



Pre-launch Checklist for GACAR Brokers

Join the *Stellar Broker Insider Circle Facebook Group (ASAP)*

- Regular posts with tips, tricks, and updates for brokers.
- Content organized into Learning Units, based on popular topics.

[Click here to join the Stellar Broker Insider Circle](#)

Sign End User License Agreement (*Upon logging in for first time – available September 7*)

- When you first login to Stellar MLS, you will be prompted to sign a EULA and select a copyright option for your office.
- Your agents will sign a separate subscriber agreement (they will not be prompted to select an option).
- EULAs are regularly updated. Latest version from January 2021.

[Click here for a video describing the different copyright options.](#)

[Click here for a copy of the End User License Agreements.](#)

Set Access Levels for Agents and Staff (*by October 6*)

- Stellar MLS brokers set access levels for their agents and assistants.
- These are managed through the Broker Authorization icon on the broker portal.
- Blanket (default) levels can be set for the entire office, and individual selections can be made.
- Agent-level access not available until a subscriber completes their required MLS education.

[Click here for a tutorial on setting agent access levels.](#)

Execute New IDX Agreements (*by October 6*)

- IDX Agreements housed on MLS Grid platform.
- Your vendor, or in-house team, needs to register with the Grid. Be on the lookout for emails from MLS Grid after September 7th.
- Brokers can approve feed requests for agents.
- Would need a separate agreement for each agent with their own feed.
- This allows you or your vendor to pull data to store on your servers and create a custom websites.
- Only vendors/tech contacts have access – not agents.

[Click here for detailed information on Data Delivery.](#)

Set Office Listing Distribution Options (*by October 6*)

- Listing Distribution options to various consumer sites are available in the Stellar MLS Broker Portal.
- Here, brokers can select their distribution preferences for additional sites such as Homesnap, Homes.com, Realtor.com and the Apartments.com network of sites.
- Several additional channels are also available through ListHub.

[Click here for a comprehensive overview of Listing Distribution.](#)