MLS GRID - VENDOR ACCESS GUIDE

The MLS Grid provides a single, standardized API data feed from participating MLSs to registered software vendors. Follow the steps below to create your vendor account and sign a data license agreement between the brokerages you work with, participating MLSs, and your company.

REGISTER ONLINE

1. Go to app.mlsgrid.com/register to create your vendor account
2. Fill-in the required information, including contact information for the person that will be signing the data license agreement on behalf of your company

FINALIZE YOUR VENDOR ACCOUNT

1. An email from notify@mlsgrid.com will be sent to the email address provided
2. Click on the link provided in the email to finalize your vendor account

CREATE YOUR DATA SUBSCRIPTION

1. Log in to the MLS Grid website
2. From the home screen of your vendor account select the blue Subscriptions box to select your data subscription type
3. You will be prompted to provide details of your product and how the data will be used
4. Select MLS Sources for data
5. Sign the Data License Agreement

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ADD YOUR BROKER OR AGENT CUSTOMERS

1. On the Add Broker or Agent Customers page please enter the name, email address, and brokerage name for your broker customer

   PLEASE NOTE: If your customer is an Agent you must click the Include Agent button providing both the Agent and Broker information requested

2. Select how you will use the requested MLS data for you customer

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

   PLEASE NOTE: If the website is not complete, please provide a Staging URL for MLS review during the approval process

4. Select the MLS where your Broker or Agent Customer is a member

5. Click the Add Customer button

6. Repeat this process for each of your Broker or Agent Customers

CUSTOMER SIGNATURES AND MLS APPROVAL

1. The MLS Grid will email from notify@mlsgrid.com with a link your Broker or Agent Customer can use to review and sign the Data License Agreement

2. Once your customers have signed the Data License Agreement the MLS will be notified of your request

3. After the MLS has approved your request you will be notified by email to finalize setup of your customer

4. You may need to provide payment information if the MLS charges any setup or monthly licensing fees

BEGIN USING API

1. After your payment has been processed you can proceed to the Access Token tab of your data subscription

2. Please refer to the Developers Checklist and Best Practices Guide for your data subscription under the Resources & Guides section of your MLS Grid account

3. Additional Technical Documentation is available at docs.mlsgrid.com

HOW TO RESEND A BROKER OR AGENT LICENSE REQUEST

The MLS Grid provides a single, standardized API data feed from participating MLSs to registered software vendors. Follow the steps below to resend a license request to your broker/agent customers so that they may sign the data license agreement

LOG IN TO MLS GRID ACCOUNT

1. Login to your account at app.mlsgrid.com and click the blue Subscriptions box to view a summary of your data subscription

2. Click the Add Broker/Agent button above the summary of your data subscription

RESEND INVITATION TO BROKER OR AGENT

1. Scroll to the bottom of the page and under the Invited Brokers and Agents section locate the customer you wish to resend the request to

2. Click the Resend button next to the name of the customer

EMAIL TO BROKER OR AGENT

1. The Broker or Agent customer will receive an email from notify@mlsgrid.com with a link to sign the Data License Agreement

2. Once the customer has signed the Data License Agreement the MLS will be notified of your request

APPROVAL OF DATA LICENSE REQUEST

1. Once your request is approved by the MLS you will be notified to return to your MLS Grid account to finish and pay any applicable fees

HOW TO ADD OR UPDATE PAYMENT METHOD

ADDING CREDIT CARD INFORMATION

Follow these steps to add or update the payment method to your existing data subscription.

LOGIN TO MLS GRID ACCOUNT

1. Log in to your account at app.mlsgrid.com and click the blue Subscriptions box to view a summary of your data subscription

2. Click the View Subscription link below the summary of your data subscription to add/update payment method

ADD OR UPDATE PAYMENT METHOD

1. While reviewing your existing data subscription click on the Payment Method tab

2. Select either the Add Payment Method button to add your initial payment method **- OR -**

3. Select Update Payment Method button to change or update your current payment method

4. To add a credit card as your method of payment select Add Card Information button

SETTING UP CREDIT CARD PAYMENT METHOD

1. Enter the email address you wish to associate with this credit card. This email address will be used for invoices and receipts

2. Enter credit card number, expiration month and year, and 3 or 4 digit CVC or security code associated with the credit card. Enter the Zip code associated with the credit card billing address

3. Click the Add Card Information button to save this payment method

HOW TO ADD OR UPDATE PAYMENT METHOD

ADDING ACH TRANSFER INFORMATION

Follow these steps to add or update the payment method to your existing data subscription.

LOGIN TO MLS GRID ACCOUNT

1. Log in to your account at app.mlsgrid.com and click the blue Subscriptions box to view a summary of your data subscription

2. Click the View Subscription link below the summary of your data subscription to add/update payment method

ADD OR UPDATE PAYMENT METHOD

1. While reviewing your existing data subscription click on the Payment Method tab

2. Select either the Add Payment Method button to add your initial payment method **- OR -**

3. Select Update Payment Method button to change or update your current payment method

4. To setup a recurring ACH Transfer as your method of payment select the Setup ACH Transfer button

SETTING UP ACH TRANSFER PAYMENT METHOD

1. Enter the First and Last name of the individual authorizing the ACH

2. Enter the email address you wish to associate with this ACH transfer. This email address will be used for invoices and receipts

3. Enter the Routing Number and the Account Number for the bank account

4. Please read the instructions displayed on screen regarding the account confirmation process. Stripe will make two small deposits, both under $1 into the account within 1-2 business days. The statement description for those deposits will be 'AMTS.' Once you see those two deposits in your account return to your subscription payment page to confirm the transactions

CONFIRMING ACH TRANSFER PAYMENT METHOD

1. When you have received the two small deposits in the account, return to your subscription's Payment Info tab

2. Click on the Confirm ACH Micro transactions button

3. Enter the amount of the two micro transactions in the First Transaction and Second Transaction fields provided

4. Click on the Verify button to complete the ACH Transfer setup

HOW TO ADD NEW MLS SOURCE

ADDING NEW MLS SOURCE TO EXISTING DATA SUBSCRIPTION

The MLS Grid provides a single, standardized API data feed from participating MLSs to registered software vendors. Follow the steps below to add a new MLS source to your existing data subscription

LOG IN TO MLS GRID ACCOUNT

1. Log in to you MLS Grid account at app.mlsgrid.com and click the blue Subscriptions box

EDIT EXISTING DATA SUBSCRIPTION

1. While viewing your existing Data Subscription summary, click the “View Subscription” link
2. Click on the Edit button and scroll to the “Selected MLS Sources for License Requests” section
3. Click on the Change button to add the New MLS Source to your Data Subscription and Save your selection

ADD NEW BROKER/AGENT TO DATA SUBSCRIPTION

1. Under the Licenses tab you can add new Broker/Agent customers from your new MLS Source
2. When adding a new Broker/Agent customer you can now select the new MLS Source you added to your data subscription

MLS APPROVAL OF NEW DATA LICENSE REQUEST

1. Approval can now be granted by the new MLS Source for any new Broker/Agent customers you invite
2. For further information on the License Request process please refer to the Add New Broker or Agent Guide

HOW TO ADD NEW BROKER OR AGENT

ADDING NEW BROKER/AGENT TO EXISTING DATA SUBSCRIPTION

The MLS Grid provides a single, standardized API data feed from participating MLSs to registered software vendors. Follow the steps below to add new Broker/Agent customers to your existing data subscription

LOG IN TO MLS GRID ACCOUNT

1. Log in to you MLS Grid account at app.mlsgrid.com and click the blue Subscriptions box

ADD NEW BROKER OR AGENT TO EXISTING DATA SUBSCRIPTION

1. While viewing your existing Data Subscription summary, click the Add Broker/Agent button
2. Please enter the name, email address, and brokerage name for your Broker Customer

   PLEASE NOTE: If your customer is an Agent you must click the Include Agent button providing both the Agent and Broker information requested

3. Select how you will use the requested MLS data for your customer
4. If the data will be used on a website, provide the Website URL where the data will be displayed

   PLEASE NOTE: If the website is not complete, please provide a Staging URL for MLS review during the approval process

5. Select the MLS where your Broker or Agent Customer is a member
6. Click the Add Customer button
7. Repeat this process for each of your new Broker or Agent Customers

HOW TO ADD NEW BROKER OR AGENT

CUSTOMER SIGNATURE AND MLS APPROVAL

The MLS Grid provides a single, standardized API data feed from participating MLSs to registered software vendors. Follow the steps below to add new Broker/Agent customers to your existing data subscription

CUSTOMER SIGNATURES AND MLS APPROVAL

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

2. The email will contain a short paragraph describing the process and a link your Broker or Agent Customer can use to review and sign the Data License Agreement

   PLEASE NOTE: To sign the Data License Agreement your customer must input the requested information exactly as you entered into our system. If the information does not match the system will not accept the digital signature on the Data License Agreement

3. Your customer will enter:

   a. Their Full Name

   b. Their Brokerage Name

   c. Confirm Signature Date

   d. Provide Contact Information

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

4. Once your customers have signed the Data License Agreement the MLS will be notified of your Data License Request

FINALIZE LICENSE

1. The MLS will review your Data License Request

2. If the MLS requests any changes to the website or the Data License Request you will be notified of the corrective action you must take via email from notify@mlsgrid.com

3. Upon approval by the MLS you will notified to finalize the license in your MLS Grid account

4. Login to your MLS Grid account, select the customer license you wish to finalize

5. If the MLS charges any setup or ongoing licensing fees you will be prompted to provide payment method

6. After successful payment method is added you will be provided with your Access Token

ADDING MULTIPLE BROKERS OR AGENTS

BULK INVITE

Adding all of your customers to your MLS Grid account is necessary to ensure MLS compliance and proper billing. We have added a bulk invite feature to assist vendors in adding all their customers. Follow the instructions below to invite all of your Broker/Agent customers

LOGIN TO MLS GRID ACCOUNT

1. Log in to your account at app.mlsgrid.com and click the blue Subscriptions box to view a summary of your data subscription

2. Click the Bulk Invite button above the summary of your data subscription

UPLOAD BULK INVITE LIST

1. Please read the instructions on the Send Bulk Agent and Broker License Requests page

2. You will need to upload either a JSON file or CSV file that follows the structure detailed on the page. Please ensure you follow the examples exactly to ensure you create and upload a properly formatted document

3. Use the Choose File button to locate the properly formatted document you wish to upload, then click the Upload Document button

EMAIL BROKERS AND AGENTS

1. The information uploaded with the file will be displayed for your review. If all the information is correct, then click the Send Invites button

2. The status of the email request for each Broker/Agent will be displayed. If there are any errors please correct your file and upload again. Only one valid request will be sent to each Broker/Agent no matter how many times you click the Send Invites button

3. Please refer to the Resend Broker or Agent License request guide to resend any requests that have been successfully sent via bulk invite, but not received by the recipient

http://www.mlsgrid.com/s/MLS-Grid-Resend-Broker-or-Agent-License-Request.pdf

APPROVAL OF DATA LICENSE REQUESTS

1. The MLS Grid recommends that you contact your customers to alert them to expect the data license request emails that are sent from the MLS Grid. Recipients are asked to review and accept the Data License Agreement

2. Each Broker/Agent that you sent a request to will receive a data license requests email from notify@mlsgrid.com with a secure link to review and accept the Data License Agreement