

# New User Guide

PropertyMinder is happy to bring you cutting edge internet marketing technology that will enhance your real estate business. We are sure that working with our AccelerAgent website products can be a fun and enjoyable experience.

Your AccelerAgent™ website is more than just a web page. AccelerAgent™ is packed with powerful tools that can not only help bring visitors to your website but will keep them interested and updated in your service. Therefore, we recommend that you follow this short checklist in order to get started and get accustomed to our AccelerAgent™ products:



## Step 1: Accept Terms of Use

In order to take advantage of your website you must accept the Terms of Use. The Terms of Use acceptance is located on the front page of your website and a click will allow you to review the full document. To accept, simply type your email address and check the acceptance box at the bottom of the page. This will grant you full access to your new website. If you have further questions regarding our Terms of Use please call us directly at 1-800-743-5820.



## Step 2: Change your Password

You have logged into your **Toolkit** for the first time with the default password. Now you need to change it. Go to **Personal Profile** located on the left navigation bar. Your personal information will come up and you will see **Your Password**. Type in your current default password and then type your new password and click **Submit**. This will save your new password and ensure your site is secure. For more information check our [help articles](#).



## Step 3: Direct your Domain Name

If you want us to switch your existing domain name over to your new website, please contact Customer Support at (800) 743-5820 and we will assist you.

To see if the domain name you want is available and to purchase it right now, please [Click Here](#) (Powered by Godaddy). For the domain name price list please [Click Here](#).



#### **Step 4: Add MLS support and enter your listings**

Visitors come to your website to see your listings and listings on the MLS. So you need to add them. You can either add listings manually or they will be uploaded automatically if you requested MLS support. (Standard + or Higher package).

If you have requested MLS support for your website, you will receive the MLS agreement form via email. Please follow the instructions within that email. If you did not receive the email or wish to add MLS support, please contact our Customer Support at (800) 743-5820 and request information for your MLS. .



#### **Step 5: Customize Your Website**

- Add your [photo and logo](#) to the website
- Write attractive [professional resume](#)
- Add [custom pages](#) and links
- Play with [design layouts](#) to see which fits your preferences



#### **Step 6: Market Your Website**

PropertyMinder offers an advanced marketing class on Search Engine Optimization, leveraging your social media profiles, and other online marketing techniques. Please go to our [Tech-Mar](#) page for more information.

For an additional charge, [PropertyMinder Pay Per Click](#) experts can help you create and manage an account that will drive traffic from GOOGLE™ or YAHOO!®/BING® to your AccelerAgent™ Website.



#### **Step 7: Advertise Your Listings on Craigslist**

A great way to maximize exposure of your listings and generate some immediate activity from your website is to use our AccelerAd Craigslist posting system. In about a minute, your listings will be posted into Craigslist to drive online buyers back to your website. See the step by step instructions and video for AccelerAd.



### **Step 8: Add your client information**

Now when you have your beautiful website with your amazing listings you need to show them to your potential clients. Add your clients into client relationship manager [automatically or manually!](#)



### **Step 9: Analyze what your users are doing on your website**

PropertyMinder offers you a number of tools which helps you track and analyze your clients activity and provide you information for website visitors. Please check these articles [Clients search activity](#) and [Website Statistics](#).



### **Step 10: Schedule your Free Training**

We offer an initial free online one on one training class to get you familiar with your new site. We also offer free webinar trainings three times per week that get you acquainted with your new website and all of it's useful tools. You can sign up at your leisure by going to [webinars](#) and choosing the class and time that best suits your busy schedule.

## **Useful Links:**

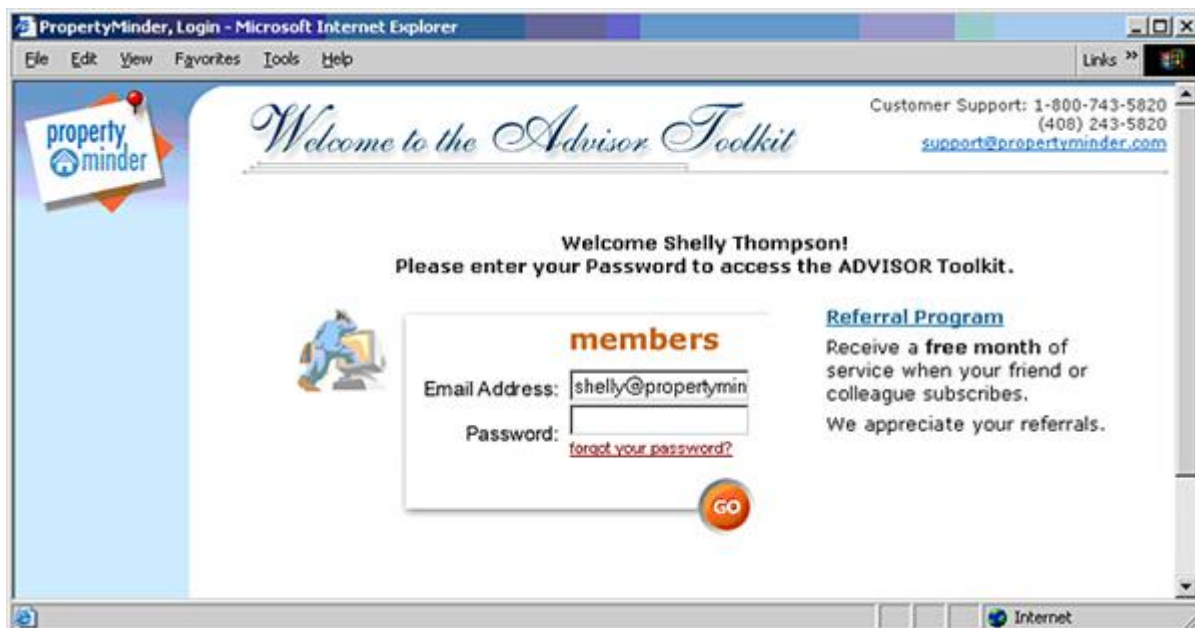
- PropertyMinder Blog (<http://blog.propertyminder.com/>) devoted to real estate website news, tools, technology, marketing & More.
- AccelerAgent Product Video Tutorials ([http://wiki.propertyminder.com/index.php/Video\\_Tutorials](http://wiki.propertyminder.com/index.php/Video_Tutorials))
- PropertyMinder Youtube Channel <http://www.youtube.com/user/propertymindercom?feature=mhee>
  - Internet Mastery Webinar <http://www.youtube.com/playlist?p=PL9C9512FE71E5333B>

# Login Procedure

You can log in to the Toolkit from your website or sign-in at [www.propertyminder.com](http://www.propertyminder.com)

## To login into the Toolkit from your website:

1. Open the browser (e.g. Internet Explorer) and type your domain name (<http://www.yourdomainname.com>) in the top Address Bar.
2. On the top panel of your website, click Toolkit.
3. On the screen that appears, type your login name and password
  - Your login name is your email address.
  - Your password is case sensitive. Make sure that the Caps Lock button on your keyboard is not pressed.
  - If you do not remember your password, click the "forgot your password?" link and your password will be emailed to you.



## To login into the Toolkit from [www.propertyminder.com](http://www.propertyminder.com)

1. Open the browser (e.g. Internet Explorer) and type [www.propertyminder.com](http://www.propertyminder.com) in the Address Bar.
2. On the top right corner, click on the "Clients Login" link.
3. Type your login name and password.
  - Your login name is your email address.
  - Your password is case sensitive. Make sure that the "Caps Lock" button on your keyboard is not pressed.

## My Account [Video Tutorial](#)

**My Account** section allows you to:

- Add/change you billing information
- Add/change domain names
- Add, change or forward email boxes

### To change your credit card:

- Login to you **Toolkit**
- Click **My Account** button on the left navigation panel.
- Go to **Billing Information** section.
- Fill in required fields and click **Submit** button.

If you have any questions concerning your billing information please forward them to [accounting@propertyminder.com](mailto:accounting@propertyminder.com).

### Email Information

This section allows you to add emails associated with your website. You can have 2 mailboxes at one time for free and \$5/month for additional emails. The size of each mailbox is 50 MB.

To make an email with your domain name, go to **My Account** section within the Toolkit left navigation.

Refer to **Your Domains** field and click **Add email** support link.

In **Email Information** section click **Add New Mail Box** and fill in your mailbox name and password fields.

### Email Forwarding

You also have an option to forward your emails from the website to another mailbox.

- To do that go to My account section of your **Toolkit**.
- In section **Forward Email From** click **Add New Forward**.
- Fill in the required fields and click **OK**.

**WARNING: All email messages will be MOVED to the new email address and NOT COPIED.**

# Product Packages

We have real estate website packages to meet your specific needs and fit your budget. Get started now!

## ***ACCELERAGENT ULTRA WEBSITE***

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This is the complete package for individual agents who are looking to gain an advantage on the market by using the most comprehensive technology available. Ultra package provides all the features of the AccelerAgent Premium package plus the Comparable Market Analysis (CMA) tool. With CMA tool you can search MLS for comparable property listings and create information-packed reports in PDF format for you clients in one click.

## ***ACCELERAGENT PREMIUM WEBSITE***

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Some of the distinctive features include: fully automated Client Relationship Manager with auto follow-up campaigns, Auto Lead Capture, Automated MLS Searches with sophisticated Client and Listing Tracking features, Report Library with Lead Capture forms, Hits Tracking, Virtual Tour Studio, Transaction Management, Home Care Center with Lead Capture form, Client Personal Organizers and more.

## ***ACCELERAGENT STANDARD+ WEBSITE***

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The AccelerAgent Standard+ package provides automated MLS searches with sophisticated Client and Listing Tracking features, Client Relationship Management, Hits Tracking, Transaction Management, Client Personal Organizers and more.

## ***ACCELERAGENT STANDARD WEBSITE***

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The AccelerAgent Standard package does not provide automated MLS searches, however it is equipped with the fully automated Client Relationship Manager with Auto Follow-up Campaigns, Auto Lead Capture, Report Library with Lead Capture forms, Hits Tracking, Virtual Tour Studio, Transaction Management, Home Care Center with Lead Capture form, Client Personal Organizers and more.

Call 1-800-743-5820 to speak with your area sales representative or email [info@propertyminder.com](mailto:info@propertyminder.com).