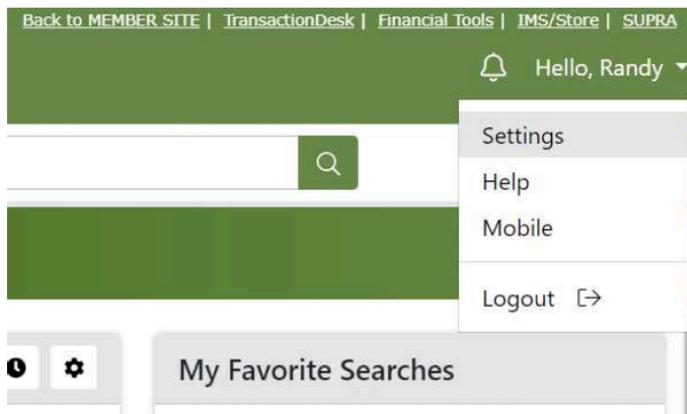




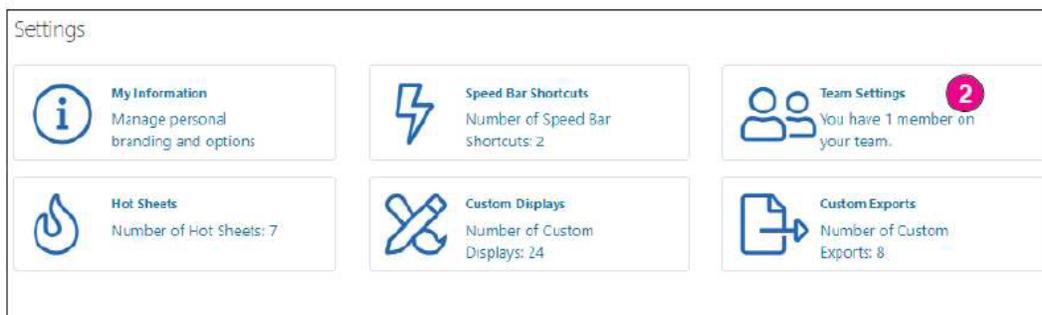
## Adding Matrix Team Members

The Matrix “teams” feature allows you to give other users access to your Matrix account, such as office clerical staff, assistants or co-listing brokers. Once added to your team, the team member can assist with listing input and editing.

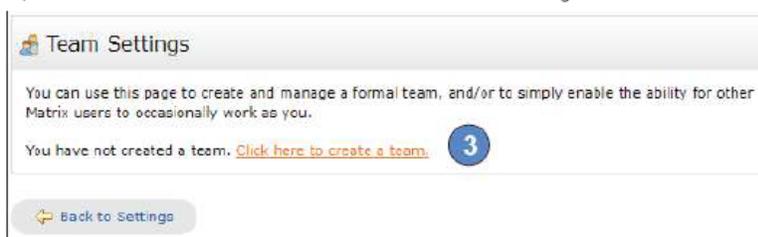
- Click on your name at the top right corner of the menu bar and select settings



- Select “Team Settings”



- Click the link to create a team



- Enter your Team Member's LAG number (95088) and then click "Find"

Add Team Member:

Please enter new team member's User ID:

[Find](#) [Cancel](#)

[Set a Formal Team Name](#)

- Choose "Have this member impersonate me". NOTE: "Impersonate Me" allows the team member to have full access to your account. This is the recommended choice by NWMLS for clerical staff and assistants.
- Click "Add"

 **Team Settings**

You can use this page to create and manage a formal team, and/or to simply enable the ability for other Matrix users to occasionally work as you.

Add Team Member:

**Tara Marino** 5

Have this member Impersonate me  Have this member Work on Behalf of me

6 [Add](#) [Cancel](#)