



Stellar First Steps Checklist

We're excited that you are transitioning to Stellar MLS! We want to make sure we keep you up-to-date every step of the way! Here's checklist of action items to help you get started.

All Subscribers

- Sign into StellarMLS.com/GACAR, this page will be update with important updates, trainings, and FAQs during your transition to Stellar.
 - Enter your NRDS ID* or your MLS ID for your username and **Password1** for your password.
 - If you are a Thompson member or an Unlicensed Assistant you will be assigned a NRDS like number to access.
 - First time login **must** be done from a desktop or laptop.
 - No mobile devices first time login for security measures.
- Electronically sing your End User License Agreements (EULAs) upon first login
 - Stellar MLS EULA (preview sample agreement [here](#))
 - CoreLogic (Matrix) EULA
- Email Accounts: add **stellarmls.com** to your safe sender list.
- Stellar MLS Dashboard, from the Stellar MLS account sections verify your contact information.
- Stellar MLS Dashboard, from the Stellar MLS account sections update your Stellar MLS profile.
- Sign-up for training classes (click [here](#) for info)
 - Required: MLS Basic
 - Required: MLS Listing Compliance

HOW TOs - Matrix

- View listings:**

To view listings in Matrix use the Speed Bar (download a Speed Bar guide [here](#)), similar to Paragon Power Search, enter the letter **GC**, GC is the GACARs Board Code, then you MLS # from Paragon. Example: GC445614

[How to Video](#)

 - Listing Data
 - Open House Data
 - Media – Listing Photos & Supplements/Documents

- Agent Photos
- Contacts
- Saved Searches – [How to Video](#)
 - Connect Contact and Saved Searches.
 - Turn Searches into Auto-Emails.
 - Disable auto-emails in Paragon’s Collaboration Center.
 - **NOTE:** Saved *Quick Searches*, *HotSheet Search*, and *Saved as Favorites* searches are unable to be carried over to Matrix.

Set Up

- My Favorite Searches – [How to Video](#)
- My Information – [How to Video](#)
 - Print Header & Footer
 - CMA Coversheet
 - Email Signature
 - OneHome
- OneHome Customer Portal & Notification Settings – [How to Video](#)
- Market Watch – [How to Video](#)
GACAR listings will be included in the data set on Oct 6th
- Hot Sheets
GACAR listings will be included in the data set on Oct 6th
- Teams/ Impersonate (Used by Office Admin or Assistants) – [How to Video](#)

Download

- [MLS Touch](#) (mobile app)