

- 1.) Log in to Paragon
- 2.) Once on Paragon's Home Page, Look in the upper right hand corner and click the box that says "*Preferences*".
- 3.) In the drop down window that appears click "*user*"
- 4.) In the lower left corner of the window that appears look under "*Integrated Products*" and click "*Centralized Showing Service*".
- 5.) The home page for Centralized Showing should appear within your Paragon Screen. In the upper right hand corner your name click on "*Settings*".
- 6.) When the next window opens you will see your personal information. (First Name, Last Name...etc.) Fill in each of the fields that are not complete. You will create your own password and password hint. Your Showing code is a short number or word that you will use when calling the Call Center to confirm your identity. (Click on the small questions mark next to the field for additional info if needed) Enter your email address (make sure it is correct) If you want to receive text message alerts fill in the number you want to receive them. Be sure and enter only the number (no dash or parenthesis) ex: 9102656860 Once you have completed those fields click "*update settings*".
- 7.) A window will appear that says "*Your Personal Information has been updated*".
- 8.) Click on the grey box that says "*Showing/Feedback Emails*"
- 9.) When the next window opens you will see fields with options you can select to customize the service for yourself.
- 10.) Under "*Showing Notifications*" you have two options; you can select to receive a notification email and/or to receive a notification text message. If you elect to receive a notification email, I recommend you choose the "*Yes send as HTML*" option. Next to "*Notification Text Messages*" you have the option of selecting "*yes*" to receive them via text or "*no*" to not get them that way. (Note: If you selected to receive a notification email and you get your emails forwarded to your phone, you may wish to select "*no*" for the text to avoid duplication.)
- 11.) Next is "*Showing Instruction Emails*". Select "*yes*" if you want showing instructions to be emailed to you when you schedule a showing for your buyers. Select "*No*" if you do not.
- 12.) The next field is *Feedback Requests*. This is a feature included with Centralized Showing that will generate a feedback request on your listings to the agents that showed them. If you opt to use this feature I recommend you choose "*HTML*" as the Feedback Request Email type. Next you must choose the number of times you want a feedback request to be sent to the showing agent. There are several options to choose from. (The rep from the service suggested to send 2 requests)

Once that is done, move to “*Default Feedback Request Message*”. Here you can create your personal message that will go out with each feedback request. This is also where you come back should you choose to modify the message in the future.

- 13.) Finally, under the *FeedbackCentral.com* section, you have the choice of using a pre-made survey that is provided for you. You can view the surveys by selecting one from the drop down window (example CSS Default Survey #1) and clicking “*preview survey*”. Once you have decided which survey you would like to use, leave that selection showing in the drop down window and then click “*update settings*”.
- 14.) You are now registered in the Centralized Showing Service and can take advantage of its benefits. There are other tabs you can take a look at to continue to personalize the system for yourself should you choose to do so.
- 15.) If you have listings on the MLS, and you have completed the steps above, you will need to go in and issue showing instructions for each of your listings. Click “*Listings*” (tab is located near the top of the page next to the “home” tab).
- 16.) By default, a new page will be displayed which should show all of your listings currently “active” In the MLS. (You can use the drop down window to access any other type of listing that you have, (backup. Pending....etc) Click the “edit” link under “settings” and input the necessary information in each tab. Utilize the “Continue to...” buttons until you have entered all the information you wish, and then click “Finish and Save changes”. Your information will be updated to Centralized Showing Service so they can provide the showing instructions your sellers and you want given out.
- 17.) Lastly, the number for the HELP desk is: **866-454-4932**. Call them if you are having any issues whatsoever and they will provide the assistance you need.