Managing Team Settings in RCO3®

You can use team settings to give another agent, or an assistant that has their own login, access to your RCO3 account without giving them your ID and password. When you add a team member, they will have access to all of your information, including the My RCO tab.

To start setting up a team, go to My RCO and select Settings. On the Settings page, select Team Settings. To being adding team members, click "Click here to create a team".

Team Settings

You can use this page to create and manage a formal team, and/or to simply enable the ability for other Realcomp Online users to occasionally work as you.

You have not created a team. Click here to create a team.

Enter the agent ID of the agent to which you wish to give access to your RCO3 account and click Find.

Team Settings

You can use this page to create and manage a formal team, and/or to simply enable the ability for other Realcomp Online users to occasionally work as you.

Add Team Member:

Please enter new team member's User ID: [ ]

Find Cancel

If the correct agent is found, click Add.

Add Team Member:

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Add Cancel

Continue adding agents until all agents and assistants in your team have been added.

You can also give the team a name, if desired.

When setting up a team name, you have the option to allow your team members to impersonate you (send correspondence as the team), or work on behalf of the team so their name is clearly identified.

To remove any team members, place a check in the box to the left of their name and click the Delete button.

In order for you to have access to the accounts of your team members, they will need to authorize your access by going through these same steps to set up their team.

To log in as a team member, go to the top of the RCO3 home page and click the link that has your name on the right side of the blue menu bar. Click the link and select the person as whom you would like to log in.
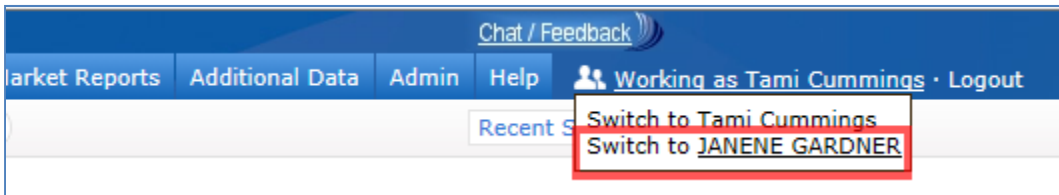
When someone is logged in as you, they will be able to send emails and make changes as though they were you. They also have any listing load and office access rights that you have been given.

If you have any additional questions, please contact Customer Care at (866) 553-3430.