

EDIT, RESEND OR RESUBMIT A DATA LICENSE REQUEST

Follow the steps below to edit, resend or resubmit a data license request.

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.

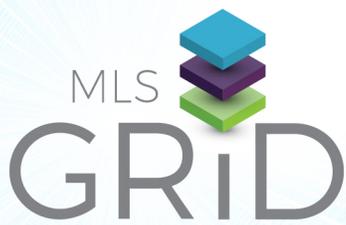
LOCATE AND EDIT DATA LICENSE REQUEST

1. Locate the license you wish to edit for your Broker or Agent customer. This can be done by scrolling or paginating through the list; - OR - by using the dropdown [Licenses](#) menu (above the Application Name/URL column); - OR - by typing into the search field.
2. Once you have located the name of your Broker or Agent customer, please click on their name. On the [License Overview](#) page you will see a timeline and status for the steps in the licensing process.
3. If you need to edit Broker or Agent information before resending the [Data License Request](#), please click [Edit Information](#). Once you have completed all changes, click [Save Information](#).
4. If you need to edit the website address, click the [Edit Website URL](#) button. If you need to edit the staging website address, click the [Edit Staging URL](#) button. Once you have completed all changes, click [Save URL](#).

RESEND DATA LICENSE REQUEST

1. To resend the [Data License Request](#) to your Broker or Agent customer, click on the [Resend Request](#) button in the upper right corner of the page.
2. In the pop-up window, please confirm that you wish to resend the [Data License Request](#).

NOTE: Please ensure your customers locate and use the most recent [Data License Request](#) email they receive from notify@mlsgrid.com. Links in prior emails are invalidated as soon as changes are made or a [Data License Request](#) is re-sent.



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RESUBMIT DATA LICENSE REQUEST FOR MLS APPROVAL

1. Before resubmitting a [Data License Request](#) to the MLS, please ensure you have completed any changes the MLS requested.
2. To resubmit a [Data License Request](#) after making MLS directed changes, click [Resubmit to MLS](#).
3. The MLS will again be notified of your [Data License Request](#).
4. Once the MLS has approved your [Data License Request](#), you will be notified to log in to your MLS Grid account and finalize this new license.