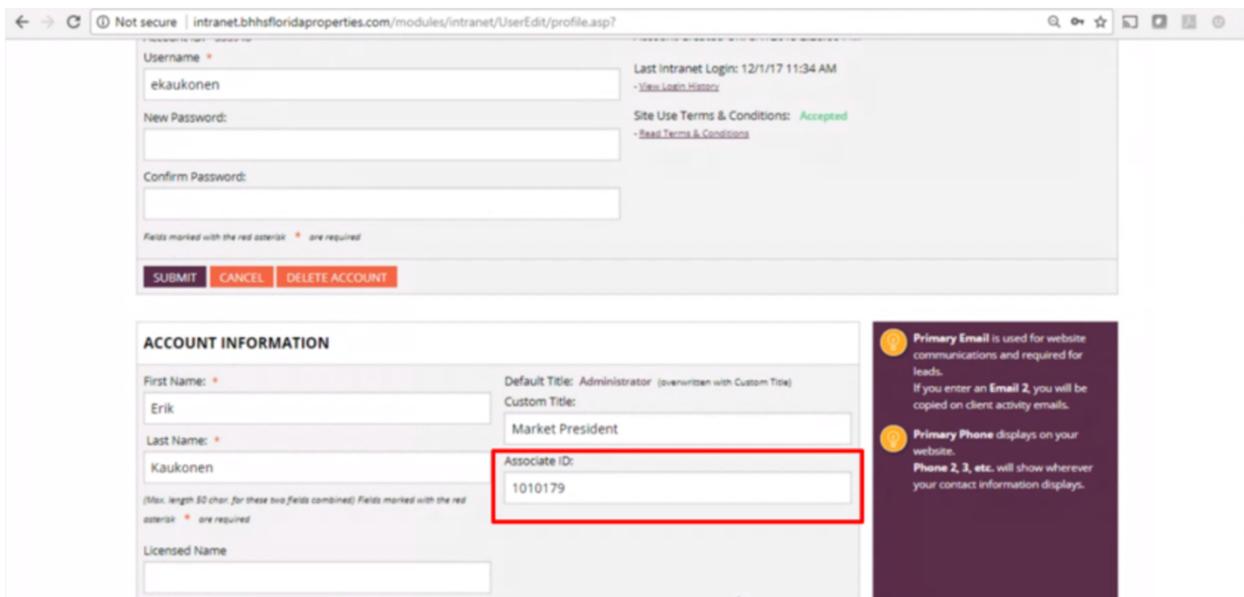


How to Add your ContactID to Reliance (Single-Sign On)

One frequent issue we come across for Berkshire Hathaway Home Services agents is that they are having trouble accessing Buyside through Single Sign-On in the RResource Center. The majority of the time, the agent's ContactID is missing from their Reliance account, which is the culprit!

Here is a quick step-by-step of how to add your ContactID to Reliance:

1. Log into your Reliance Account
2. Select **"My Profile"**
3. Enter your ContactID under the Associate ID field (see image below)
4. Select **"Save"**



The screenshot shows a web browser window with the URL `intranet.bhhfloridaproperties.com/modules/intranet/UserEdit/profile.asp?`. The page displays a user profile edit form. The top section includes fields for Username (ekaukonen), New Password, and Confirm Password. Below these are buttons for SUBMIT, CANCEL, and DELETE ACCOUNT. The bottom section is titled "ACCOUNT INFORMATION" and contains fields for First Name (Erik), Last Name (Kaukonen), Default Title (Administrator), Custom Title (Market President), and Associate ID (1010179). The Associate ID field is highlighted with a red border. A sidebar on the right contains two informational messages: "Primary Email is used for website communications and required for leads. If you enter an Email 2, you will be copied on client activity emails." and "Primary Phone displays on your website. Phone 2, 3, etc. will show wherever your contact information displays."