1. **GO TO** [www.mycolliers.com](http://www.mycolliers.com)  
   - Log in  
   - Your User Name is firstname period lastname (with no spaces) and your Password is lastname.  
   - For example:  
     - User Name: john.smith  
     - Password: smith  
   - If your password is not accepted, click the link for “Lost Password.”  
   - You can also access mycolliers.com through the home page of eResource. Click on the Colliers Apps button; then click on the mycolliers.com button. Follow the steps above to log-in.

2. **CLICK ON THE “CREATE” LINK**  
   - On the “General Broadcast” gadget of the homepage, click on the “create” link in the upper left corner.  
   - A box should pop up that says “Create General Broadcast.”

3. **SELECT A CATEGORY** from the drop-down menu that most appropriately fits your message.

4. **CREATE BROADCAST CONTACT**  
   - Click on the face icon next to “Author.” Another box will popup.  
   - Enter the last name of the person who you would like to appear as the contact for broadcast and then hit “search.”  
   - A list will generate with all people with that last name. Click on the last name of the correct person. This will populate the rest of the information for that person.  
   - Staff can post items on behalf of brokers by selecting the broker’s name from the list.

5. **CREATE A TITLE** in the “Title” box to describe your message.

6. **ADD DETAILS**  
   - Write your message in the “Details” box. Please use only one (1) space between sentences. The final announcement will appear as a single paragraph (extra spaces and bullets will be deleted).  
   - If you want to include documents (brochures, marketing materials, etc.), you will need to include an Internet link.  
   - If you need an Internet link created, send the document to jacque.lacour@colliers.com and he will return a link that can be pasted into your announcement.

7. **SUBMIT**  
   - Hit submit and your broadcast will be included in the next Colliers Connects email.

If you need assistance, please contact your staff person.