

Managing a Farm

1. Go to the Pro ReboGateway website - <https://pro.rebogateway.com/>
2. Click the **LOG-IN** tab on the **TOOLBAR**.
3. Enter your credentials:
 - Username
 - Password
4. Click the LOG-IN button.
5. Once you are logged-in. A notification will say “**Login successful!**”
6. Once you’ve logged-in to the site, go to the **TOOLBAR** and look for the **LEADS/FARM** tab.
7. Under the Leads/Farm Page, you would click on the **LEAD TYPE MENU**.
8. From the Lead Type Menu, **CHOOSE** the **LIVE FARM**.
9. Click on the **MANAGE** button.
10. Clicking on the manage button will open a new control panel with a series of checkboxes.
11. Anything to the far left that is checked under ACTIVE means that our AUTOMATED EMAILS are now ENABLED and we’re going to start receiving notifications of any new events that happen to all the properties saved.
12. The type of notifications you’d like to receive are on the right hand side, where you see the acronyms for all the different lead types.
 - NOD - Notice of Default
 - NOS FORE - Notice of Trustee Sale
 - REO - Real Estate Owned
 - DIV - Divorced
 - PRO - Probate
 - FSBO - For Sale By Owner
 - FLBO - For Lease By Owner

- EST SALE - Estate Sale
- PUBLIC - Any changes to the Title, that could be a Grant Deed or a Quit Claim
- MLS SOLD
- MLS LISTED
- MLS OFF - for Canceled, Expired and Withdrawns

13. Tick on the **CHECKBOXES** whichever you want to get a notification depending on their type.

14. Once done, click on the **SUBMIT** button.

15. And by default, you can check **8** of your farms under **ACTIVE**.