

Creating Your Fathom API Key

v1.1 Updated: 2026-09-13 Read time: 1 min



Watch the video version

1 min

<https://closers.multifamilystategy.com/sops/videos/SOP-017-creating-your-fathom-api-key.mp4>

What this is

A one-time setup so the Fathom Analyzer can automatically pull your call transcripts after every Zoom call and run the analysis (objections, talk time, deal readiness, push into GHL contact records). Once your key is in the portal, everything is automatic going forward.

v1.1 (2026-09-13): the key now goes **into the Closer Portal**, not to Caleb by text. The video still shows the old last step — ignore that part and follow step 8 below.

Do this

1. Sign into **fathom.video** on your MFS work email
2. Open **Settings** (top right or sidebar)
3. Scroll all the way down to **API Access**
4. Click **Add API Access**
5. Name it (doesn't matter — "MFS Automation" works) → click **Generate API Key**
6. Click **Create API Client**
7. Copy the full key — it looks like `AbCdEfGhIj1234.XyZaBcDeFgHiJkLmNoPqRsTuV`
8. Paste it into the **Closer Portal**: - **New closer**: CERTIFICATION → **Rep Onboarding Form** → the **Fathom API key** box at the bottom → Submit - **Already onboarded**: click your name (top right) → **My Information** → **Fathom** tab → paste → **Save Fathom key**

The portal checks the key with Fathom the moment you save. If Fathom rejects it, you pasted a partial key — copy it again from Fathom (the whole thing, no spaces) and save again.

Definition of done

The portal says **Saved. Fathom accepted the key**, and the Fathom box shows the first and last four characters of your key as "on file". From that point on, every Zoom call you record in Fathom auto-analyzes. Nothing to send anyone.

Don't

- Share the key in Slack, email, a group chat or a doc — it only ever goes into the portal
- Paste it anywhere shared (Slack channels, docs, comments)
- Skip this during onboarding — without your key, none of your call data flows into the Analyzer, and Section 1 of your certification stays locked until it is on file

If your key ever leaks

Your API key is like a password. If you think it ended up somewhere it shouldn't:

1. Go back to Fathom **Settings** → **API Access**
2. Delete the old key
3. Generate a new one
4. Paste the new one in **My Information** → **Fathom** and save — the old one stops working immediately

No harm done — but do it immediately when you notice.

Related SOPs:

- [SOP-C01 — Closer Day-One Checklist](#)
- [SOP-049 — How to Complete Your Certification in the Portal](#)

SOP-017 · v1.1 · Closer SOP Library