

# SSO PORTAL: Quick Reference Guide

*"One Stop Shopping" for Easy Access to Frequently Used Apps & Links*

## SINGLE SIGN-ON QUICK TIP: Keep Portal Open for Entire Web Session

Members are reminded that this Portal Page must remain open during the entire duration of your web session - with a "session" being the duration of your working in and browsing your Association provided tools and applications: REALTORLink®, WEBforms®, MLS® System, Sentrilock, or your Member Services (Education and Invoice History) portal.

**DEFAULT – All Sections Expanded:** The default for the portal page is to have all sections of the page expanded. If you open up the portal, and find that all sections (or a single section) is collapsed, there are small arrow shaped buttons on the right side of the section divider. These buttons toggle the section open or closed.



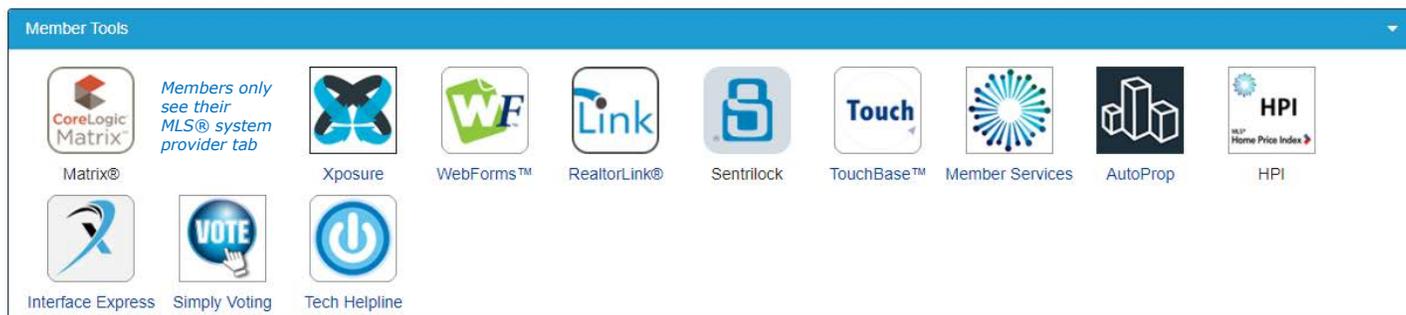
Click on the arrow to either collapse or expand a section

## PORTAL DASHBOARD

The dashboard features several key sections:

- Member Tools:** Includes icons for CoreLogic Matrix, Xpress, WEBforms™, RealtorLink®, Sentrilock, TouchBase™, Member Services, AutoProp, and HPI.
- Quick Links:** A grid of icons for various services such as YouTube, RECBC, BCRIA, Title and Survey, Education Calendar, Regional District, CSRD, RCND, YFN, Kelowna, West Kelowna, Vernon, Salmon Arm, Revelstoke, Safe Authority, Canada Post, BC Online, Work Safe BC, Indian Lands Registry System, H&K, City of Armstrong, Village of Lumby, District of Peachland, City of Dawson Creek, Princeton, District of Hudson's Hope, Summerland, District of Tumbler Ridge, City of Fort St. John, District of Greenwood, Kamloops, Oliver, Osoyoos, Village of Penticton, Penticton, District of Taylor, Grand Forks Rural, and City of Kelowna.
- Market Stats:** Displays data for Single Family and Town House properties, including sales, benchmark price, and days to sell.
- Buyer Survey Results:** Shows charts for Property Type, Buyer Origin, and Buyer Type.
- Communication Activities:** A list of recent notices and briefs, such as "Broker Brief – FINTRAC Changes Resources, Buyer Path, WEBForms® Updates & More" and "Member Notice – Media Release May 2021 Market Stats".
- Facebook Updates:** A section for social media updates, currently showing a permission error message.

## 1. MEMBER TOOLS



This section contains single click links to your frequently accessed tools and applications:

- Matrix® / Xposure
- REALTORLink®
- WEBforms®
- SentiLock
- Touchbase®
- Member Services Portal
- AutoProp
- Home Price Index
- Tech Helpline etc

From this page, you can easily sign in to any of these sites by simply clicking on the tab and not be prompted again for User Name and Password.

## 2. QUICK LINKS



The **Quick Links** section is a collection of links to frequently visited websites and destinations.

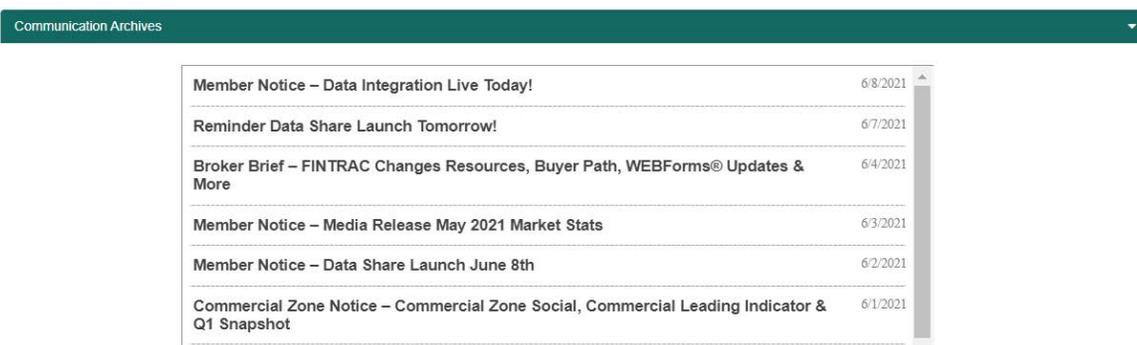
Links include access to the following sites:

- Youtube Channel
- BCREA
- Real Estate Council of BC
- Regional Districts & Municipalities etc.

**NOTE:** If there are links missing that you feel should be included, please email [members@interiorrealtors.com](mailto:members@interiorrealtors.com)

### 3. COMMUNICATIONS ARCHIVES

If missed a communication from the Association or simply want to go back to a previous communication, you can find these here.



Communication Archives	
Member Notice – Data Integration Live Today!	6/8/2021
Reminder Data Share Launch Tomorrow!	6/7/2021
Broker Brief – FINTRAC Changes Resources, Buyer Path, WEBForms® Updates & More	6/4/2021
Member Notice – Media Release May 2021 Market Stats	6/3/2021
Member Notice – Data Share Launch June 8th	6/2/2021
Commercial Zone Notice – Commercial Zone Social, Commercial Leading Indicator & Q1 Snapshot	6/1/2021

### 4. SESSION TIMER



The session timer is a reminder of how much time has elapsed since your logon. Because Matrix® and other applications have a **120-minute timer**, the count will be adjusted accordingly.

You can reset the timer and your session by pressing F5 on your keyboard, or refreshing the page manually. The time is reset automatically when you open a new application like REALTORLink®. Once the session timer has expired, you will need to close the window and re-start your sessions. This means logging in again with your User ID and Password.

**Don't Get Hijacked:** Session timeouts ensure that your access won't be hijacked by someone other than those with designated access. This is part of the security measures to prevent unauthorized data access.

**Keeping Track to Avoid Timeouts:** Use this timer to keep track of your session time. It is the best way to ensure your session does not time out on you. Refresh the page or press F5 on your keyboard to reset the timer to its **120-minute default**.

A pop-up reminder will advise that your session is about to expire. Click the buttons accordingly.

## 5. OTHER RESOURCES

On the right side of the dashboard page, members will find links to the resources they use most often, such as the Market Stats and Buyer Survey Infographics. Simply click on the image and you will be re-directed to the REALTORLink® page these are posted to.



At the very bottom, there is also a live feed of the Association facebook page.

