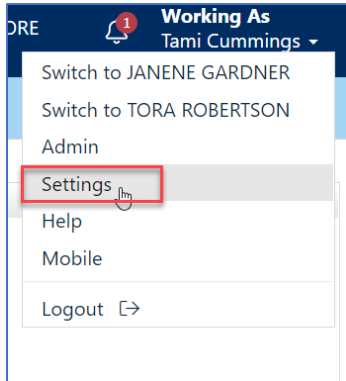


## Setting up OneHome Notifications in RCO3

When your clients do certain activities on OneHome, you can be notified by either email, text message or have it included in a Daily Summary Email.

To access these settings, click on your name in the upper right corner of the RCO3 homepage to open the menu and select **Settings**.



On the Settings page, select **Portal Notification Settings**.



Select the activities for which you would like to be notified and how you would like to be notified.

A screenshot of the 'Portal Activity Notification Settings' page. The page has a header with the title and a sub-header. Below the sub-header is a table with four columns: 'When a contact does this...', 'Notify me ASAP via Email', 'Notify me ASAP via Text', and 'Notify me via Daily Summary Email'. The table contains several rows of activities with checkboxes for each notification method. Below the table is a section for 'Text Notification Settings' with input fields for 'Mobile Phone Number' and 'Cellular Provider', and a link to 'Click here to edit your cellular information'.

When a contact does this...	Notify me ASAP via Email	Notify me ASAP via Text	Notify me via Daily Summary Email
Visits Portal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saves a Favorite	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Removes a Favorite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discards a Listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Un-discards a Listing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adds Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Saves a Search	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visits Portal First Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Text Notification Settings**  
Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from RCO@matrixemaller.com  
Mobile Phone Number:   
Cellular Provider:   
[Click here to edit your cellular information](#)

If you select to be notified by text message, you will need to enter and confirm your mobile number.

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from RCO@matrixemailer.com

Mobile Phone Number:

Cellular Provider:

[Click here to edit your cellular information](#)

1. Click the link that says, “[Click here to edit your cellular information](#)”. This will open the fields for editing.

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from RCO@matrixemailer.com

Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the “Send me a verification code” button you should receive a text from RCO@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number:

Cellular Provider:

2. Enter your cellphone number and select your cell provider from the drop-down list.
3. Click the button that says, “**Send me a verification code**”. This will send a code by text message to your phone. This may take a few minutes. Stay on the page where the code can be entered until you can do so. If you leave this page, you will need to start these steps over.

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from RCO@matrixemailer.com

Enter your 10-digit mobile phone number and select your provider below. Shortly after clicking the “Send me a verification code” button you should receive a text from RCO@matrixemailer.com. Enter the verification code from that text in order to confirm that your settings are correct.

Mobile Phone Number:

Cellular Provider:

Enter Code:

4. When you receive the verification code, enter it into the Enter Code field and click “**Save my cellular information**”.
5. If you need to change your cell number, delete the current one by clicking the “[Delete](#)” link and repeat these steps with the new number and/or provider.

If you have additional questions, please contact Realcomp’s Customer Care at (248) 553-3430.