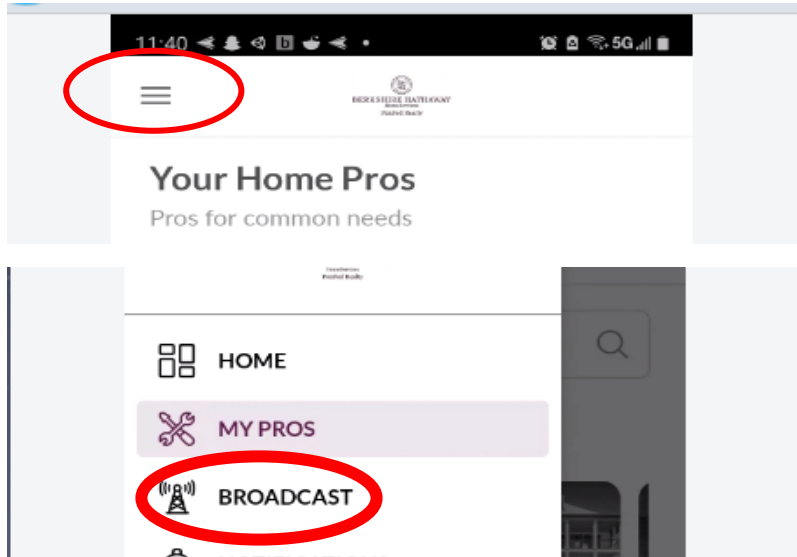


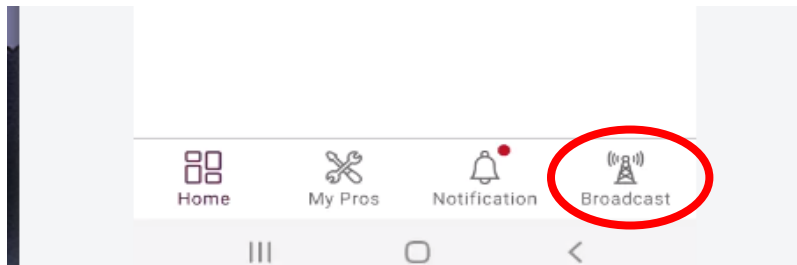


## Sending Client Messages in Mobile App

After logging in and opening PenFed Realty Concierge App, you can either select the hamburger menu (3 lines) in the upper left hand corner and selecting broadcast



Or select broadcast at the bottom of the app screen



Once in the broadcast portion of the app, you will have a few different options (text allows you to broadcast a text message to all of the clients added to your PenFed Realty Concierge account with a valid cell phone number, image allows you to broadcast an image to the clients in your PenFed Realty Concierge account with a valid cell phone number and broadcast activity which will allow you to view all of your broadcasts)

Select from one of the options below to broadcast a message to your sphere.



**Text**

Click here to broadcast a text message to your sphere



**Image**

Click here to broadcast an image to your sphere



**Broadcast Activity**

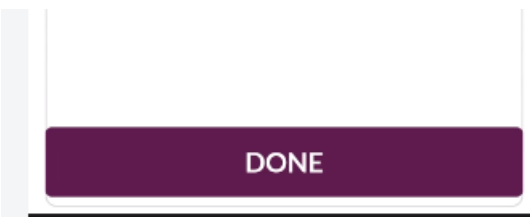
Click here to see all your broadcasts

To broadcast a text message to your sphere, select text. You will be prompted to write your text message you want to send (there is no character limit)

Enter Your Message Here

ENTER TEXT HERE...

Once all of your text message verbiage is entered, select done at the bottom of the app screen



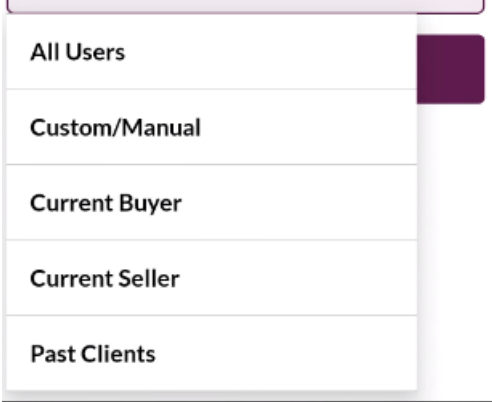
After selecting done, you'll be prompted to choose who you want to broadcast to (the default is all users).

Who do you want to broadcast to?

All Users ▼



You can select other groups of clients or manually enter an email address in to this step. You can select current buyer clients, current seller clients and past clients.



If you select custom/manual you will be prompted to enter the client email address and select add.

Who do you want to broadcast to?

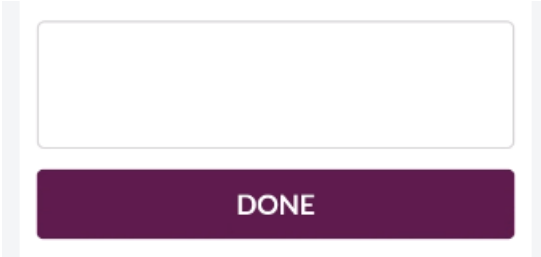
Custom/Manual ▼

Please enter the email addresses of your contacts you wish to broadcast this message to.

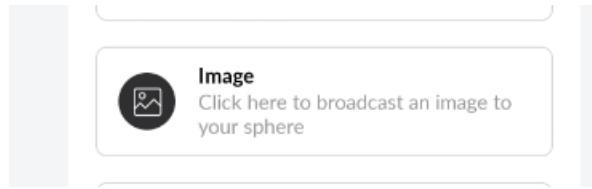
Enter Email **ADD**

0 Selected

Once your message is set and who you are sending the text to, select done again at the bottom of the app screen

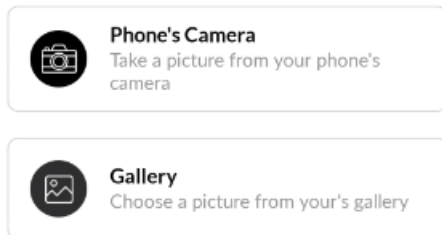


To broadcast an image, select the image option on the center of the app screen

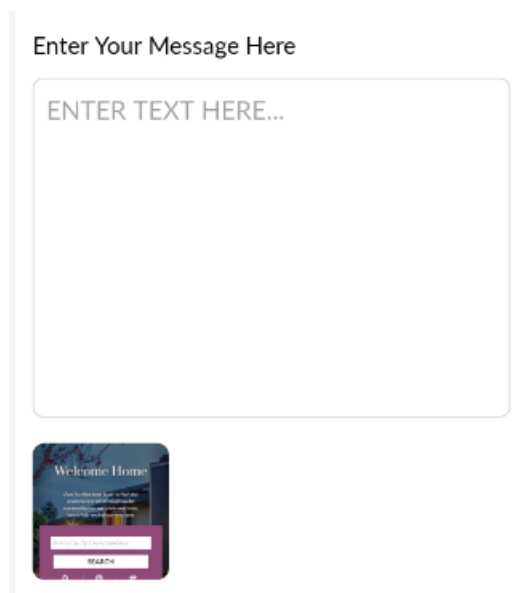


You will be prompted to select how you're getting the image (whether from your phone's camera or the gallery on your phone; if you select gallery, you will be asked if the app has permission to access your phone's gallery/photos. If you say no, you cannot add a photo from your gallery)

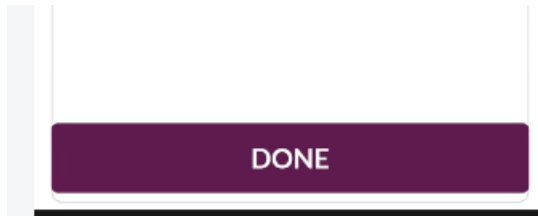
### Select an option to proceed



After you decide what way to get your image (if by camera once the photo is taken, the photo will auto-attach and if by gallery, you'll select the photo by clicking on the image to attach it to your message). You'll be prompted to enter a message about the image.



Once all of your message verbiage is entered, select done at the bottom of the app screen

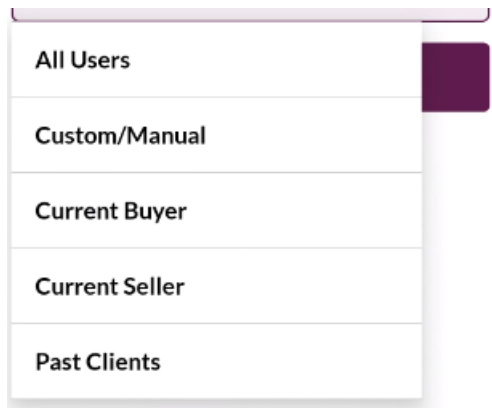


After selecting done, you'll be prompted to choose who you want to broadcast to (the default is all users).

Who do you want to broadcast to?

A screenshot of a mobile application interface. At the top, the text "Who do you want to broadcast to?" is displayed. Below it is a light purple dropdown menu with "All Users" selected and a small downward arrow on the right. Below the dropdown is a purple rectangular button with the word "DONE" in white, uppercase letters.

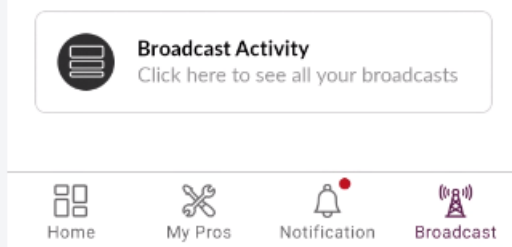
You can select other groups of clients or manually enter an email address in to this step. You can select current buyer clients, current seller clients and past clients.



If you select custom/manual you will be prompted to enter the client email address and select add.

A screenshot of a mobile application interface. At the top, the text "Who do you want to broadcast to?" is displayed. Below it is a light purple dropdown menu with "Custom/Manual" selected and a small downward arrow on the right. Below the dropdown, the text "Please enter the email addresses of your contacts you wish to broadcast this message to." is displayed. Below this text is a white text input field with the placeholder text "Enter Email" and a purple rectangular button with the word "ADD" in white, uppercase letters. At the bottom right, the text "0 Selected" is displayed.

Finally, you can view all of the broadcasts you've sent via your app by selecting broadcast activity



This will show all of the broadcasts sent and any comments about the broadcast

