



Setting up lead notifications

How to setup email and SMS (text) notifications

General information

When a consumer requests information on a property, it is considered a lead. Leads can be sent to you from MyConnect via email and SMS (text) message.

How to set up your notifications

Email

1. Log into MyConnect (myconnect.bhhscalifornia.com)
2. Click on the gear icon (**upper-right corner of the screen**)
3. Click on "My Account"
4. Verify your email and change it if necessary -- all leads will be sent to this email address
5. Click "Save" (**upper-right corner of the window**)

SMS (text) message

1. Log into MyConnect (myconnect.bhhscalifornia.com)
2. Click on the gear icon (**upper-right corner of the screen**)
3. Click on "My Account"
4. Scroll down to the "Notifications Settings" section
5. Add your mobile number to the "SMS Mobile Phone" field
6. Select the cellphone provider from the "Mobile Carrier" drop-down menu -- all SMS (text) notifications will be sent to this mobile number
7. Click "Save" (**upper-right corner of the window**)

We highly recommend that you set up email and SMS (text) for lead notification.