



Superuser Quick Start Guide

Switch into, work as, and return from another account in your MLS.

Superuse lets authorized users switch into an office or team account to work on its behalf — add listings, manage contacts, or review data — without sharing passwords. You stay in control of whose account you are acting as at all times.

The Setup Order

Checkpoint	Fast Path	Do Not Miss
Start superusing	Initials (upper right) > Change User	Your initials appear in the top-right corner of every screen.
Choose account type	Select Office or Team account > Next	You may see one or both options depending on your setup.
Confirm you are superusing	Check the name displayed in the upper right	It will show the account you switched into, not your own name.
Return to your account	Initials > Change User > Quit > Next	The Quit button appears on the Change User screen once you are superusing.
Switch to a different account	Initials > Change User > type account name > Use	Fastest method — skip Quit entirely and type the next account directly.

1. What Is Superusing?

Superusing allows a designated user (typically an admin, broker, or MLS staff member) to log in **as** another account — an office or team — and perform actions on that account's behalf. Common uses:

- **Office accounts** — submit or edit listings tied to the office rather than an individual agent.
- **Team accounts** — manage listings and contacts shared across a team.

2. Starting a Superusing Session

From anywhere in Flexmls:

1. Click your **initials** in the upper-right corner of the screen.
2. Click **Change User**.
3. Select the **Office** or **Team** account you want to switch into. Both options appear only if you have access to each type.
4. Click **Next**. You are now superusing as that account.

Honey Tip: After switching, check the name shown in the upper-right corner to confirm you are in the correct account before making any changes. Example: JW as MR would mean the user is superusing.

3. Returning to Your Own Account

When you are done working as another account:

5. Click your **initials** (which now show the superused account name) in the upper right.
6. Click **Change User**.
7. Click the **Quit** button on the Change User screen.

8. Click **Next** on the following screen. You are back to your own account.

4. Switching Directly to Another Account

If you need to move from one superused account to a different one without returning to your own account first, use the search box on the Change User screen:

9. Click your **initials** > **Change User**.
10. Type the name of the account you want in the search box.
11. Click the **Use** button next to that account.

This is the fastest method — no Quit step required. Use it when you are working across multiple office or team accounts in the same session.

Honey Tip: Typing in the search box and clicking Use is the fastest way to move between accounts. Skip Quit entirely when you are jumping from one account to another.