

EMAIL OR DOWNLOAD A DATA LICENSE

Follow the steps below to email a link to a completed Data License Agreement or to download a copy.

LOG IN TO YOUR MLS GRID ACCOUNT

- 1. Log in to your MLS Grid account at app.mlsgrid.com
- 2. Click Manage Subscriptions in the left sidebar menu.
- 3. Click the blue button below the summary of your existing data subscription to Edit the Data Subscription Details.
- 4. Click on the Licenses tab to see a list of Data License Requests you have sent to your customers.

TO DOWNLOAD A DATA LICENSE AGREEMENT

- Locate the license agreement you wish to download. This can be done by scrolling or
 paginating through the list; OR by using the dropdown Licenses menu to narrow results; OR
 by typing information into the search field.
- 2. Once you locate the name of your Broker/Agent, click on their name.
- 3. On the License Overview page, scroll down to the License Status section.
- 4. To download the license agreement, click on the printer icon next to the MLS name.

TO EMAIL A DATA LICENSE AGREEMENT

- 1. To email a link to a completed Data License Agreement, please go to the License Overview page and click Email Completed Agreement.
- 2. In the pop-up window, enter the name and email address of the person you would like to send the agreement to.
- 3. The email will arrive from notify@mlsgrid.com. To view the completed Data License Agreement in your web browser, please click on the Take Me To The MLS Grid button located in the email.