

As an inspector, you can use ShowingTime to request showings and receive push notifications when your appointments are confirmed.

## 1. Register your account.

Go to <u>http://apptcenter.showingdesk.com/Account/</u> <u>Register</u>, enter your email address given to the MLS and click *Create Profile*. An email will be sent with instructions on creating your password.

## 2. Create your password.

Follow instructions in the email to create your password. Log in at <u>www.showingtime.com/login/</u> or through the ShowingTime app to start scheduling your appointments.

ShowingTime		
Create a New	Profile	
Create a new prof and enter your ML	ile by eilher entering your email address of record with your MLS or select your MLS S Agent Id.	
	Email of record in your	
	OR MLS: Select MLS V	
	MLS Agent Id:	
	Create Profile Cancel	
Forgot your passw	vord?	

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hedule a Showing	-
Monday - 8/31/20	~
4:15 PM	~
15 Minutes	~
Listing Availability	
Inspection	~
Septic Inspection	~
245	6/2500
omunent at 5 across (own.	
Carol@showstreetrealty.	com
(312) 568-8	038
(111) 222-0	001
uest Appointment	
	Ad Carol@showstreetrealty. (312) 568-8 (111) 222-0

## ShowingTime App Quick Start Guide

- Tap Schedule a Showing to search for a listing by listing ID, address or agent name. Select the Inspection appointment type, the Type of Inspection, date and time, add a note for the listing agent (optional) and tap Submit to request your showing.
- 2. To track appointments you've requested, check on their statuses and view showing instructions for confirmed appointments, tap *I Have Requested* under the *Showings* section of the main menu.
- Under the Feedback section of the main menu, tap For Listings I've Shown to respond to feedback requests from listing agents for properties you have inspected.

