

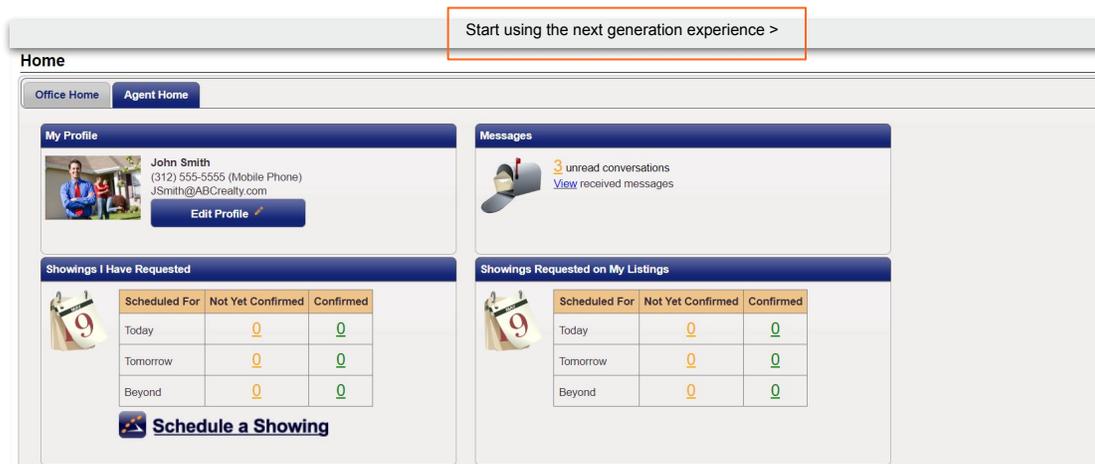
The Next Generation of ShowingTime

Quick Start Guide

ShowingTime's next generation experience is a fundamental redesign of our showing management platform that retains the original functionality so many real estate professionals rely on day to day. The re-engineered, modern interface is intuitive, flexible and adaptable to market conditions, all while providing a familiar experience.

To access the next generation of ShowingTime, please use the following steps:

- + Log into ShowingTime:
 - If you already have a ShowingTime account, visit ShowingTime.com/login/ and log in using your credentials.
 - If you don't have a login, select **Create a profile now** and follow the prompts.
 - You can also access ShowingTime from your MLS platform.
- + Click on the banner at the top of the screen.
- + You will be redirected to a new page to update your login information and confirm your preferences.



Please note, you can toggle back to the version you are using now by clicking the banner at the top of the next generation experience.

Signing into the next generation experience and setting up your account

Click on the banner in ShowingTime that says, **Start using the next generation experience**, and follow the instructions below. If this is your first time logging into the next generation experience, you will be asked to confirm and update your information and preferences.

1

Review or create your username and update your password for added account security.

2

Confirm or add your contact information, review your MLS and office details and make changes as needed.

3

Customize your appointment preferences and default settings on your listings.

4

Update your notification preferences.

5

Continue on to the next generation experience!

Signing into the next generation experience

If you are not authenticating into ShowingTime through your MLS, you may see the login screen below.

1

ShowingTime®

Sign In

Username

Password

Sign In

Need help signing in?

Privacy Policy Terms of Service

2

Person icon

Sign In Help

Enter your username or email address to receive a verification code to verify your account.

Username or Email Address

Next

Back Use MLS credentials

Privacy Policy Terms of Service

3

Person icon

Verify Your Agent Information

Before continuing, we need to validate some additional information.

MLS, board or association

Your agent ID

Next

Back

Privacy Policy Terms of Service

4

Person icon

Account Verification

Enter the verification code sent to the email address on file for 98554

Verification Code

Verify

Back Resend Code

Privacy Policy Terms of Service

If you already have a ShowingTime username and password, enter them here.

If you do not have login credentials, tap **Need help signing in?** and follow steps 2–4.

If you tapped **Need help signing in?**, enter a username or email address.

Another option is to select **Use MLS credentials**.

If you clicked **Use MLS credentials**, select your MLS, board or association and enter your agent ID.

For both options, you will be emailed a code to get into the account.*

Then, follow the instructions on page 2 of this guide.

*You will only be required to get a code if this is the first time you are logging into the next generation experience and you don't already have a ShowingTime username and password.