

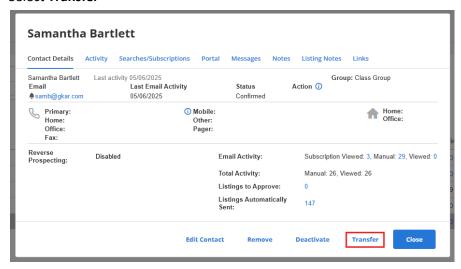
## Flexmls Tip!

## 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



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

