



## SSO PORTAL: Quick Reference Guide

*"One Stop Shopping" for Easy Access to Frequently Used Apps & Links*

### SINGLE SIGN-ON QUICK TIP: Keep Portal Open for Entire Web Session

Members are reminded that this Portal Page must remain open during the entire duration of your web session - with a "session" being the duration of your working in and browsing your OMREB provided tools and applications: REALTORLink®, Webforms™, Matrix®, Sentrilock, or your Member Services (Education and Invoice History) profile page.

**DEFAULT – All Sections Expanded:** The default for the portal page is to have all sections of the page expanded. If you open up the portal, and find that it looks like the screenshot below, with all sections (or a single section) collapsed, there are small arrow shaped buttons figure 1(4) and (5) on the right side of the section divider. These buttons toggle the section open or closed.

### PORTAL DASHBOARD

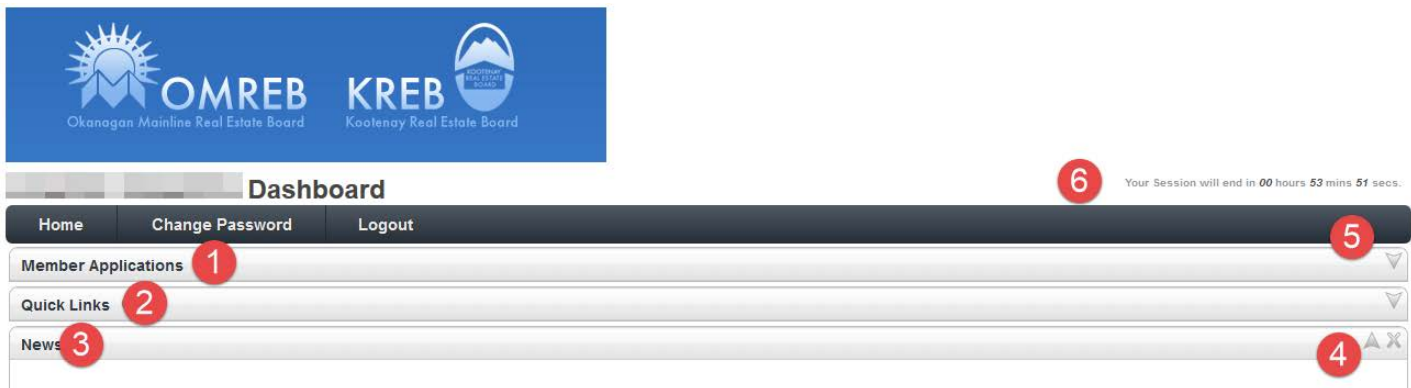


Figure 1 – no sections expanded

## 1. MEMBER APPLICATIONS

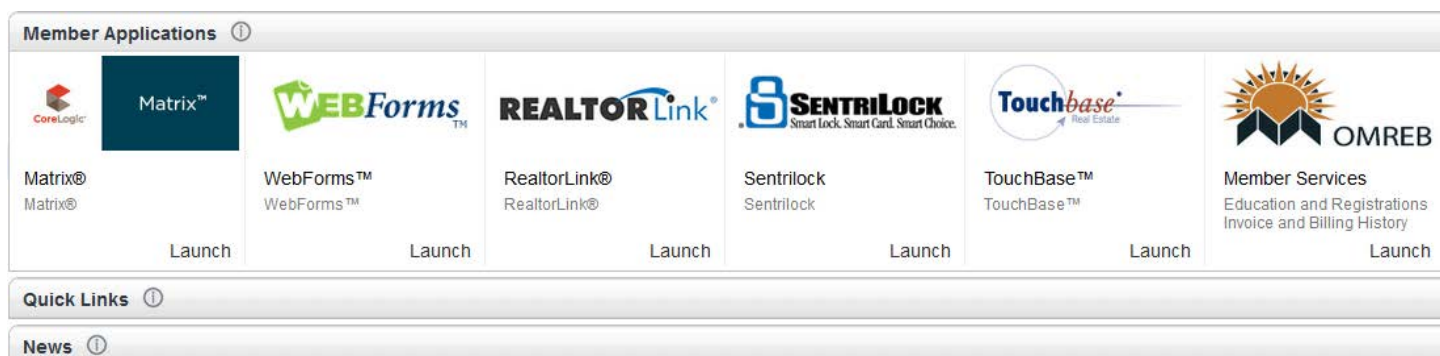


Figure 2 – Member Portal with Applications section expanded

The Applications section contains single click links to your frequently accessed OMREB provided tools and applications:

- Matrix®
- REALTOR Link®
- WEBforms™
- Matrix®
- SentiLock
- Touchbase®
- Member Services profile page

From this page, you can easily sign in to any of these sites and not be prompted again for User Name and Password.

## 2. QUICK LINKS

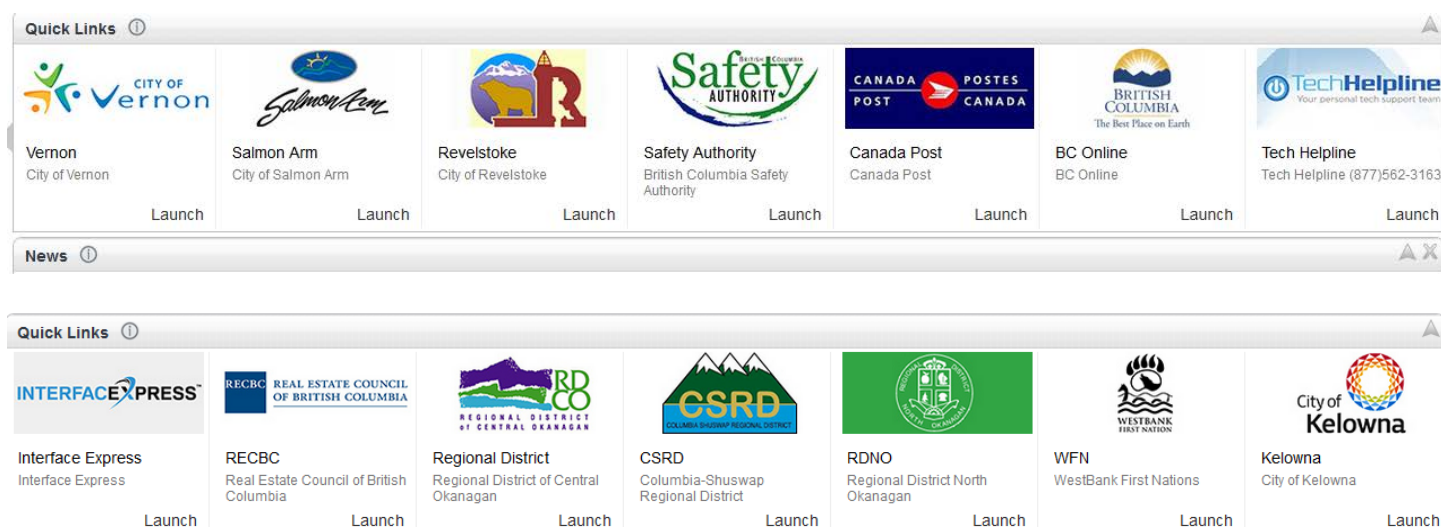


Figure 3 – Quick Links section expanded

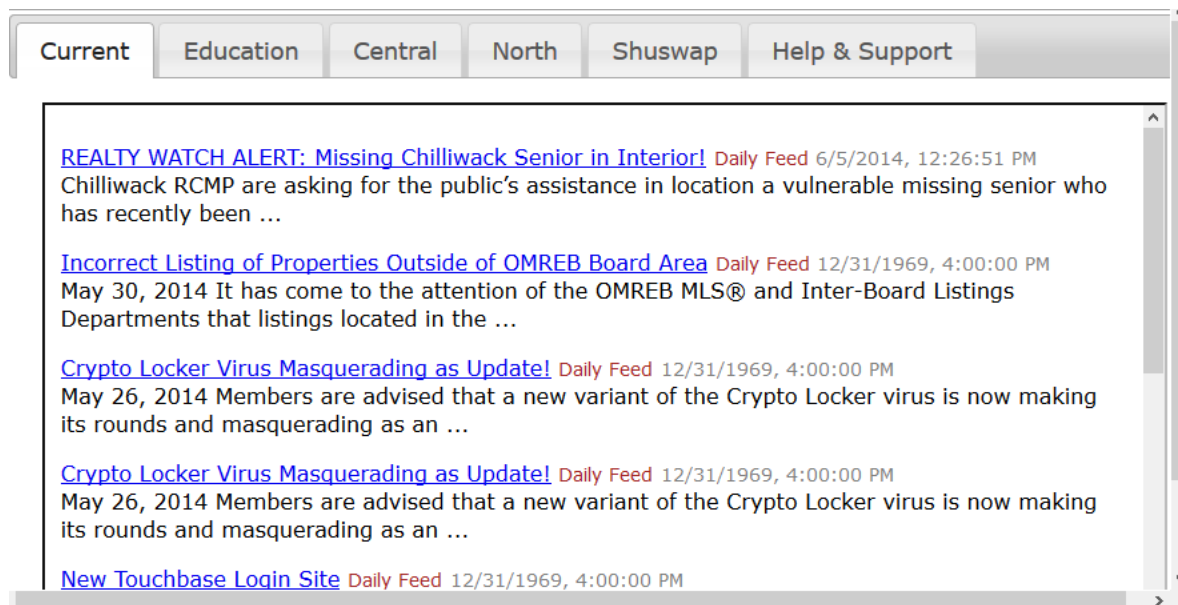
The **Quick Links** section is a collection of links to frequently visited websites and destinations.

Links include access to the following sites:

- InterfaceExpress®
- Real Estate Council of BC
- Regional Districts (CO, NO, CS)
- Westbank First Nations
- Municipalities (City of Kelowna, etc.)
- BC Safety Authority
- Canada Post
- BC Online
- Tech Helpline

**NOTE:** If there are links missing that you feel should be included, please email them to IT Manager Charles Howarth at [CharlesH@omreb.com](mailto:CharlesH@omreb.com)

### 3. NEWS



*Figure 4 – News Section with tabs.*

The News section is a multi-tab news page that replaces the old OMREB news page with improved readability. It utilizes a new blog format that is searchable and archived in a logical manner. Tabs provide easy access to updates regarding Education, Zones, BCREA-CREA, and Help & Support.

## 4/5. COLLAPSIBLE BUTTONS



*Figure 5 – Toggle buttons to collapse or expand sections.*

These buttons toggle the Applications, News, and Quick Link sections to expand and collapse. By default, all sections are visible.

## 6. SESSION TIMER

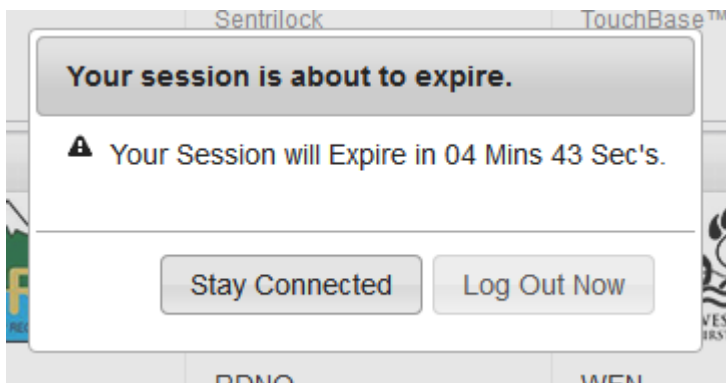
Your Session will end in **00** hours **59** mins **21** secs.

*Figure 6 – session timer*

The session timer is a reminder of how much time has elapsed since your logon. Because Matrix® and other applications have a **120-minute timer**, the count will be adjusted accordingly.

You can reset the timer and your session by pressing F5 on your keyboard, or refreshing the page manually. The time is reset automatically when you open a new application like REALTOR Link®. Once the session timer has expired, you will need to close the window and re-start your sessions. This means logging in again with your User ID and Password.

### Session Timeouts



*Figure 7 – Pop-up reminder of session expiring*

**Don't Get Hijacked:** Session timeouts ensure that your access won't be hijacked by someone other than those with designated access. This is part of the security measures to prevent unauthorized data access.

**Keeping Track to Avoid Timeouts:** Use this timer to keep track of your session time. It is the best way to ensure your session does not time out on you. Refresh the page or press F5 on your keyboard to reset the timer to its **120-minute default**.

A pop-up reminder will advise that your session is about to expire. Click the buttons accordingly.

## CONTACT US!

If you can't find an answer to your question here, please contact **Charles Howarth** at [CharlesH@omreb.com](mailto:CharlesH@omreb.com).