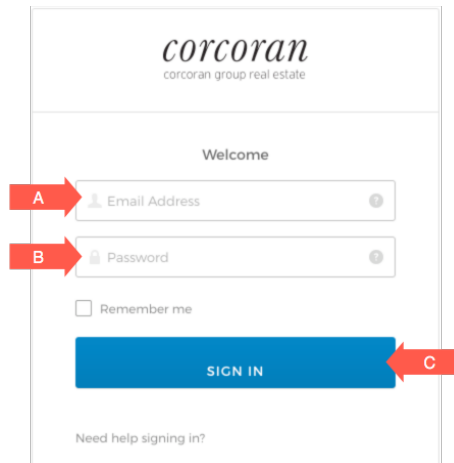


HOW TO SIGN IN

To sign in, enter your Corcoran **Email Address** and **Password** and click **SIGN IN**.

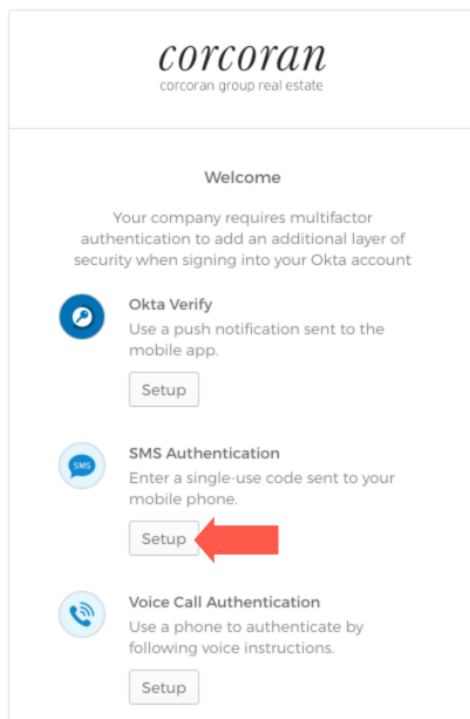


The screenshot shows the Corcoran sign-in page. At the top is the Corcoran logo and tagline "corcoran group real estate". Below is a "Welcome" heading. There are two input fields: "Email Address" and "Password". A red arrow labeled "A" points to the "Email Address" field, and a red arrow labeled "B" points to the "Password" field. Below the fields is a "Remember me" checkbox. A large blue "SIGN IN" button is at the bottom, with a red arrow labeled "C" pointing to it. At the very bottom, there is a link that says "Need help signing in?"

HOW TO VERIFY YOUR ACCOUNT

If you are signing in for the **very first time**, you will be asked to **verify your account**. The process takes about five minutes and is similar to the process of setting up a bank account online. It will enhance the security of your account and only needs to be done once.

1. After signing – following the instructions above – click **Setup** beneath **SMS Authentication**.



The screenshot shows the Corcoran account verification page. At the top is the Corcoran logo and tagline "corcoran group real estate". Below is a "Welcome" heading. The text reads: "Your company requires multifactor authentication to add an additional layer of security when signing into your Okta account". There are three authentication options, each with a "Setup" button: "Okta Verify" (push notification to mobile app), "SMS Authentication" (single-use code to mobile phone), and "Voice Call Authentication" (voice instructions). A red arrow points to the "Setup" button under "SMS Authentication".

2. Enter your **cell phone number** in the field provided and click **Send code**.

corcoran
corcoran group real estate

SMS

Welcome

United States

+1 Phone number Send code

Back to factor list

3. **You will receive a text message** on your phone with an authentication code. **Enter the code** in the field provided – which will appear on the page after you click **Send code** - and click **Verify**.

4. You will be asked to provide security information.

- a. Enter a **Secondary Email**. Most people use their personal email address. This step is optional.
- b. Choose a **security question**. If you like, you may create a custom question. It is the last option on the list in the drop-down menu.
- c. Provide an **answer to the security question**.

NOTE: You do not need to add a phone number. You can skip this step.

Secondary email

A

I don't have a secondary email

Choose a forgot password question

What is the food you least liked as a child?

B

Answer

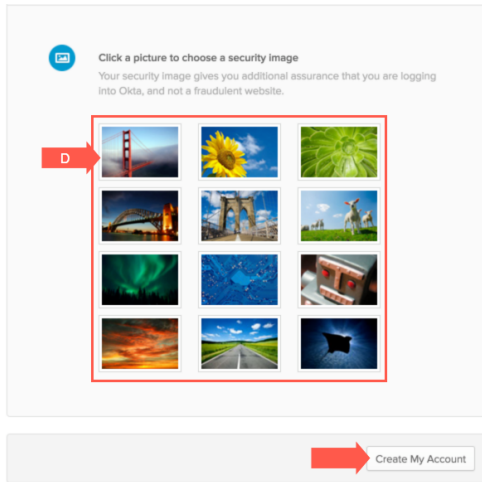
C

Add a phone number for resetting your password or unlocking your account using SMS (optional)

Okta can send you a text message with a recovery code. This feature is useful when you don't have access to your email.

Add Phone Number

d. Select a **security image** and click **Create My Account**.



You will be taken to a confirmation page. Your account has been verified.

5. You may now **return to where you began the sign in process** (i.e. agentsuite.corcoran.com). You will now be signed in.

NOTE: In the future, you will be taken directly to where you intended to go after signing in.