

# BROKER DATA EXPORT GUIDE

A Broker Data Export can be used to send the listings of your brokerage to a selected Data Consumer recipient.

## REGISTER ONLINE

1. Go to [app.mlsgrid.com/register](https://app.mlsgrid.com/register) to create your broker account.
2. Fill in the required information, including contact information, and password. Please be certain to select the bubble **I am a broker**

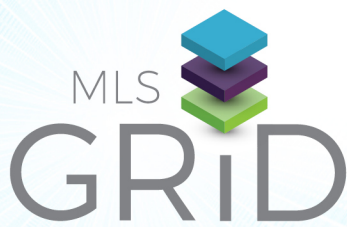
**NOTE:** The Broker Data Export service will provide you the ability to designate a recipient Data Consumer organization to receive **ONLY** your brokerage listings. This guide will detail the steps needed to export your brokerage data to a third party recipient.

## FINALIZE YOUR BROKER ACCOUNT

1. An email from [notify@mlsgrid.com](mailto:notify@mlsgrid.com) will be sent to the email address provided.
2. Please click on the link in the email to finalize your MLS Grid Account. Provide details about your brokerage and confirm your primary contact information which will be used when you agree to the data licenses agreement.

## CREATE YOUR BROKER ONLY DATA SUBSCRIPTION

1. Log in to your MLS Grid account at [app.mlsgrid.com](https://app.mlsgrid.com)
2. Click on **Manage Subscriptions** in the left sidebar menu.
3. Select **Broker Only Export** as the data subscription type. As you create your **Broker Only Export** subscription, you will be prompted to confirm details of your MLS membership by selecting the MLS you belong to and providing your Member MLS ID. Click **Next**.
4. When presented with the brokerage information from your MLS, please confirm that this information is correct. If the information is correct, click **Send Email**. If the information is not correct, please contact your MLS before proceeding.
5. A confirmation email will be sent to the email address from your membership record with the MLS. The email will arrive from [notify@mlsgrid.com](mailto:notify@mlsgrid.com). Please click **Complete Verification** in the email.



## BROKER DATA EXPORT GUIDE

A Broker Data Export can be used to send the listings of your brokerage to a selected Data Consumer recipient.

### ADD A DATA CONSUMER RECIPIENT FOR YOUR BROKERAGE DATA EXPORT

1. Now that you have verified your office, please ensure you are signed into your MLS Grid account. Then click [Manage Subscriptions](#) in the sidebar menu.
2. To export your brokerage data to an authorized Data Consumer, please click on the [Manage Office Data Recipients](#) button. Then click on the [Add Recipient](#) button.

**NOTE:** Your Data Consumer recipient must already have a MLS Grid account, and have started a Broker Only data subscription. If you cannot locate your Data Consumer, it is likely because they have not met that criteria. Please have the Data Consumer reach out to [support@mlsgrid.com](mailto:support@mlsgrid.com) so we can assist them in setting up their account.

3. Click [Send Data to Data Consumer](#) button. Please review the MLS Grid Data License Agreement. Click [Sign & Accept](#).
4. In the pop-up, please provide the following information:
  - Your Full Name (no nicknames or shortened names will be accepted)
  - Your Brokerage Name
  - Member MLS ID and Office MLS ID
  - Your required Contact Information

Once you have entered all the required information, click the button at the bottom of the pop-up to sign the data license agreement.

### FINALIZE YOUR DATA EXPORT REQUEST

1. Once you have signed the [Data License Agreement](#), the MLS will be notified of your request.
2. Your MLS will review the request to export your brokerage data to the Data Consumer.
3. Upon approval by the MLS, the Data Consumer you selected will be notified of your intent to export your brokerage data to them.
4. The Data Consumer will be prompted to pay any applicable fees to the MLS. After successful payment is approved, the Data Consumer will be able to download your brokerage data.