

Global Knowledge Center Subscription Set-up*

- 1) Open the following website: <http://gkc3.cbre.com> *Note this page may be bookmarked for future use.*
- 2) Click **Search Market Reports**, located in the middle of the screen.
- 3) In the left margin, enter your email address and password, click **Ok**. *Note the login credentials are case sensitive.*
- 4) Select your search criteria and click **Search**.
- 5) Click **Add Subscription** above your search results.
- 6) Please name your subscription. For your convenience, a shortened version of your search criteria is already populated in the subscription name field.
- 7) Please choose when you would like to receive the subscription notifications.
 - a. **Daily** - You will receive one email per day when a report meeting your subscription criteria has been updated. If more than one report updated that day fits your criteria, the notifications will be consolidated into one email.
 - b. **Weekly - Default**. You will receive one email per week when a report meeting your subscription criteria has been updated. If more than one report updated that week fits your criteria, the notifications will be consolidated into one email.
 - c. **Monthly** - You will receive one email per month when a report meeting your subscription criteria has been updated. If more than one report updated that month fits your criteria, the notifications will be consolidated into one email.
- 8) Please verify the options to which you are subscribing. Click **Save**.
- 9) You will now be brought to **My Subscriptions**. This page is also accessible in the left margin, under **My Account**. **My Subscriptions** allows you to view, edit and remove your subscriptions.

Should you encounter any problems along the way, please contact us at us_research@cbre.com.

**Note your account must be confirmed at level 2 or above to use the Subscription feature.*