

Invite a Contact to OneHome

Create a contact, then send a listing or set up an Auto Email. The contact opens OneHome from the email and activates their account.

Set up a contact

Add the contact with an email address. See Add and Manage Contacts in Matrix.

Send a listing or set up an Auto Email

1. Complete a search. See Search for Listings in Matrix.
2. To send listings now, email them to the contact. See Email and Print Listings in Matrix.
3. To send matching listings on a schedule, create an Auto Email. See Create an Auto Email in Matrix.

What the contact does

1. Open the email and select VIEW LISTING.
2. OneHome opens the listing.
3. Select Activate Account (top right).
4. On Activate Your Account, enter First Name, Last Name, Password, and Confirm Password. Users must meet the password rules shown on the page.

They see Welcome Aboard! They can select Sign In.

To sign in later, go to onehome.com and select Sign in (top right). After they sign in, Buy / Rent and My Properties are in the top menu.

Tips

- The contact must already be in Matrix with an email before you send the listing or Auto Email.

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