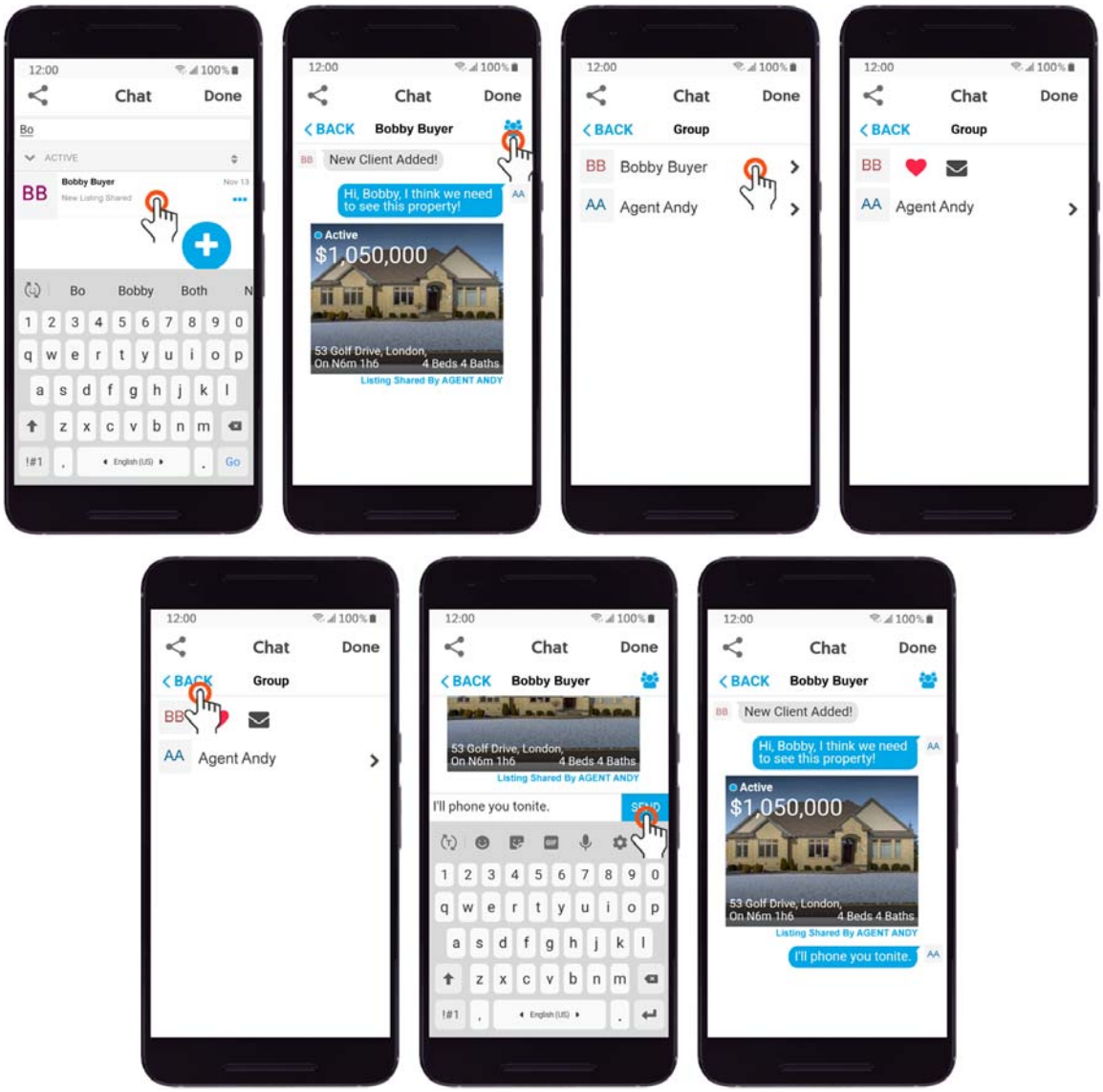
5. From the message textbox, enter a message or Listing Number.

   NOTE: *To send a property, you must include the pound sign before the Listing Number (e.g. #123456)*

6. Tap the, "Send" button.

   NOTE: *Sending a new message to a contact with their conversation currently hidden will automatically reset their, "Hidden" messages to, "Active".*

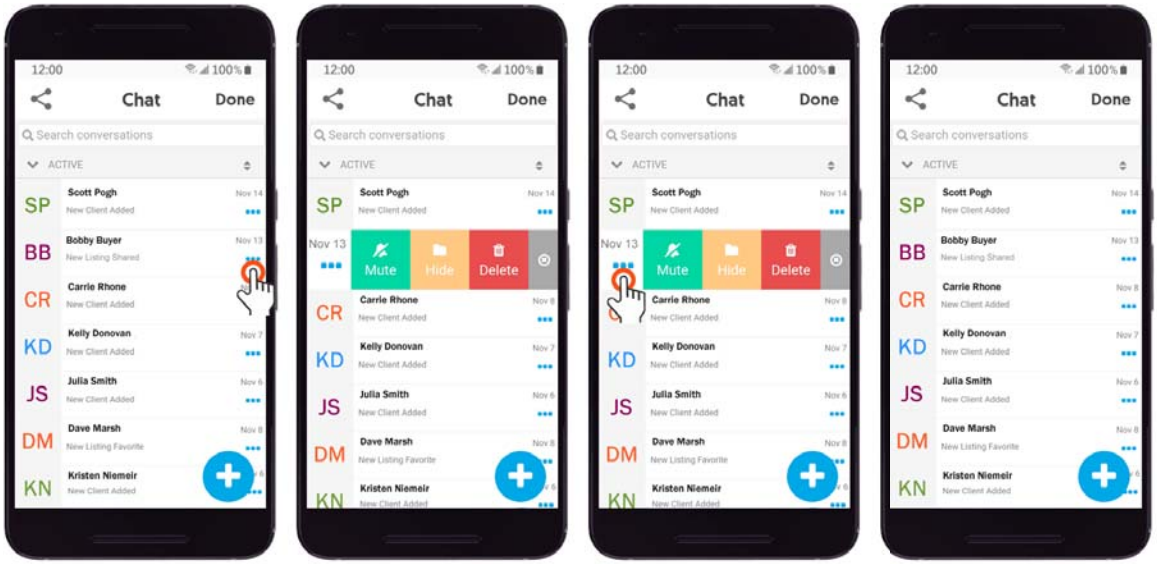


Manage Conversations

From the list of conversations, tap the ellipses icon to view additional conversation options.

- **Mute/Unmute Notifications** – Tap the, “Mute” button to mute all notifications when any new message, or favorite, is added to this conversation. Tap, “Unmute” to re-enable notifications.
- **Hide/Unhide Conversation** – Tap the, “Hide” button to add this conversation to the hidden list or, “Unhide” to return it to the list of active conversations.
- **Delete Conversation** – Tap the, “Delete” button to permanently delete this conversation.
- **X** – Tap the, “X” button to close the conversation opitons.

NOTE: *Conversation options can also be closed by tapping on the ellipses icon.*



Saved Searches

What is your Account Type?

I am an Agent

View a collection of your previously saved GoMLS searches as well as any imported searches from Matrix if you are a current Matrix member.

NOTE: *You must be signed in as an Agent to use this feature.*

NOTE: *See, "Save Search" under the, "Search Properties" section of, "User Guide" for additional information.*

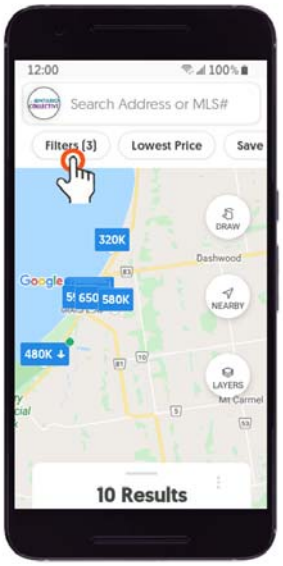
Run Saved Search

1. From the GoMLS menu, tap, "Saved Searches".
   - **GoMLS** – Tap the, "GOMLS" tab to view a list of searches saved in GoMLS.
   - **Matrix** – Tap the, "Matrix" tab to view a list of searches saved in Matrix.
2. Tap a Saved Search to generate real-time results.

Manage Saved Search

1. From the GoMLS menu, tap, "Saved Searches".
2. Tap to generate real-time results then select, "Filters" to modify the criteria used in the selected Saved Search.

   NOTE: *Only GoMLS Saved Searches can be modified.*



I am a Consumer

View a collection of your previously saved GoMLS searches.

1. From the GoMLS menu, tap, “Saved Searches”.
2. Tap a Saved Search to generate real-time results.

   NOTE: *You must be signed in as a Consumer (not as a Guest) to use this feature.*

   NOTE: *See, “Save Search” under the, “Search Properties” section of, “User Guide” for additional information.*

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Calculator

Generate simple and advanced calculations to determine monthly payments and affordability.

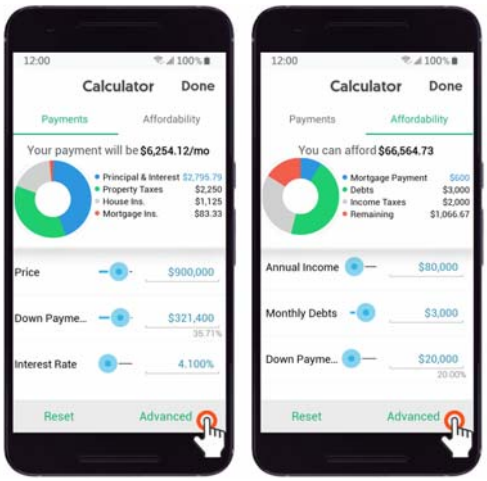
NOTE: *Calculations are generated automatically.*

Payments

1. Tap the, "Payments" tab to enter payment data and view calculated results.
2. Tap the, "Advanced" button to include additional payment data.

Affordability

1. Tap the, "Affordability" tab to enter affordability data and view calculated results.
2. Tap the, "Advanced" button to include additional payment data.



Add/Switch Accounts

Are you an Agent belonging to multiple Real Estate Boards?

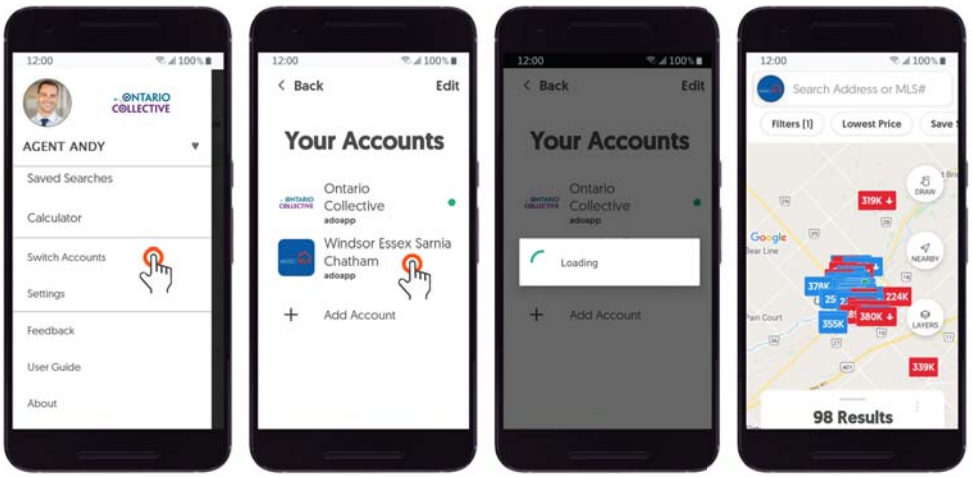
Or, perhaps, you're a Consumer who's looking for a property in different cities or communities.

With GoMLS, Users can easily add, and toggle between, multiple accounts.

1. From the GoMLS menu, tap, "Switch Accounts".
2. Tap an account to switch to.

   NOTE: *Alternatively, you may access your your additional accounts by tapping the arrow located in the menu header*

   NOTE: *To add a new account, tap the, "+" icon. See the, "Configure and Login" section of, "User Guide" for additional information.*



Settings

Profile

Edit Agent Profile: to update your agent profile you will need to add/edit your roster photo and/or contact information within your multiple listing association site or contact your board/association for their assistance.

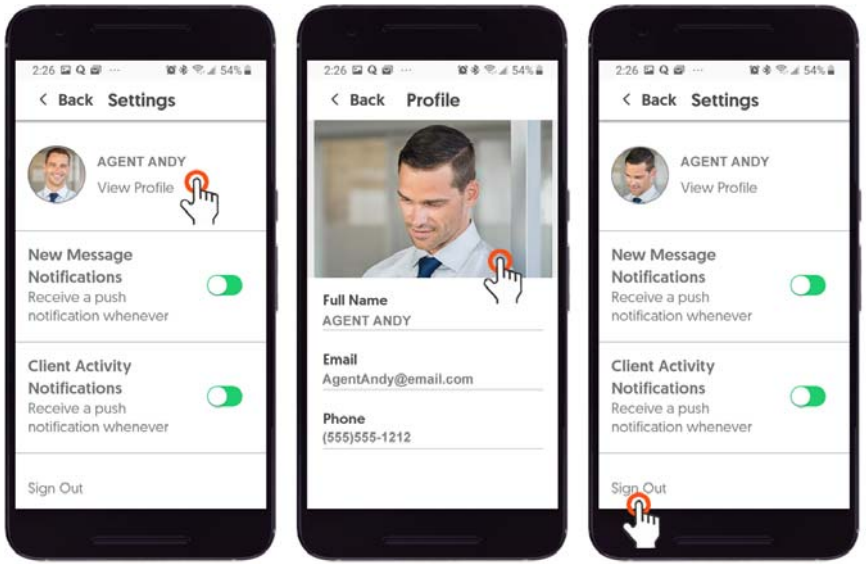
Notifications

New Message: select this option if you would like to receive a notification when you receive a new chat message.

Client Activity: agents, select this option if you would like to receive a notification when there has been client activity.

Sign Out

Tap the, “Sign Out” button to completely sign out of the GoMLS app.



Feedback

Do you have a GoMLS app question or comment? From the GoMLS menu, tap, "Feedback" to send your thoughts.

User Guide

From the GoMLS menu, tap, “User Guide” for step-by-step instructions for each GoMLS feature.

About

From the GoMLS menu, tap, “About” to view information about your current version of GoMLS.

For more information please visit corelogic.com

corelogic.com

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