You can start using RealTAG to evaluate prospects now; however we suggest that you setup any agents that will be using RealTAG first.

1) Adding a New Agent

To add new agents to your RealTAG account, **here's how:**

1. From the blue menu bar click on MY ACCOUNT.

2. Click on SETUP AGENT. This takes you to the Account Summary Page

3. In the Agent Status Report section each seat (agent slot) you have purchased is listed. Click on any link that reads CONFIGURE AGENT. This takes you to the New Agent page.

4. At a minimum, fill out the required items. The information on this page is used to complete the CMA Email. You can update or add information later if needed.

5. Click the SAVE NEW AGENT button.

RealTAG allows you to enter a listing profile and associate your prospects with that listing. This allows you to use the send a customized Competitive Market Analysis email to prospects that provide you with an email address.

2) Adding a Listing

To enter a listing profile you will need to enter some information about the property. **Here's how:**

1. From the menu bar across the top, click on MY LISTINGS.

2. At the My Listings page Click on the ADD NEW LISTING button.

3. Complete the New Listing form.

4. Click on SAVE NEW LISTING.

For more information on RealTAG please call us at **(877)245-3237**

3) Generating a Prospect Report

If you want to generate a report on a prospect, **HERE'S HOW:**

1. From the menu bar across the top, click on MY PROSPECTS

2. Select ENTER NEW PROSPECT

3. Choose LISTING from the pull down menu

4. Enter Prospect Name, Address, ZIP (other information is optional)

5. Click SUBMIT FORM

6. Your Prospect Report is displayed.

4) Send Customized CMA Emails to Your Prospects

To automatically send a customized Competitive Market Analysis email to prospects that provide you with an email address, turn on the CMA email function.

1. From the menu bar across the top, select MY ACCOUNT.

2. Click on the CHANGE PROFILE INFO.

3. Review the information on your profile page. To change anything, or upload pictures, click on the EDIT INFORMATION button.

4. Make your changes, select YES on the Send CMA Email line. (Change this text in the change profile page).

5. Click UPDATE INFORMATION.

5) Finding Help Online

If you need help at anytime while using RealTAG, you can click on the help link at the top of any page. Both the Quick Start and Complete Instructions are available online at any time.