

When they open to the Portal URL, it will bring them to the log in screen. Here, they click **Forgot Password**.

Your own portal account allows you to save listings, get updates automatically, and much more.

Brought to you by
TC
TECH CENTER1
Nancy Realtors

An account for support@metromls.com already exists. Please login or [Reset your password](#).

support@metromls.com

Password

Remember Username

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This is the next screen; they enter the **PRIMARY** email address (the one listed on the Contact file) and click the **Reset Password** button.

Your own portal account allows you to save listings, get updates automatically, and much more.

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We've sent you an email at support@metromls.com that will allow you to reset your password.

An account for support@metromls.com already exists. Please login or [Reset your password](#).

Reset Password

Email

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Shortly, they will receive an email in to reset their password; in here, they click on the Update Account button.

Reply Reply All Forward



Thu 6/15/2017 11:30 AM

TECH CENTER1 <support@metromls.com> on behalf of TECH CENTER1 via flexmls <notify@flexmail.flexmls.com>

Your password reset request

To: MLS Support

If there are problems with how this message is displayed, click here to view it in a web browser.

Metro Tech,

A request to update your account to change your e-mail address or password was received for email address: support@metromls.com.

If you did not ask to update your account, please disregard.

[UPDATE ACCOUNT](#)

This will bring them to the Edit Account screen; here, they create and confirm their new password.

Edit My Account

Email

Name

Change Password (optional)

SAVE