



Russ
Lyon

Sotheby's
INTERNATIONAL REALTY

TECHNOLOGY QUICK START GUIDE

Submitting Paperwork to Your Office

Please submit all paperwork to the appropriate office email address below. All paperwork must be submitted in a PDF format and include the appropriate subject line.

ALL LISTING PAPERWORK

Camelback	listings.camelback@russlyon.com
Carefree	listings.carefree@russlyon.com
Desert Mtn	listings.dm@russlyon.com
Flagstaff	listings.flagstaff@russlyon.com
Pinnacle Peak	listings.pinnacle@russlyon.com
Prescott	listing.prescott@russlyon.com
Sedona	listings.sedona@russlyon.com
SE Valley	listings.sev@russlyon.com
Tubac	listings.tubac@russlyon.com
Tucson	listings.tucson@russlyon.com
West Valley	listings.westvalley@russlyon.com

ALL LEASE/SALES CONTRACTS

contracts.camelback@russlyon.com
contracts.carefree@russlyon.com
contracts.dm@russlyon.com
contracts.flagstaff@russlyon.com
contracts.pinnacle@russlyon.com
contracts.prescott@russlyon.com
contracts.sedona@russlyon.com
contracts.sev@russlyon.com
contracts.tubac@russlyon.com
contracts.tucson@russlyon.com
contracts.westvalley@russlyon.com

These email addresses will automatically send your paperwork to the appropriate person. Please use these email addresses for all correspondence.

All NEW listing/lease/sales contracts must include the appropriate information sheet.

- New Listing Contract (Sale) – LISTING INFORMATION SHEET
- New Listing Contract (Lease) – LEASE LISTING INFORMATION SHEET
- New Lease Contract – LEASE CONTRACT INFORMATION SHEET
- New Sales Contract – SALE INFORMATION SHEET
- Referral Information Sheet

ALWAYS include the following in the SUBJECT line of your email for your initial submission. In addition to any new documents you want to add to the file.

1. Type of document(s)
2. The property address, including street # and city

Examples:

- | | |
|------------------------------|--|
| • New Listing/Contract/Lease | Subject: "New listing – 123 N Main St, Phx" |
| • Additional Documents | Subject: "Add' Docs – 123 N Main St, Phx" |
| • Listing Status Change | Subject: "Price Change – 123 N Main St, Phx" |

"We are an inspired family relentlessly pursuing excellence in real estate and in life - our legacy since 1947"



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Links to all Russ Lyon Sotheby's International Realty systems available on: <https://connect.russlyon.com>

All MLS system links now on this single page

An online Agent Orientation Video presented by Mike Balzotti is now available to supplement the system training you receive from your office manager and/or staff. Look for the link at the bottom of the connect.Russlyon.com page.

Systems Temporary Passwords

Email

Login URL: <https://mail.russlyon.com> or gmail.com

User Name: firstname.lastname@russlyon.com

Password: Welcome123!

Sotheby's International Realty Member Site - Access

User Name: firstname.lastname@sothebysrealty.com

Password: Watch for email from Sotheby's International Realty with temporary password. Password will be good for 72 hours. If first password does not work, click "Forgot Password" link to generate a new one.

LuxuryRealEstate.com

An email with log-in information is sent as the agent is set up in the system

Tools, Training, and Applications

Placester (website)

Lyon Connect > Marketing > Placester Website Request Form

ToolKitCMA

Lyon Connect > Apps and Tools > ToolKit CMA

Trainers: Tom Newell (tom.newell@russlyon.com) or Mike Balzotti (mike.balzotti@russlyon.com)

Collateral Analytics

Lyon Connect > Apps and Tools > Collateral Analytics

Trainers: Tom Newell (tom.newell@russlyon.com) or Mike Balzotti (mike.balzotti@russlyon.com)

LeadRouter

Lyon Connect > Apps and Tools > LeadRouter

Please contact Derek Zieder for information: derek.zieder@russlyon.com

Upcoming Classes

Lyon Connect > Apps and Tools > One Stop

Must be logged in to russlyon.com Email to access the registration form

flexMLS training or Transaction Desk & Authentisign Training

Trainer: Tom Newell (tom.newell@russlyon.com)

Activepipe

Trainer: Tom Newell (tom.newell@russlyon.com)

Marketing Requests /Consultation

Lyon Connect > Marketing > Meeting Request Order Form