

Navigating the Broker Authorization Section of the Stellar MLS Account Portal

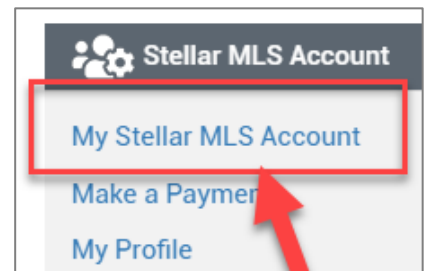
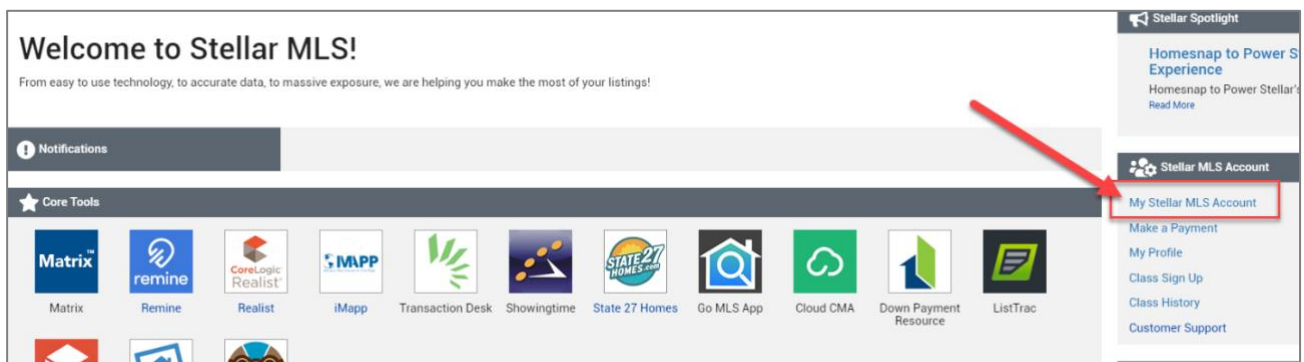
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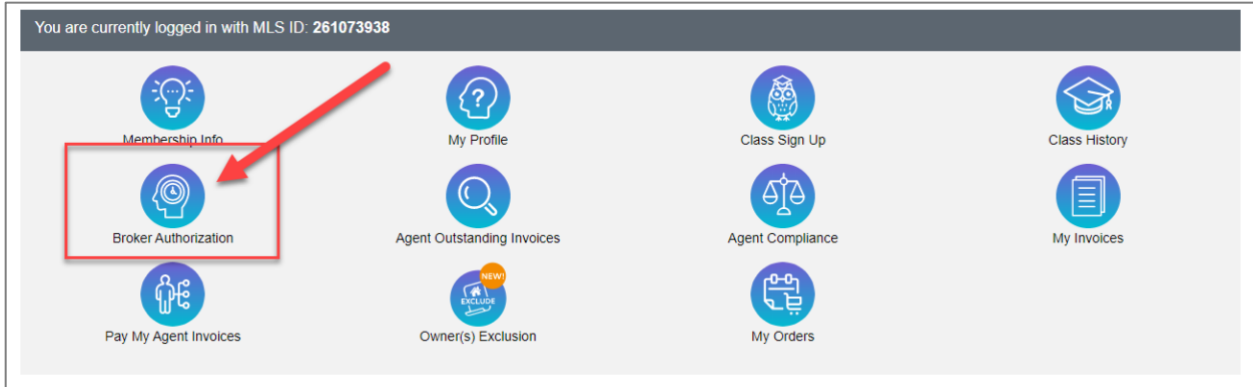
Additional recipients for notifications

Brokers can add agents and assistants (who have add/edit privileges) as recipients of email notifications for office listings that go into Pending status (i.e., notification of a potential sale). This function is available through the Stellar Account Portal.

For example, would you like your office manager to receive a notification that one of the listings in your office has been moved to Pending status? First, access the Stellar MLS dashboard by logging in at www.stellarmls.com. Then click on the “My Stellar MLS Account” on the right.

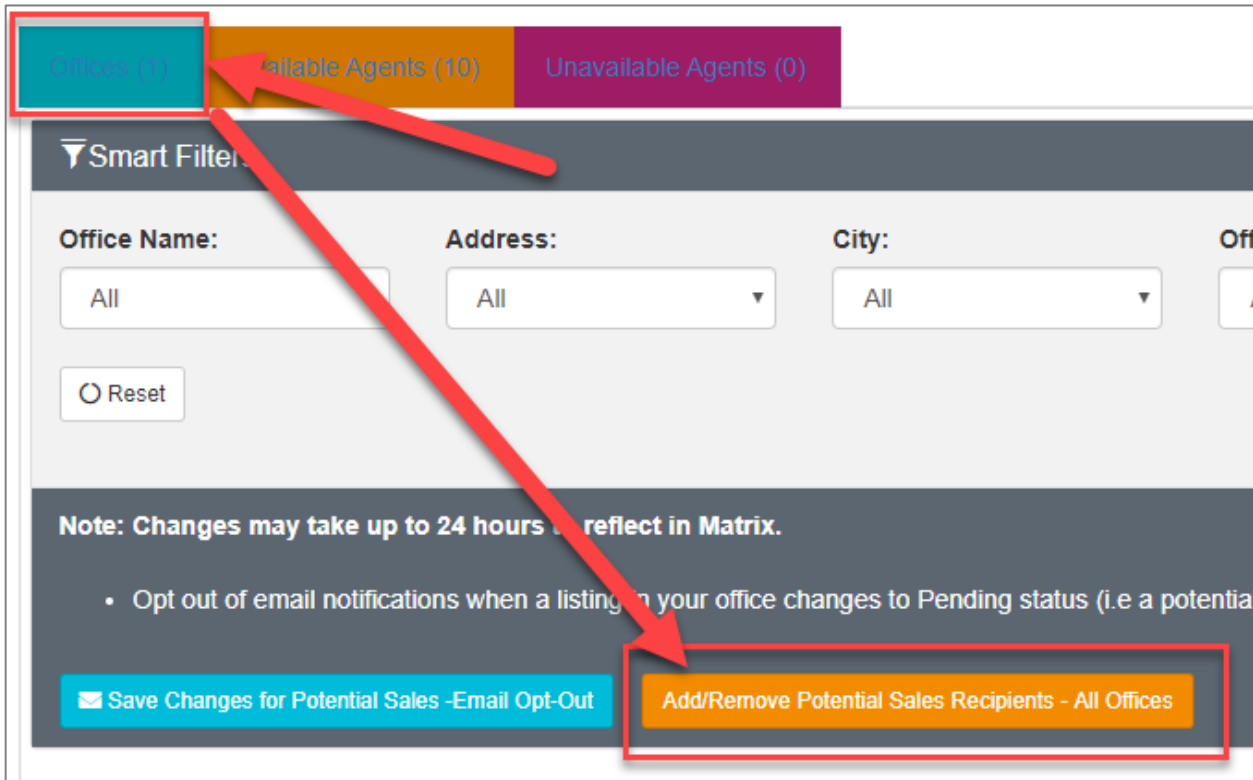


You will then see the Broker Authorization link. Here is where you can add respective agents and assistants to these email notifications.

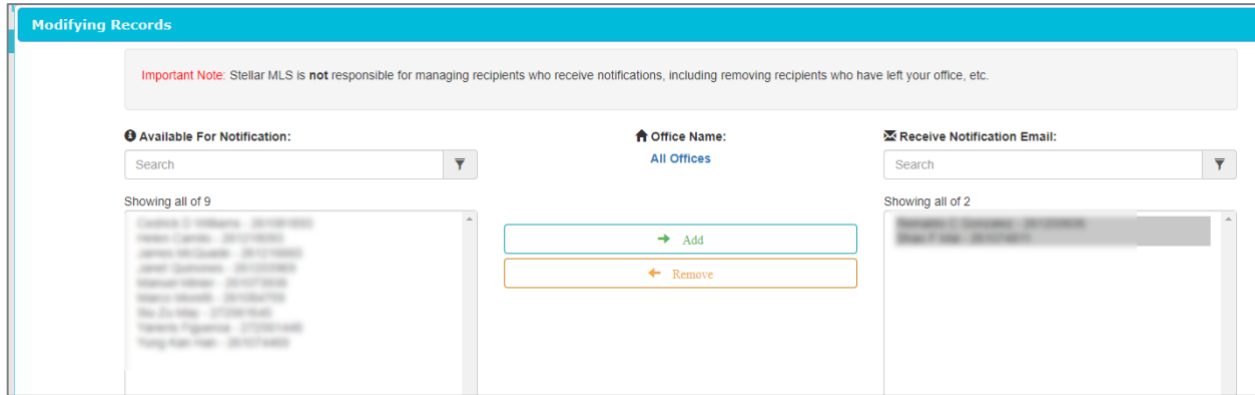


How it works:

Option 1 of 2) Once you click on the Broker Authorization icon, on the **Offices Tab**, you will see a button named “Add/Remove Potential Sales Recipients – All Offices.”



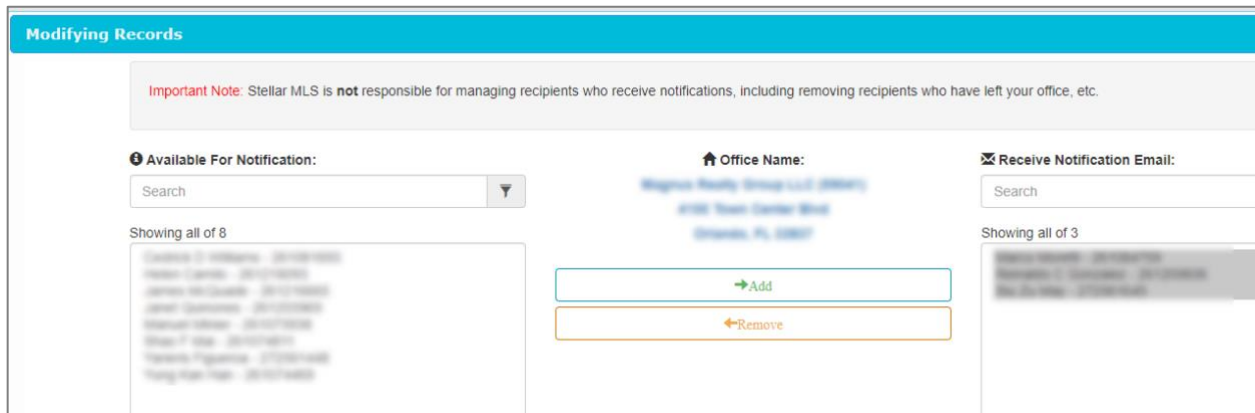
This button will allow you to select one or more recipients to receive a notification every time a listing is put into Pending status for all of your offices (if applicable). See screenshot below.



Option 2 of 2) When you first click on the Broker Authorization button, you will see a list of your offices. You will see a button named “Change Office Recipients” in the line item for that office.



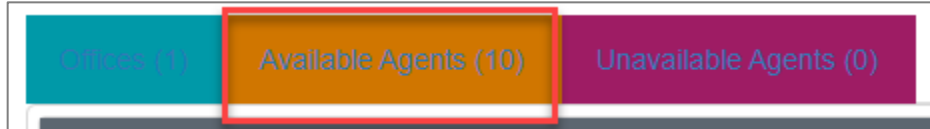
This button will allow you to select one or more recipients to receive a notification every time a listing is put into Pending status for that office only. See screenshot below.



Note: Names in bold and with an asterisk (“**”) are the names you’ve selected to receive notifications of Pending listings for **all offices**.

How to update Access Levels

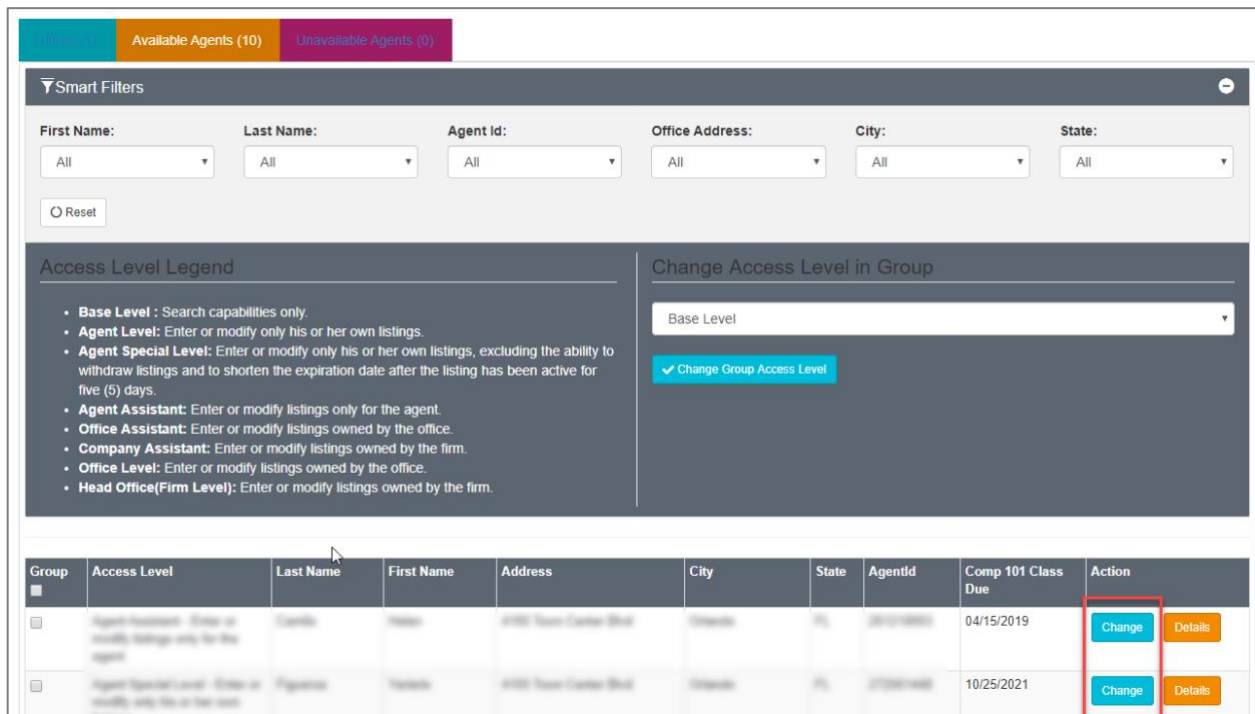
Available Agents Tab – Listing Input Access



All agents listed in on this tab have taken and received credit for the MLS Adding and Editing Listing class, and they are now eligible for listing input per participant approval.

How it works:

Option 1 of 2) To update individual access level, select the Change button and choose the appropriate level for each.



Smart Filters

First Name: All | Last Name: All | Agent Id: All | Office Address: All | City: All | State: All

Access Level Legend

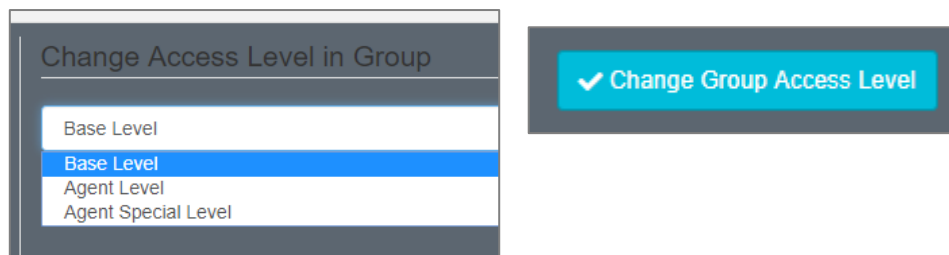
- **Base Level** : Search capabilities only.
- **Agent Level**: Enter or modify only his or her own listings.
- **Agent Special Level**: Enter or modify only his or her own listings, excluding the ability to withdraw listings and to shorten the expiration date after the listing has been active for five (5) days.
- **Agent Assistant**: Enter or modify listings only for the agent.
- **Office Assistant**: Enter or modify listings owned by the office.
- **Company Assistant**: Enter or modify listings owned by the firm.
- **Office Level**: Enter or modify listings owned by the office.
- **Head Office(Firm Level)**: Enter or modify listings owned by the firm.

Change Access Level in Group

Base Level

Group	Access Level	Last Name	First Name	Address	City	State	AgentId	Comp 101 Class Due	Action
<input type="checkbox"/>	Agent Assistant - Enter or modify listings only for the agent	Carroll	Tasha	4700 Texas Center Blvd	Chesapeake	VA	201210001	04/15/2019	<input checked="" type="button" value="Change"/> <input type="button" value="Details"/>
<input type="checkbox"/>	Agent Special Level - Enter or modify only his or her own listings, excluding the ability to withdraw listings and to shorten the expiration date after the listing has been active for five (5) days.	Figueras	Tasha	4700 Texas Center Blvd	Chesapeake	VA	201210001	10/25/2021	<input checked="" type="button" value="Change"/> <input type="button" value="Details"/>

Option 2 of 2) Use the section **Change Access Level in Group**. This option will automatically update anyone in your office(s) access level who has completed and received credit for the MLS Adding and Listing class.



Base Level - Search capabilities only

Agent Level - Enter or modify only his or her listings

Agent Special — like the ‘Agent’ access level, will allow your agent(s) to add and edit listings, **with one major difference:** excluding the ability to withdraw listings and to shorten the expiration date after the listing has been active for five (5) days.

Available Agents Tab – Assistant Access

The access level for assistance within the office(s) can be modified from the **Available Agents** tab, to change the access level for an assistant, select the Change button and choose the appropriate level for that assistant.

The options are:

- **Agent Assistant:** Enter or modify listings only for the agent.
- **Office Assistant:** Enter or modify listings owned by the office.
- **Company Assistant:** Enter or modify listings owned by the firm.

Unavailable Agents tab

The Unavailable Agents tab give the participant the ability to view who has completed their education requirements. Also, there is an option to send emails to agents that they need to complete the MLS Adding and Editing Listing class.

