

## Welcome to SAFEMLS® by Clarity Security!

This guide will take you step by step in the use of your SAFEMLS® electronic token. In order to activate your SAFEMLS® token, you will first need to enroll it. Enrolling your token is very simple using the online enrollment website.



### ENROLLMENT PROCESS:

- Go to <http://sandicor.mlxtempo.com>.
- After April 8<sup>th</sup>, the URL will be <http://tempo.sandicor.com>
- Click the “Register Your Token” link to begin the enrollment process.



When you select the “Register Your Token” link, you are taken to the SAFEMLS® website where you will enroll your Token. Complete the steps on the following pages to complete the enrollment process.

1. Enter your **Tempo User ID#** and review the Enrollment Agreement.
2. Click “**I Agree**” to continue.

### SafeMLS® Enrollment Agreement

**Step 1:** Please enter your User ID#:

This is the same as you currently use to login to the Sandicor Tempo 5 system.

**Step 2:**

**SANDICOR TEMPO MLS END-USER LICENSE AGREEMENT**

This End-User License Agreement (“EULA”) is a binding agreement between you (“You” or “Subscriber” or “Participant” or “Assistant”) and SANDICOR, Inc., a California Corporation (“SANDICOR”). You are permitted access to the SANDICOR Tempo MLS System only by virtue of your assent to the terms of this EULA. If you decline to assent to the terms of this EULA, your use of the SANDICOR Tempo MLS System will terminate immediately.

**SafeMLS® Enrollment Agreement**

**Step 3:**

1. Confirm your **Tempo User ID#**.

Step 1: **Your User ID#:** testuser

This is the same login ID as you currently use to login to the MLS system.

2. Answer the **three (3) Secret Questions** in the appropriate boxes displayed. These secret questions will be used to verify your identity in the event you report your Token lost or broken – *remember them!*

Step 2: **Secret Questions** (used to verify identity for lost/broken Authenticator replacement)

What is your birth city?

What is your birth year?

What is your mother's middle name?

3. Enter and confirm the **SAFEMLS® token serial number**.

Step 3: **Please enter your SafeMLS® Authenticator's serial number:**

**Please re-enter your SafeMLS® Authenticator's serial number:**

Your SafeMLS® Authenticator serial number is on the back of the Authenticator device.

4. Enter and confirm a **4-digit PIN code**.

Step 4: **Please select a 4 digit PIN code:**

**Confirm your PIN code:**

We recommend a code that you will easily remember. This must be a 4-digit number.

5. Click **“Enroll Authenticator”** to complete the Enrollment Process

Step 5:

6. The next screen displays notification that the enrollment process has been completed.

You have successfully enrolled your SafeMLS® authenticator.

***You may start using your SafeMLS® Authenticator now.***

Please add the SafeMLS® administrative address  
***safemls@sandicor.com***  
to your address book to help make sure you can receive email messages from the SafeMLS® system in case of a lost or broken Authenticator.

**Note:** you can only enroll one SAFEMLS® token, unless the first is successfully reported as lost or broken.

**USING YOUR SAFEMLS® TOKEN:**


To login, follow these easy steps:

1. Go to <http://sandicor.mlxtempo.com>. (After April 8<sup>th</sup> - <http://tempo.sandicor.com>)
2. Enter your **Tempo User ID#**.
3. Enter the 4-digit **User PIN** you created during the enrollment process .
4. Press the Gray button on your SAFEMLS® token to generate a one-time use password. Type this password into the **SAFEMLS Password** field.
5. Click the **“SIGN IN”** button to complete the login process.

Log in to the TEMPO™ MLS system

User ID:  User PIN:  SAFEMLS Password:

[Register Your Token](#) [Lost/Broken Token](#) [Change Your PIN](#) [Forgot Your PIN](#)



Sandicor



**Tip #1:** Passwords are not case sensitive so it is not necessary to capitalize the letters. In addition, all characters that look similar to letters or numbers **are always numbers**. For example 0's are **always zeros**, not the letter "O"; 5's are **always fives**, not the letter "S"; B's are **always an eight**, not the letter "B".

**Tip #2:** If you receive an invalid password message, simply generate another password and enter it.

## **ADVANCED TOPICS**

1. Go to <http://sandicor.mlxtempo.com>. (After April 8<sup>th</sup> - <http://tempo.sandicor.com>) and select the appropriate link on the login screen shown above, then follow the instructions presented for each option.

### **CHANGE YOUR PIN:**

1. Click the “**Change Your PIN**” link.
2. Enter the data requested and click “**Next**” to continue.
3. You will receive a notification that you have successfully changed your PIN.

### **RESET YOUR PIN:**

1. Click the “**Forgot Your PIN**” link.
2. Enter the answers to your **three (3) Secret Questions** and click “**Next**” to continue.
3. You will receive a notification that a new PIN is being e-mailed to you at the e-mail address on file with your board or MLS.

### **LOST or BROKEN TOKEN:**

If your token is lost or broken, follow the instructions below. You can obtain an emergency password that will be valid for a four (4) day period when you report the token as lost or broken online. Follow these instructions to obtain an emergency password then visit your board office during normal business hours to obtain a replacement token.

1. Click the “**Lost/Broken token**” link, and then select the correct option.
2. At the reporting screen you will be required to provide your **Tempo User ID#** and correctly answer the **three (3) Security Questions** you completed during the enrollment process. Click “**Next**” to continue. If reporting as broken you are required to select a reason.
3. A temporary password will be delivered to the **e-mail address on file with the MLS system**.
4. The **temporary password will be valid for four (4) days**, after which you will be *required to retrieve a new token from your board or MLS office*. You cannot report a token as lost or broken more than once.
5. **Note:** Reporting a token as lost or broken will disable the token. If you find the token after reporting it lost, please contact your board or MLS office for further instructions.

### **SUPPORT and WARRANTY INFORMATION:**

If you need assistance using your SAFEMLS® token, please contact your board or MLS office. If your token becomes non-functional please follow the lost or broken token instructions above. SAFEMLS® tokens are warranted against defects in workmanship under normal operation.

To replace a token, please visit your board or MLS office during normal business hours.

### **FAQ's:**

**Q) Is the use of a SAFEMLS® token required to access the MLS?**

**A) Yes**, anyone who accesses the MLS will be required to have a token to access the system. Please contact your board or MLS office for more information.

**Q) Can I still access the MLS multiple times per day?**

**A) Yes**, you can still access the MLS as often as you currently do.

**Q) How long will the battery last?**

**A) The battery in your SAFEMLS® token is not user-serviceable and will last approximately **nine years**.**

**Q) Does my token produce or need an electronic signal?**

**A) No**, SAFEMLS® tokens do not produce any interference, nor require a connection of any kind.

**Thank you for choosing SAFEMLS® by Clarity Security!**

