Onboarding Instructions

• Go to <u>ca.openn.com</u> and use the Log In Via Association or Board option to log in.

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| Log In With Your Openn Account |
| Email |
| Password |
| Remember me for next time Forgot Password? |
| Log In |
| New user? Create an account |
| Log In Via Your Association or Board |
| Go to Sign in Page |

• On the CREA REALTORLink® login page to select your board in the dropdown list.

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| Privacy Policy Terms of Use | |

- This will take you to your Single Sign On (SSO) page, once you enter your MLS® credentials, you will be redirected back to Openn.
 - If your Board/Association does not use SSO, proceed to enter your MLS® credentials in the fields provided and click 'Sign In'.
- Once logged in, you will see a button labelled 'Authorize Realtor.ca', please click on it.



• This link will take you to your member profile page on <u>realtor.ca</u> where you will be asked to click on a button to link your Openn profile with Realtor.ca.



 Once you have linked your Openn profile to Realtor.ca, you now have the ability to import your listings to launch in Openn. To do so, click on the MLS® Imports tab where you will see your listing(s). Each time you click on this tab it will connect with Realtor.ca and show your listing(s) you have not yet launched.

| DASHBOARD LOCS SETTINCS | | Search by address, town, city, zip code or | MLS # Q | | D 🖻 🔕 |
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| MLS Imports | | | | | |
| Feed Owner 🗇 | Feed Type \Leftrightarrow | MLS or Association \Rightarrow | ID 💠 | Default Feed 👙 | Actions |
| Kai Listing Agent | Agent | test1 | 11111 | 0 | × + |
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| test1 | | | | | |
| No Properties Found | | | | | |
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