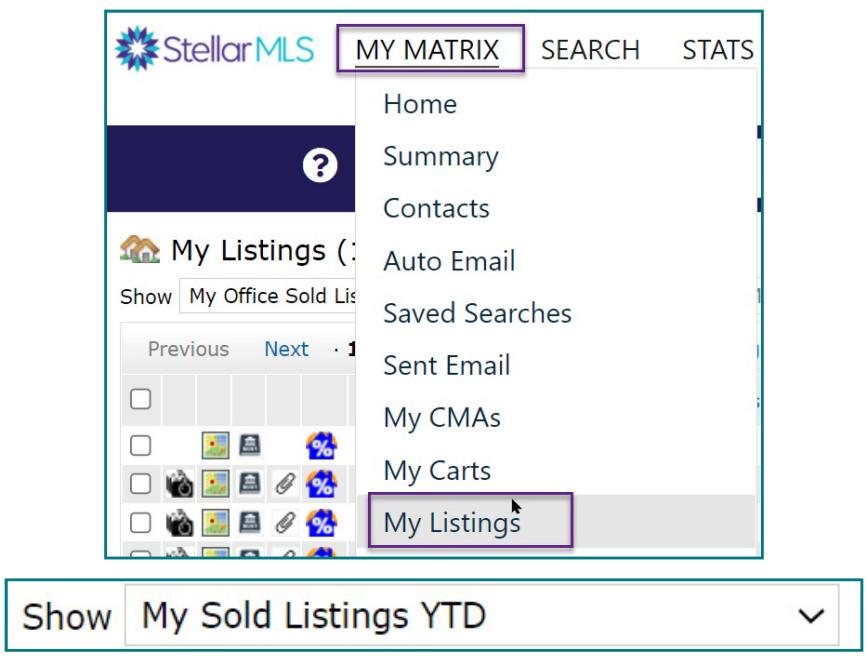


# Process to Add Team Credit to a Closed Listing

After implementing the Matrix™ Teams updates in February, brokers and listing agents will have access to a temporary input form that will allow them to enter a List Team ID and/or a Selling Team ID for listings with a closed date on or after January 1, 2022. The temporary input form will be available through March 25, 2022. Below is the process to add a team record to a closed listing.

**Step 1:** Access a listing that closed after 1/1/2022 from the “My Listings” option under the “My Matrix” tab. You can then apply a filter for “My Sold Listings YTD”.

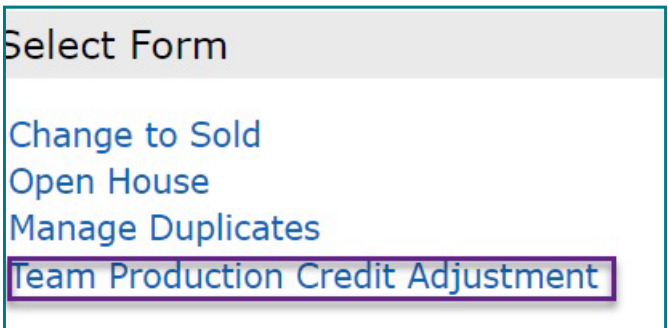


**Note:** Brokers or designees can select “My Office Sold Listings” or “My Firm Sold Listings”.

**Step 2:** Select the listing and click “Edit”.



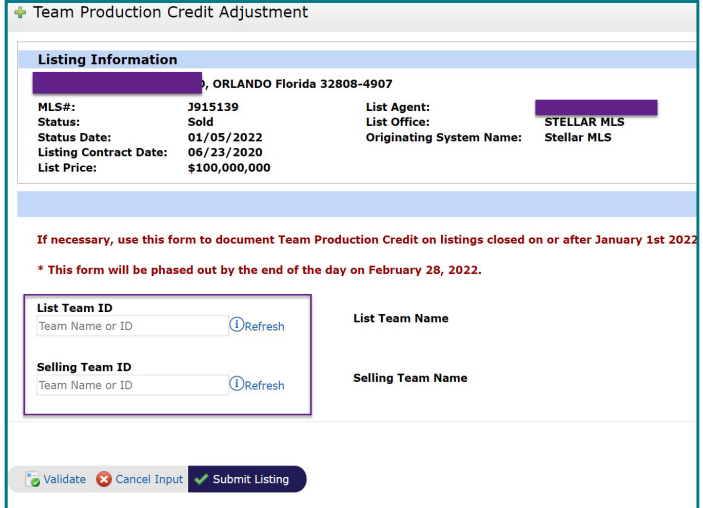
**Step 3:** Click Team Production Credit Adjustment (note that this option is only available for listings that closed after 1/1/2022).



Select Form

- Change to Sold
- Open House
- Manage Duplicates
- Team Production Credit Adjustment**

**Step 4:** Add a List Team ID or Selling Team ID to the Closed Listing. Click "Submit Listing".



Team Production Credit Adjustment

**Listing Information**

ORLANDO Florida 32808-4907

MLS#:	J915139	List Agent:	
Status:	Sold	List Office:	STELLAR MLS
Status Date:	01/05/2022	Originating System Name:	Stellar MLS
Listing Contract Date:	06/23/2020		
List Price:	\$100,000,000		

If necessary, use this form to document Team Production Credit on listings closed on or after January 1st 2022

\* This form will be phased out by the end of the day on February 28, 2022.

<b>List Team ID</b> Team Name or ID <input type="text"/> Refresh	<b>List Team Name</b> <input type="text"/>
<b>Selling Team ID</b> Team Name or ID <input type="text"/> Refresh	<b>Selling Team Name</b> <input type="text"/>

Validate Cancel Input Submit Listing

**Note to Selling Teams:**

If your team brought a buyer to a transaction that closed since January 1, 2022 and you would like for the team to receive credit for that transaction, we recommend that you reach out to the listing agent ASAP to request team credit.