



Team Authorization Form



Do you regularly work with an assistant or other agents as part of a team?
 Did you know that there is a feature in the CRMLS Matrix Platform that allows you to share your contacts, saved searches, and the ability to add/edit listings with members of your team?

Teams allow agents and assistant to work with each other and gives their Team full control over their account in the CRMLS Matrix Platform. This includes Contacts, Saved Searches, Adding and Modifying Listings, Printing Reports, and Email.

A Team consists of one **Team Lead** and one or more **Team Members**. Team Members can be set up to **Impersonate** or **Work on Behalf** of the Team Lead. Both options will have full control over the Team Lead account. The difference between the two is Work on Behalf will show the Team Members name as working on behalf of the Team Lead or Team Name on reports and CMAs. Displays will show the Team Lead or Team Name. As an option a Team Name can be assigned, otherwise the Team Name becomes the Team Leads name.

Important:

*Team Members assume all of their Team Lead's User Class abilities. For this reason, it is highly recommended that **DB** and **OM** User Class are not allowed to be Team Leads. (DM / OM as Team Lead gives team the higher level of access given to office broker's and is not recommended by DAOR) In addition, **IL, AP, OD,OG, PH, AS, and TP** User Classes may not be part of a team.*

Team Name: (optional) _____

Impersonate: _____

Work on Behalf of: _____

Team Lead: _____

Public ID: _____

Name: _____

Public ID: _____ Office Code: _____

Please attach additional form if more names are part of this team.

If anyone named above as part of my TEAM is no longer associated with my TEAM or DAOR, I will notify DAOR Staff ASAP. 562-861-0915 (fax 52-923-9995)

I hereby authorize the above named members/public ids to be part of my Team as noted above:

Signature: _____ Date: _____

DAOR Staff Use Only: Date processed: _____

Notes: _____

