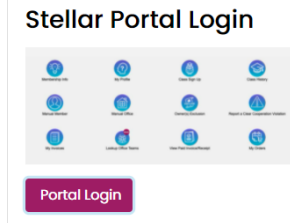
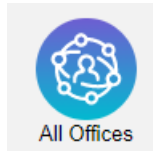


- 1) Go to www.stellarmls.com/lsc
- 2) Click on “Portal Login”. Enter your MLS ID and password.



- 3) Click on *All Offices*

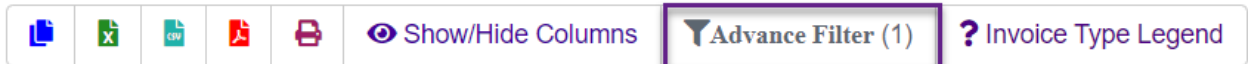


- 4) Use the Search bar on the top right to search for a specific member

Search:

OR

Click on “Advance Filter” to filter by any of the following:



Office ID – filter by specific office ID

City – filter by city where office is located

Subscription – filter active, inactivate, suspended, or terminated offices.

IDX – filter by whether the office has an IDX feed

Blanket Authorization – filter by the blanket authorization level the broker has set as a default for agents in this office

Agent Count – filter by agent count (several size ranges are given)

Filters Active - 2

Office Id ⌵ × A #1

No data available in table

City ⌵ × A #1

No data available in table

Subscription ⌵ × A #1

Active 137

IDX ⌵ × A #1

No data available in table

Online Status ⌵ × A #1

No data available in table

Blanket Auth ⌵ × A #1

No data available in table

Agent Count ⌵ × A #1

1 - 5 9

Close

Click "Close" once filter is selected.

5) View filtered report.

Office Name	Office Id	NRDS	Address	City	Telephone	Subscription	IDX	Online Status	Blanket Auth	Broker	Agent	Assistant
Faith and Family Realty LLC	265579269	265579269	780 S Floral Ave	Barfow	863-712-1991	Active	Yes	Active	Base	Tiffany Williams	1	0
Meeks Real Estate LLC	265578931	265578931	P O Box 1653	Barfow	863-694-9287	Active	Yes	Active	Base	Carla J Meeks	1	0
Polk Home Solutions Realty	265577983	265577983	3109 River Oaks Dr	Barfow	863-205-1587	Active	Yes	Active	Base	William Levin	1	0
Polk Realty Inc	80016	250500057	975 Lia St	Barfow	863-660-6921	Active	Yes	Active	Base	Gregory Alan Mizelle	1	0
Quick Time Appraisals	265578386	265578386	680 Sunset Dr	Barfow	863-398-4254	Active	Yes	Active	Base	Tina Lynn Lashhead	1	0

6) Export to excel, create a PDF or print the report.

Show/Hide Columns

Advance Filter (1)

Invoice Type Legend