



CINCY

Easily schedule showing appointments by calling
513-354-5554

One Number, One Call, Multiple Showings

Agent Profile Form

Office Name:	Office Phone:
MLS Office ID:	Office Fax:
Agent Name:	Personal MLS ID:
Agent Mobile #:	Agent Home #: (opt.)
Showing Code:	Voice Mail/Other#:

The **Showing Code** is an alpha or numeric code that is four digits that you will use to show properties in the Metro area. Please choose numbers or letters that are easy for you to remember. This code is strictly between you and CSS.

Member of a team? **Yes** **No**

Team Name:

www.Showings.com

Complete the following section to establish your website account on **Showings.com**.

Website Password:

(You may use alpha and/or numeric characters- DO NOT use MLS password, or your CSS Showing code)

Website Hint:

The hint is used when you forget your password. It is a simple reminder for you. For example, if my CSS website password were "Ginger", my hint would be "childhood dog".

E-mail Address:

When logging on to the Centralized Showing Service, Inc. (CSS) website, you will use your MLS Agent ID as your Agent ID and the CSS Website Password you indicated above as your password.

CSS cannot guarantee that the CSS Website will be fully functional in every Internet Browser. Internet Explorer 4.0 or higher is required for users.

All information is deemed reliable, but not guaranteed. By filling out this enrollment form, you assume full responsibility for all information printed and all unauthorized access to website information. CSS Website passwords are not to be distributed to any other agent, seller or member of the public. Violation of this policy will result in immediate termination of Website service and potential termination of CSS service. CSS will periodically make updates to the website in order to add functionality and provide better service.

▶ Please fax completed form to 513-354-5553.

Scheduling More Than 15 Million Showings a Year!

**Getting Started with
Centralized Showing Service
For Agents**

1. **LOGIN:**

- a) Go to www.showings.com
- b) Under **Choose Area**, select your local area
- c) Login in using your Agent ID (this is your Personal MLS ID) and the password you chose on your CSS enrollment form. Click **Agent Login**

2. **SET YOUR PREFERENCES:**

- a) When logging in for the first time, visit **Settings** on the top menu bar to set your preferences. *

3. **REVIEW YOUR LISTINGS:**

- a) To view your Listings, choose **Listings** from the top menu bar.
- b) Click the **Address** of a property or click **Add Listing** to add/review/update listings and Showing Instructions for each property.
- c) Click **view** under **Showing Report** column to view the Showing Report for each property.
 1. Showing Agent contact information, feedback
 2. Listing Announcements sent to all Showing Agents alerting them of property changes.
 3. Manually request/update property feedback (the CSS website automatically requests feedback based on your preferences in Settings)
- d) Click **view** under **Seller Report** column to view the Seller Report
 1. This is the report your Seller can see when they login into CSS using their Property MLS # and the password you create for them (optional) (see Seller Information)
- e) Click **Settings** under the **Seller Information** column to set seller preferences for each property.
 1. **Seller Information** tab
 - a. Add Seller Name, e-mail address and create a password for seller to login into the website to see Seller Report, Journal Listing Report (optional) and to Change Showing Instructions (optional).
 2. **Feedback Settings** tab
 - a. To customize e-mail feedback announcement for each property
 3. **Showing Notification Settings** tab
 - a. To send showing appt. notifications to sellers and anyone else and to also send automatic daily/weekly seller or showing reports to people of your choice. By adding the seller e-mail to this tab, your seller will receive showing appt. notifications.
 4. **Picture Settings** tab
 - a. To provide CSS a photo of the home to include in e-mail feedback requests.

4. Change the Showing Number in the MLS listing and/or make all necessary changes on recordings.