

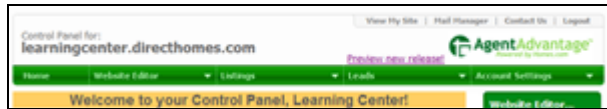
Quick Start Guide for Your New Control Panel - a “Cheat Sheet”

All of the core functions of the old version of the Control Panel remain intact, but we have just repackaged them into a sleek, easy-to-use graphical interface for this new release. This guide will help you understand new Control Panel features, as well as find all of your favorite functions from the old Control Panel.

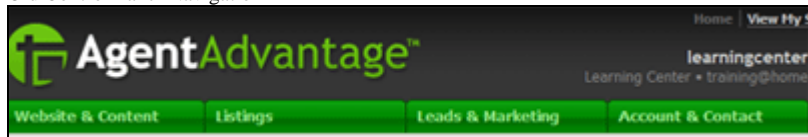
What’s New in Your Control Panel

New Navigation Menu

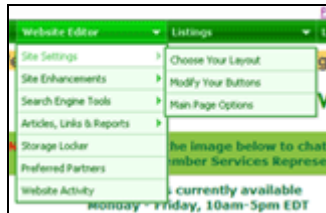
The navigation buttons with rollover menus have been replaced with easy-to-read tabs. Once you click on a tab, all of the functions found in the particular area of the Control Panel display on the page below, outlined with iconic buttons for each function.



Old Control Panel Navigation



New Control Panel Navigation



Old rollover menus



Graphical menu buttons make functions easier to locate!

My Tabs Have New Names?

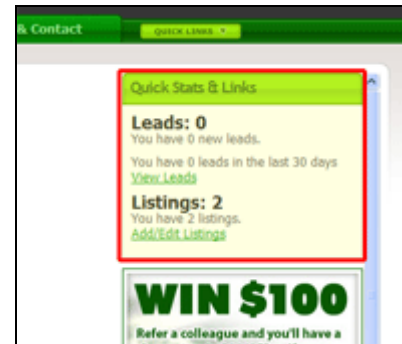
We have renamed navigation tabs to make finding what you need faster and easier. Here’s how we have renamed your tabs:

- “Website Editor” has become “Website & Content;”
- “Listings” remains the same;
- “Leads” has become “Leads & Marketing;”
- “Account Settings” has become “Account and Contact.”

Most of the functions contained in the old version’s tabs have been translated to the new tabs.

Quick Stats and Links

Get a quick overview of vital site statistics in the **Quick Stats and Links** box now appearing on the front page of your new Control Panel! In this **Quick Stats and Links** box, view your up-to-the-minute Lead and Listing information.



New Quick Stats & Links box

Live Chat

Chat with a Member Services Representative with the click of a mouse! Access your **LiveHelp** in your new Control Panel.

Popular Control Panel Functions

Entering a Listing

To enter a listing in the new Control Panel, click on the Listings tab, and then the **Listings** menu item. Click on the “Add a New Listing” link.



Listings Manager

You get a new and improved view of your listings inventory, now with the ability to view all of your listings at once. Listing photo thumbnails allow you to quickly find a listing, and address and status details keep all of your information at your fingertips.

Articles Editor

You can find your Articles Editor in the Website & Content tab of the new Control Panel. Click on **Article Pages** to add, edit or remove article pages.

Storage Locker

Want to add or manage your Storage Locker files? Look for the **Storage Locker** button in the Website and Content tab of your new Control Panel.

Lead Manager and Address Book

Access your all of your website leads as always in your **Lead Manager** and **Address Book**. Now find both of these functions in the Leads & Marketing tab of your Control Panel.

Website Activity

Website Activity has moved to the Leads & Marketing tab of your Control Panel. All of the functionality of this important marketing tool remains the same - it's just in a new location!

Marketing Tools: Marketing Design Center and Email Marketing Center

Both of these powerful marketing tools appear in the Leads & Marketing section of your new Control Panel. Access your Marketing Design Center through the **Print Marketing (MDC)** button, and your Email Marketing Center through the **Email Marketing (EMC)** button.

Agent and Office Information

Access your important personal and office information under the Account & Contact tab of your new Control Panel.

Change Password

As always, you can change your AgentAdvantage Control Panel password if necessary. **Change Password** can be found in the Account and Contact tab of the new Control Panel.

Coverage Area

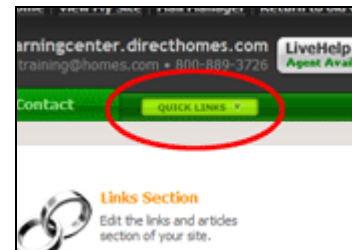
Change your **Coverage Area** in the Account & Contact tab of your Control Panel.

Suggest a Service

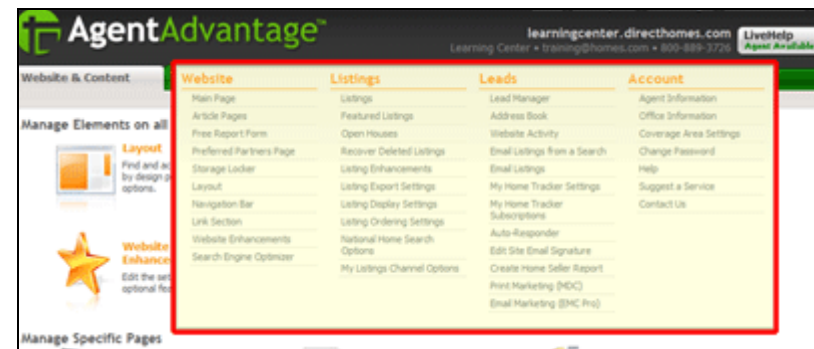
We want to make using our product as easy as possible, so **Suggest a Service** now has its own button in the Account & Contact section of the Control Panel.

Quick Links

To find any of the functions of your old Control Panel, you can always click on the **Quick Links** menu featured in the upper right corner of your new Control Panel. **Quick Links** puts all of your Control Panel functions right at your fingertips!



Click on **Quick Links** to find what you need quickly.



Expanded **Quick Links** menu view

If You Need Help with Your New Control Panel

If you need assistance using your new Control Panel, please do not hesitate to contact our AgentAdvantage Member Services team at 1-800-889-3726 from 8 AM to 8PM, Eastern Time, Monday thru Friday. 24/7 email support is always available at support@homes.com.

