How to Manually add a New Client to NETTRAKK

NETTRAKK Analytics Clients Realfors My Account Help (> Logo Clients + Add Client Search Clients - Lupload Expert .cxv or NETTRAKK Template Click the Tile of Each Column to Start Search Clients - Lupload Expert .cxv or NETTRAKK Template Click the Tile of Each Column to Start Name 12 Anniverzary Renewal Date Mortgage Rate Birthday Subscription Status Actions	Clients > Listing			Welcome back, Candace M	
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Go to the Clients menu tab and select + Add Client

The Create Client screen will pop up and you need a minimum of the clients first and last name, and their email address to add a new client. Once you hit Save you will get a green confirmation in the bottom right of the screen, and your client will get a Welcome Email to NETTRAKK.

Clients > Listing		Welcome	e back, Candace Miller
	AKK	Analytics Clients Realtors My Account	Help 〔→ Logout
Clients			+ Add Client
Search Clients	Create Client Client will receive an email with instructions to accept this invitation and complete the	You will need a minimum of the clients first and last name, as well as their X eir account registration. email address to create an account	te 2 al Each Column to Sort
Name 1∓	First Name	Last Name Client's last name	
Brent Thoma:	Email		~
Brittany Brow	E Enter client's email address		~
Chris Webbe	Phone Number	Date Of Birth 2023-05-18	~
Cindy Baxter	Luish to subsortible to exercise undeter and equilations from an users at NETTRAFY	After you have entered the information, click Save and you will get a green confirmation	~
Darlene Fish	- man to subscribe to ongoing opulies and newsletters from my team of HETTRAKK	~	
Debra Raymo		Save	<u> </u>
Elizabeth Mercu	ry Dec 6 12/07/2022 <u>2.39%, 2.29%</u>	5, <u>3.39%</u> , <u>2.91%</u> Jun 8 Enabled Action	

This is all you need to do to create a new client manually.