



## Getting Started with RCO3<sup>®</sup>

### Accessing the MLS System; RCO3<sup>®</sup>:

1. Open your Web browser program.
2. Enter [www.realcomponline.com](http://www.realcomponline.com) into your URL address line. This will launch the Realcomp Gateway (Clareity Security-Scout Analytics screen).
3. Enter your Login ID (the last 6 digits of your agent ID) and password. **Note: To receive this information, you must either register for or attend a RCO3<sup>®</sup> training class. Call 866.553.3430 and press "4" for Training to register by phone.**
4. Upon your initial login, you will be prompted to enter a series of security-related questions. Please read and answer these questions carefully. Near the end of the initial setup, you will be prompted to change your password to something other than the one Realcomp issued. You shouldn't need to change your password after this, but may do so as you choose.
5. Once logged in, you will see the Realcomp Dashboard. You may then click the "RCO3<sup>®</sup> MLS" icon that appears on the left-hand side of the screen to access the RCO3<sup>®</sup> system. **Be sure to keep the dashboard page open so you can return to it and login to any of the other applications featured on that page.**

### Register for Additional Training Classes from RCO3<sup>®</sup>:

1. From the Realcomp Dashboard, click the "Class Scheduler" icon. A new window will open that contains the class scheduling functions and a calendar.
2. Select the "Registration" tab at the top of the page.
3. From the course drop-down list, select the desired class title. Once a course is selected, the class drop-down will activate and that will provide the upcoming dates and times that this specific class is offered.
4. If you need more information on what is covered in a specific class, go to the menu on the left and click the arrows next to "Course Offerings" to view all of the classes. Once the list is expanded, hover your mouse pointer over a class name to see a description or click the class name to get more details.
5. Your information will pre-fill the fields at the bottom of the page from the MLS system.
6. Click the "Register Student" button when the information is complete. When you are finished, you can select the "Class Details" tab to see the date and time of the class, a description of the class, and Realcomp's address with a link to a map, if needed.

### Learn How to Enter and Make Changes to Your Own Listings:

If your Broker has not "opted-out" of Listing Input on RCO3<sup>®</sup>, you should be able to access this program to load new listings and make changes to your existing listings. For more information about this function, please reference our corporate website and click on "Products & Services" and "Listing Input".

### Call Our Customer Care Department at (866) 553-3430 with ANY

**Questions:** LIVE phone support is available Monday through Friday from 8:00 a.m. to 9:00 p.m., Saturday from 8:00 a.m. to 7:00 p.m., and on Sundays from 11:00 a.m. to 6:00 p.m.

### Thank you for your MLS Subscription to Realcomp II Ltd.

We look forward to serving you!