ADD NEW BROKER OR AGENT

Adding all of your customers to your MLS Grid account is necessary to ensure MLS compliance and proper billing. Please follow the steps below to add a new Broker/Agent 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 grey Add Broker/Agent button above the summary of your existing data subscription.

ADD NEW BROKER OR AGENT TO EXISTING DATA SUBSCRIPTION

1. Please enter the name, email address, and brokerage information for the Broker.

NOTE: If the customer is an Agent, you must click the Include Agent button and provide both the Broker and Agent information.

2. In the drop down menu, indicate where the requested data will be displayed.

3. If the data will be used on a website, provide the Website URL where the data will be displayed.

NOTE: If the website is not complete, please provide both the Website URL and Staging URL for MLS review.

4. At the very bottom, select the MLS where your Broker/Agent is a member.

NOTE: If you do not see the MLS where your Broker/Agent is a member, you may need to follow the steps in the Add New MLS Source guide to add that MLS prior to adding your Broker/Agent.

5. Once you have entered all the required information, click Add Customer. A pop-up window will ask you to confirm the information you have provided.

6. Repeat this process for each of your new Brokers/Agents.

7. The status for each invitation will be displayed below in the Invited Brokers and Agents section. You can click on the name of each customer for a detailed view of the Data License Request process.

SIGNATURES AND MLS APPROVAL

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

2. The email will describe the process and provide a secure link your Broker/Agent can use to review and sign the Data License Agreement.

NOTE: To sign the Data License Agreement, your Broker/Agent 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. Fields are case-sensitive.

3. Your Broker/Agent will enter:
   - Their Full Name (no nicknames or shortened names will be accepted)
   - Their Brokerage Name
   - Member MLS ID and if requested Office MLS ID (if they do not have this information it is important they contact their MLS to receive it)
   - Provide required Contact Information

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

FINALIZING A DATA LICENSE REQUEST

1. Once your Broker/Agent has signed the Data License Request, the MLS will be notified of your request.

2. If the MLS requests any changes to the Data License Request, you will be notified to take corrective action 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.

4. If the MLS charges setup or ongoing licensing fees, you will be prompted to provide a payment method when you finalize the request.

5. After successful payment is approved, you will be provided with your Access Token. If you already have an existing Access Token, permissions for the new MLS will be added to it after successful payment is approved.