

RLSIR Key Websites

start.russlyon.com: This site will provide you with links to ZipForm, Webmail, SUPRA, Realtor.com, Rnet etc.

Russ Lyon SIR Intranet- RNet: start.russlyon.com and click on Rnet from the Menu

User name: firstname.lastname

Password: Initially "russlyon1" the same as your webmail password;

Note: Your Rnet and webmail password are always the same. You can change them by logging into your email account (see below), click on "Settings", then "Accounts" and go to "Change Account Settings". Any new password changes must contain at least 6 characters.

Webmail : mail.russlyon.com

User name: firstname.lastname

Password: Initially "russlyon1". Once the password is changed, it is the same as your Rnet password.

One-Stop Marketing Resource: As the title suggests, this site provides resources for all things marketing related—from the listing process to marketing your new listing to marketing you! Listing Presentation Options, company market share and market STATS can also be found at <http://RLSIRMarketing.com>.

Realtor.com: <http://resource.realtor.com>

User name: your MLS ID

Password: This will initially be your MLS ID or whatever you changed it to if you've had a prior Realtor.com account.

Computer Support: Go to russlyonsupport.com (no www's before it). This will initiate a live "chat" session with our computer support staff. By logging into this site, you will be allowing remote access to your computer and screen, for the purpose of working on computer problems that you're having.

Fill in your name and company name/office in the area provided. Then choose a Representative.

Click Submit. Your rep will come on the screen and "ask" what the issue is. You will type in the problem, and they will deal with it remotely on your computer. When they are done working, you will see a message on your screen indicating the session is completed. Please don't try to work on your computer while Support is working.

Sotheby's International Realty Members Site: <http://members.sothebysrealty.com>

User name: firstname.lastname@sothebysrealty.com (NOTE: Do not enter an apostrophe (') in "Sothebys" when you are typing it out as part of an email address or website.)

Password: You will be assigned a temporary password after 24 hours of being hired. The temporary password will be sent to you via e-mail from atyourservice@sothebysrealty.com. This will allow you to log in and create a permanent password. In 72 hours the temporary password will expire. If this happens or you forget your password, enter your user name and click on "Forgot password" below. SIR will email a new temporary password to you.

Property Brochures: Once you are logged in to the Sotheby's Internt'l Realty Member's site, you will see the link to XpressDocs in the Menu on the right of the page. Click on it and you will be automatically logged into their system where you can order brochures, post cards and other personal marketing materials.

Another option for ordering brochures is:

Desert Digital: www.justlistedflyers.com Local printer for online ordering of property flyers and postcards.

Agent Website: Initially, go to agent6.superlativestudio.com

User name: to be emailed to you by Superlative (usually your russlyon.com email address)

Password: superlative

If you forget your user name or password, go to agent6.superlativestudio.com and click on "Forgot Password" and both your user name and password will be emailed to you.

Zipform account access

Go to ZipFormonline.com

Enter your firstname.lastname@russlyon.com email address. Note: Don't enter a password, but click "Submit". You will then be prompted to create a password.

ToolKitCMA

Go to <http://toolkitcma.com>

User Name: firstname.lastname@russlyon.com

Password: Russlyon1