

Using Map Overlays in FlexMLS

1. Go to <https://sbr.flexmls.com/>
2. On the upper right-hand corner, click the **LOG-IN** button.
3. Once you click the button, **ENTER** your:
 - **Username**
 - **Password**
4. Once you provide your credentials, that will take you to your **MEMBER CONNECT DASHBOARD**.
5. On the **left side**, you can see the **FlexMLS** icon.
6. Click the **FlexMLS** icon.
7. Once you click the icon, it will take you directly to the **FlexMLS homepage**.
8. On the left top, under the FlexMLS logo, you can see the **MENU**.
9. Click the **MENU**.
10. Once you click the **MENU**, it will give you a list of **CATEGORIES**:
 - Dashboard
 - Daily Functions
 - Taxes
 - Products
 - Add/Change
 - Contacts
 - Preferences
 - Search
 - Statistics
11. Go to **SEARCH** category.
12. Under the **Search** category, you can see sub-categories:
 - Quick Search
 - CMA
 - MLS # Search
 - Address Search
 - Multiple Address

- My Listings
- Office Listings
- Company Listings
- Office/Member
- Listing Collections
- Saved Searches

13. CLICK the **QUICK SEARCH** and go over to the left side.

14. Find the **SEARCH BAR** below the **DATA SOURCE**.

15. The search bar will display the **OVERLAYS** that you just made.

16. CHOOSE the **SHAPE** that you want to **VIEW**.

17. After you have chosen the shape, there is a button option beside it if you want to view the properties **WITHIN** or **NOT WITHIN** the shape. Just **CLICK** the button to **CHANGE** the **OPTION**.