HOW TO ADD A NEW MLS SOURCE

As you expand your services to new MLS you will need to add new MLS sources to your existing data subscription in order to add your new customers. Please follow the steps below to add a new MLS source to your existing data subscription.

LOG IN TO YOUR MLS GRID ACCOUNT

1. Log in to your MLS Grid account at app.mlsgrid.com. Click Manage Subscriptions in the left sidebar menu.

2. Click the blue button below the summary of your existing data subscription to Edit the Data Subscription Details.

EDIT YOUR EXISTING DATA SUBSCRIPTION

1. On the View Subscription page click on the blue Edit button below the details column of your data subscription. The details column is located on the left side of your screen.

2. On the Edit Subscription page you can change the name of your data subscription, edit the description of your services, and Select MLS Sources for License Requests.

3. Please scroll to the Select MLS Sources for License Requests section of the Edit Subscription page.

4. Click the Change button. In the pop-up window you can review pricing and add the new MLS source to your Data Subscription. Select each MLS source you wish to add to your Data Subscription and click the Save button.

5. Once you have made all your changes click the Update Subscription button to save those changes.

ADD A NEW BROKER OR AGENT FROM YOUR NEW MLS SOURCE

1. Now that you have added your new MLS source, you can add your customers from that MLS to your existing data subscription. On the View Subscription page click on the Licenses tab to add a new Broker or Agent from your new MLS source.

2. Click the Add Broker/Agent button. Please read the instructions on the Add Broker or Agent Customers page carefully.

3. Please provide all the requested information to send a new Data License Request for your new customer.

4. When adding a new Broker or Agent customer you can now select the new MLS source you added to your Data Subscription.

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CUSTOMER SIGNATURES AND MLS APPROVAL

1. For each Data License Request you send, the MLS Grid will email your customer from notify@mlsgrid.com.

2. The email will contain a short paragraph describing the process and a secure link your Broker or Agent customer can use to review and sign the Data License Agreement.

   PLEASE NOTE: To sign the Data License Agreement your customer must input the requested information exactly as you entered it into our system. If the information does not match, the system will not accept the digital signature on the Data License Agreement. Please note that the fields are case-sensitive.

3. Your customer will enter:

   a. Their Full Name (no nicknames or shortened names will be accepted)

   b. Their Brokerage Name

   c. The required Contact Information

   PLEASE NOTE: If you have included an Agent on the Data License Request, the Agent will receive the email first. After the Agent signs the agreement, an email is sent to the Broker for their signature.

FINALIZE LICENSE REQUEST

1. Once your customers have signed the Data License Agreement the MLS will be notified of your request.

2. If the MLS requests changes to the website or the signature on the Data License Agreement you will be notified of the corrective action needed via email from notify@mlsgrid.com.

3. Upon approval by the MLS you will be notified to log in to your MLS Grid account and finalize your request. If the MLS charges any setup or ongoing licensing fees, you will be prompted to provide payment method at the time you finalize the request.

4. If this is your first license request, after successful payment is approved you will be provided with your Access Token.