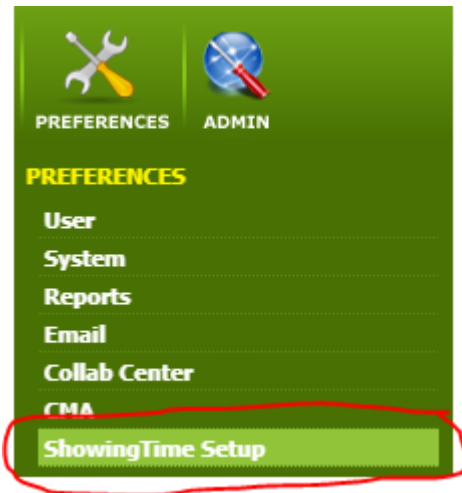




If you wish to **opt-out** of using ShowingTime on any of your listings, you may do so by following the steps below. For any additional assistance please call our MLS Tech Support at 925-730-7100 M-F 8-5.

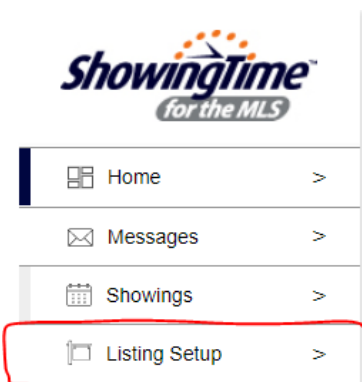
- Login to Paragon MLS.
- Select ShowingTime from the drop-down menu of the "Preferences" tab.



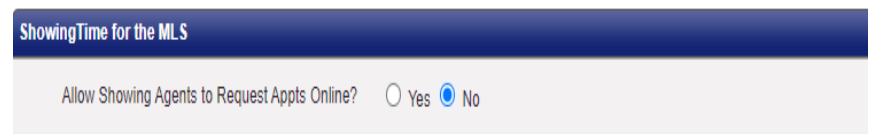
3 Opt-Out Options Available.

Option # 1 – Agent Level – opt-out for individual listing

Step 1- Select Listings Setup



Step 2 Click on the listing that you want to manage, than click “No”

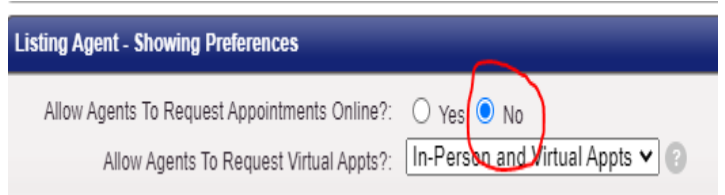
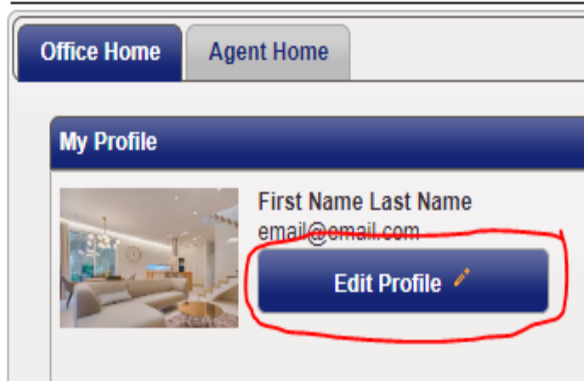


Option # 2 – Agent Level – opt-out for all listings:

Step 1- Click on “Edit Profile” on home page

Step 2- Scroll down the page to “Listing Agent Showing Preferences” and select “No”

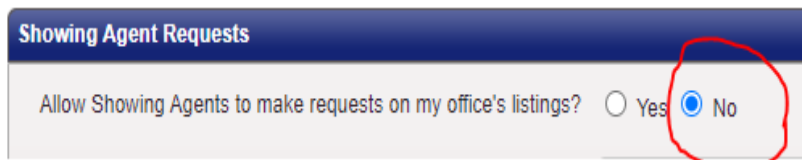
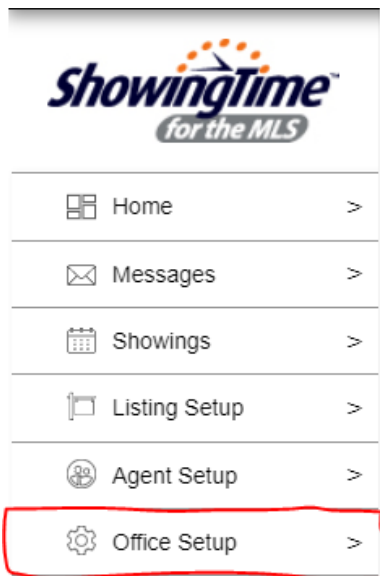
Home



Option # 3 – Broker Level – Opt-out for all listing in the office:
(Listing Agent can still opt back in on their own)

Step 1- Select Office Setup

Step 2- Set it to “No”



For any additional assistance please call our MLS Tech Support at 925-730-7100 M-F 8-5.