Agent Market Portal Admin Set-Up Instructions

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1. Log In

Open a browser and log in to https://amwsa.collateralanalytics.com

This will bring you to the MFA Sign-In page. Note that email MFA is the default option configured. Microsoft or Google Authentication Apps are the other options you can choose from too.

2. APPLICATIONS

Once logged in, you have access to the following sections: View Access Log and User Maintenance.
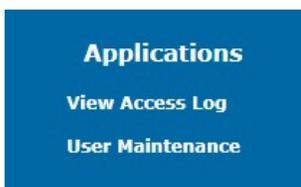
2.1 View Access Log

This section allows you to see who has logged in to your platform. Select the appropriate criteria and the next screen will display an Access Log which provides a Date Time stamp, Login ID, User Name, Company Name and Application.

The Application column reports which ICE broker tool (i.e. Site Admin, AMW Web Site, etc.) the users have logged in to. Clicking the Reselect button will take you back to the home page of the admin site.

Welcome to your Broker Admin Site

Time Zone Pacific | Help | Sign Out

Access Log List

[Reselect] [Main Menu]

Row	Date Time	Login ID	User SQN	User Name	Company SQN	Company Name	Office Name	Application	Logging
1	2/25/2025 7:36 PM	Sample_Admin1	2032776	Admin,Sample	1	ICE	-	Site Admin	Login
2	2/25/2025 4:17 PM	Sample_Admin1	2032776	Admin,Sample	1	ICE	-	Site Admin	Login
3	2/25/2025 3:18 PM	Sample_Admin1	2032776	Admin,Sample	1	ICE	-	Site Admin	Login
4	2/24/2025 3:27 PM	Sample_Admin1	2032776	Admin,Sample	1	ICE	-	AMW Web Site	Login

[Reselect] [Main Menu]

2.2 User Maintenance

This section allows you to find and view a user by entering their last name or the user login. The login will be the user's email used during the registration step. You can also view all users by selecting a **Company - Office Name** in the drop-down menu.

User Selection Criteria

User Last Name

User Login Name

Company - Office Name   All

All
CA Sample Company
CA Sample Company --- Sample Corporate
CA Sample Company --- Sample Office 1
CA Sample Company --- Sample Office 2
CA Sample Company --- Sample Office 3

Active user   ☑
Billable User   ☐

[View] [Clear] [Main Menu]

Note: If you uncheck the **Active User** box, it opens the search to more users. You will be able to see current and past users that are no longer active. This may be helpful when an agent leaves and then returns or to see if the agent was once in the system.

Click on the **View** button will bring you to the User List screen. This screen allows you to set up a new user by selecting the New button as well as review a user's profile by clicking on the user's **ID** number.

User List

[New] [Reselect] [Main Menu] [Download Users]

Row	Active	Admin	ID	User Name	Login	Billable	Company	Office
1	Y	Group	2077282	Admin,Sample	Sample_Admin1	N	ICE	-
2	Y	-	2076333	Sample1,John	sample_user1	N	ICE	Sample Corporate
3	Y	-	2076854	Sample2,Bob	sample_user2	N	ICE	Sample Corporate
4	Y	-	2107231	Sample3, Joe	sample_user3	N	ICE	Sample Office 1
5	Y	-	2007669	Sample4,Sally	sample_user4	N	ICE	Sample Office 2

2.3 Setting Up a New User

1 **User Name**: Input a new user's title (i.e., Mr., Mrs., etc.), first and last name.

2 **Company-Office Name**:
Your company name will automatically populate here. Select the office the new user is associated with from the drop down menu.

3 **Active**: Check the 'Active' box.

4 **Login Name**: Input the new user's company e-mail address or assigned login name.

5 **MarketShare Role**: Agent Market Portal Users who have access to the MarketShare product must now be designated one of three roles which control the user's access to MLS boards in the MarketShare report:
mktShrBasic
mktShrOfcMgr
mktShrCmpyMgr
mktShrSuperUser
See definitions of each role in 2.4 Market Share User Role Overview.

6 **Add**: Click to advance to next step.

7 **User Detail**: This new pop-up screen will appear.

8 **Modify Boards**: Click 'Modify Boards' and another new pop-up screen will appear.

9 **User Boards**: Choose the new user's MLS(s). Multiple boards may be selected at a time.

10 **Add**: Click this button to add new boards.

11 **User Roster**: This new pop-up screen will appear.

12 **Roster ID**: Input your MLS ID here.

13 **Update**: Click this button to update.

14 **Cancel**: Click this button (after clicking 'Update') to go back a screen.

2.4 Market Share User Role Overview

MarketShare Basic User - mktShrBasic
With the "Basic" role, a user can see any board in MarketShare that they are personally a member of. Their board membership is defined in a New Company Worksheet or manually in AMP SiteAdmin.

MarketShare Office Manager - mktShrOfcMgr
The "Office Manager" role can see any MLS which their assigned office does business in. Each office's MLS affiliations are defined in a New Company Worksheet or manually in AMP SiteAdmin.

MarketShare Company Manager - mktShrCmpyMgr
Users with the "Company Manager" role can see any MLS that any office in their entire company does business in.

Super User - mktShrSuperUser
Super Users have the same rights as Company Managers. In addition, they can access Rollup Management.

2.5 Password Reset

Password is now self-serviced, users may click on the Forgot/Reset Password from the login page to proceed.

Email

☐ Remember User ID

Change Password
Forgot/Reset Password

Next