

Flexmls *Tip!*

How to Transfer Contacts to Another Flexmls User

Created October 2025

You may share client information with another agent or profile, including their currently configured subscriptions, messages, active links, notes and portal, by transferring the contact in Flexmls.

1. Open the **Menu** in Flexmls and select **Contact Management**
2. Select the contact name you would like to transfer
3. Select **Transfer**

Samantha Bartlett

Contact Details

Activity

Searches/Subscriptions

Portal

Messages

Notes

Listing Notes

Links

Samantha Bartlett

Last activity 05/06/2025

Email

Last Email Activity

Status

Action

Group: Class Group

📧 samb@gkar.com

📞

Primary:

Home:

Office:

Fax:

📱

Mobile:

Other:

Pager:

🏠

Home:

Office:

Reverse Prospecting:

Disabled

Email Activity:

Total Activity:

Listings to Approve:

Listings Automatically Sent:

Subscription Viewed: 3, Manual: 29, Viewed: 0

Manual: 26, Viewed: 26

0

147

Edit Contact

Remove

Deactivate

Transfer

Close

4. Search the name of the agent you would like to transfer the client to
5. Select **Transfer** to initiate the information sharing

Transfer: Samantha Bartlett

Please choose the member to whom you wish to transfer Samantha Bartlett

Reed, Callie (k103928)

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CANCEL

TRANSFER