## Matrix & RPR (Realtors Property Resource) Deep linking and Single Sign-on

On September 1, 2015 the REALTOR<sup>®</sup> Property Resource (RPR) data will be integrated into the Matrix system and will allow all property listings to be linked up with public record and other information that has been compiled by RPR. This is an awesome resource, but we really, really need your help to ensure that you are able to access this valuable information. Each subscriber and participant of HMLS will need to create their own account for RPR in order to take advantage of this integration. It only takes a few minutes, and requires just your name, email and NRDS number. That's it!

## How to Sign Up for RPR (REALTOR® Property Resource)

Go to <u>www.narrpr.com</u>, look on left side for "Create A New Account" and follow steps below.

**Step 1** – Enter your last name and NRDS Number

You can quickly retrieve your NRDS ID from the following

- The NRDS link on the <u>Realtor.org</u> website
- On your NAR membership card
- On the address label of your monthly copy of REALTOR<sup>®</sup> magazine
- Call NAR's Information Central, 800-874-6500 and ask for it.
- Call Heartland MLS, 913-661-1600 and ask for it.
- Step 2 Enter your state and MLS
  - (Enter either KS or MO and Heartland MLS)
- **Step 3** Enter your new password and security questions.
  - (You can use your MLS Password to keep consistency)
- Step 4 Enter Name and Phone numbers
- Step 5 Enter Office Address

You can also find a brief video tutorial that will walk you through step by step (including views of the screen and how each page should look) by <u>clicking here</u>.

\*\*If you aren't sure if you have signed up for RPR in the past you can go to the <u>RPR login page</u>, click on Forgot Password and see if it can be emailed back to your address. You will also be notified if you try to register with a NRDS number that has already been signed up.

## \*\*Please ensure you have a RPR account before proceeding and attempting to use the links within Matrix\*\*

## Using RPR (REALTOR® Property Resource) within the Matrix system

Once you have signed up for RPR or verified that you have a login to RPR you are now ready to use the

integration features while viewing listings within the Matrix system. Here are the places the RPR logo and/or integrated links are located.

1. There will be a clickable icon within the displays that will automatically pass listing information and your login session from Matrix to the RPR site which will automatically log you into the RPR system and display a property information report for that listing which will show you Heartland MLS listing information plus all of RPR's public record information and more!

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2. The second location is via the External Links homepage widget. If you need quick access into the RPR system after logging into Matrix without needing to login to the RPR site, use this link. This link will pass your current user session information to RPR and log you in automatically.

External Links
Sown Payment Resource
dot op Now
REALTOR Property Resource
KCRAR Forms
Matrix Mobile
Sign Up For Class
HMLS Class Survey
CSS Scheduler Registration

\*\*Please note that if your Matrix session has been inactive for 30 minutes or more and you click on one of the RPR links, the RPR site may present you with their login screen. If you receive this, close the RPR site, logout of Matrix, then log back in and you then can proceed with using the links to RPR.