

CLOUD CMA INSTANT REPORTS

- 1) To use the instant report feature offered by Cloud CMA you must register with Cloud CMA.
- 2) Within Flexmls go to Menu>Cloud CMA.
- 3) Click Cloud CMA and sign up, it is a free member benefit.
- 4) Once you have signed up you can use the instant report Cloud CMA offers.





CLOUD CMA INSTANT REPORTS

- 1) To get an instant report, you will compose an email.
- 2) Address the email to the type of report you need, select one from the list.
 - <u>cma@cloudcma.com</u>
 - tour@cloudcma.com
 - property@cloudcma.com
 - <u>flyer@cloudcma.com</u>
- 3) For this example we'll request a CMA.
- 4) Enter <u>cma@cloudcma.com</u> in the "to" section of your email.
- 5) In the subject line put your client's name.
- 6) In the body enter the address, city, state and zip code of the property you need a CMA for.
- 7) You will receive a report into your inbox within 60 seconds.
- 8) Save the report and you can email it to your client.
- 9) You must use the email associated with your Cloud CMA account.

