



First Steps & Information for FCAR Members

Welcome FCAR Members!

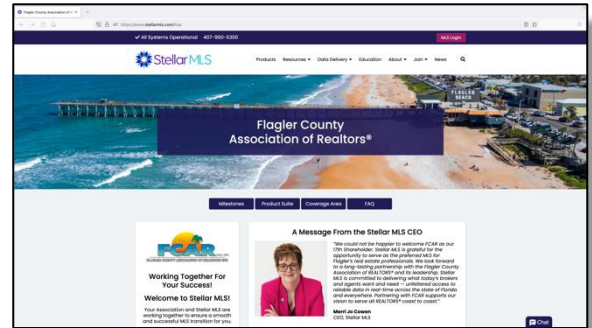
We're excited that you are transitioning to Stellar MLS and want to make sure we keep you up-to-date every step of the way! Please take a few moments to review the following information that will help you get started.

1

Visit StellarMLS.com/FCAR

This landing page will be updated with important information, links to resources and trainings, and FAQs during your transition to Stellar.

- ☐ Bookmark this page in your browser



2

MLS Account Access | Activation

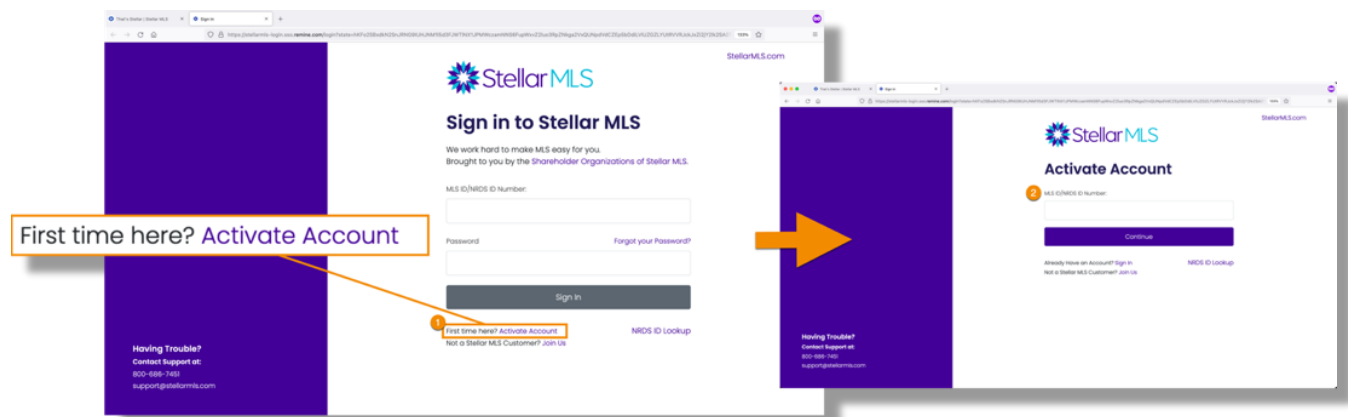
The Stellar MLS product suite and read-only access to Matrix will be available to FCAR members beginning June 22, 2022

From the FCAR landing page (or the Stellarmls.com home page), click the MLS Login button near the upper-right of the screen.



On your first visit, you will need to activate your account and create a password:

1. Click the Activate Account link
2. Enter your MLS/NRDS ID Number then click Continue
 - If you are an Unlicensed Assistant, FCAR will assign you a NRDS-like number for access.
3. An email will be sent to the address you have on file with FCAR containing instructions and a hyperlink to create a password.
[passwords are case-sensitive and must be at least 8 characters]



First Steps & Information for FCAR Members

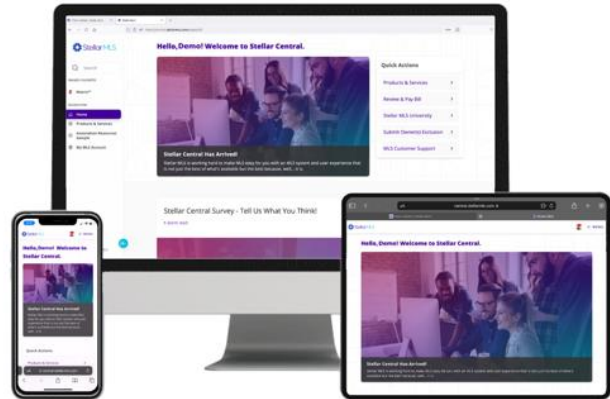
3

Stellar Central

Once you successfully sign in, you will arrive at Stellar Central. This modern and intuitive workspace is where you will begin and end your MLS workday, access your Stellar MLS benefits, and manage your MLS subscription.

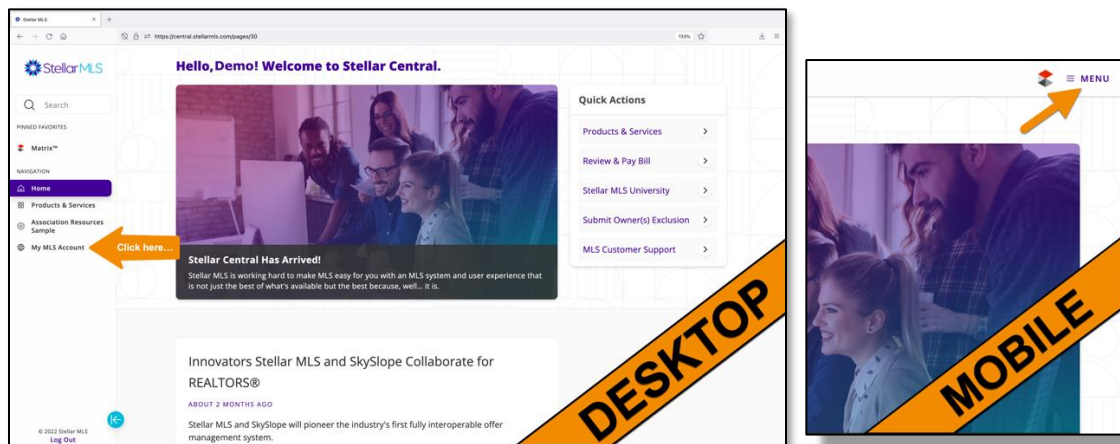
Because of its responsive design, Stellar Central looks and works great on desktops, tablets, and smartphones – all you need is a web browser!

On your first visit to Stellar Central, be sure to access your Customer Portal through the *My MLS Account* link to verify your contact information, complete your profile, and access Class Sign Up.



The My MLS Account link is located either in the main navigation area along the left of your display or after clicking/tapping MENU in the upper-right of your screen (The MENU option appears on mobile devices and if you are zoomed in on a desktop browser).

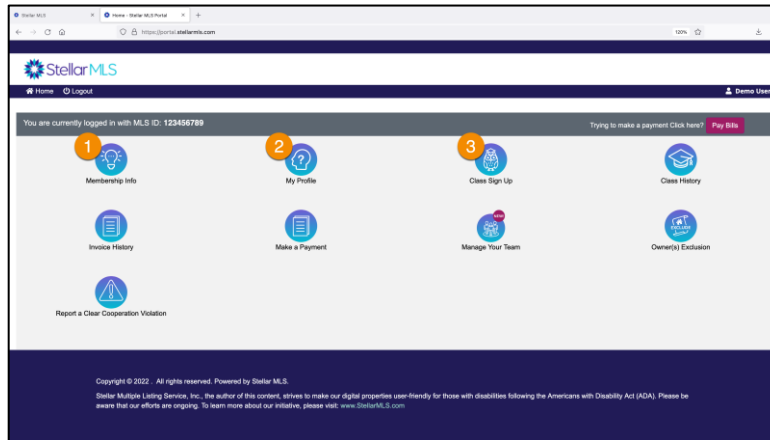
❑ Click the “My MLS Account” link



The My MLS Account link then opens your Stellar MLS Customer Portal:

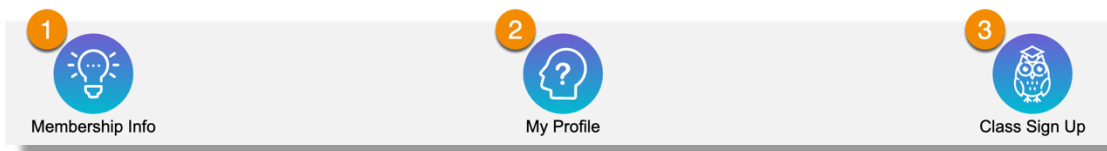


First Steps & Information for FCAR Members



Stellar MLS Customer Portal

The Customer Portal includes many resources including those specific to managing your MLS membership. These three icons will be the first you will want to click:



1. **Membership Info:** Access and verify your information.
2. **My Profile:** Please complete your profile and let Stellar MLS know more about you and your business!
3. **Class Sign Up:** Get more information and register for training classes either in-person or via webinar to maximize your MLS subscription – ALL the classes offered by Stellar MLS are included as a benefit of your subscription!

4 Register for MLS Required Classes

Required training options will become available to FCAR members beginning June 22, 2022

Within the first 60 days of joining Stellar MLS, all new subscribers are required to take just two classes: **MLS Basic and MLS Compliance 101**. After that, the only ongoing requirement is to take **Compliance Refresh**, a class that is due every two years. For subscribers who will be adding/modifying listings in the MLS as part of their business however, the **MLS Adding & Editing Listings** class is also required. After successfully completing the class, it is their broker who then activates add/edit access in Matrix.

As a bonus for FCAR members, Stellar MLS will offer a special class called **MLS Listing Compliance** which combines both MLS Compliance 101 and Adding and Editing Listings! If part of your business will involve adding and modifying listings in the MLS, join us for this class and save time versus taking the classes separately!

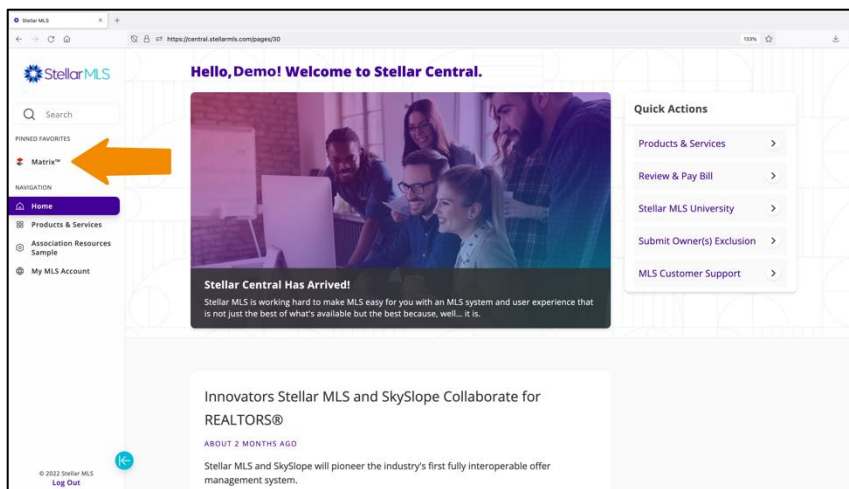
First Steps & Information for FCAR Members

Be sure to visit the [FCAR landing page](#) or [Class Sign Up](#) to find a time either in-person or via webinar to complete these classes. If you are unable to join us during one of the many times available, you may take the required classes on-demand anytime through the [Stellar MLS University](#). Please note however that MLS Listing Compliance is *not* currently offered through the University.

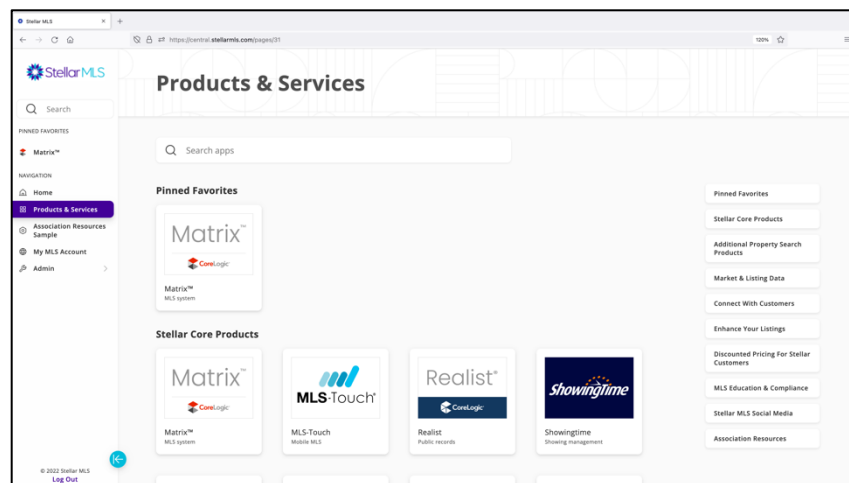
5 Resources

How to Access the MLS database | Matrix™

From Stellar Central, click Matrix within the “Pinned Favorites” section or from the Products & Services page to access the MLS database.



Stellar Central - Home page



Stellar Central - Products & Services page



First Steps & Information for FCAR Members

Matrix will be replacing Navica®. Be sure to check the [Milestones](#) section of the [FCAR landing page](#) periodically and review communications and announcements going forward so that you will be up-to-date on important information and timeframes.

To learn about Matrix, the required class of MLS Basic will help ensure that you have the foundation necessary to navigate the system and will cover a variety of topics including the basics of searching, working with results, printing and emailing information, as well as how to brand the system with your information (photo, email signature, etc.).

To supplement your training, comprehensive course notes in both English and Spanish are available through the [Stellar MLS Document Library](#) and short videos spotlighting certain features in Matrix are available on-demand anytime at the [Stellar MLS University](#) (again, in both [English](#) and [Spanish](#)).

Helpful Links:

[FCAR Landing Page](#)

- [Milestones](#)
- [Product Suite](#)
- [Coverage Area](#)
- [FAQ](#)

[Stellar MLS Support](#)

Toll Free: 800-686-7451

Local: 407-960-5300

Email: support@stellarmls.com

Hours:

Monday – Friday: 8:00am – 6:30pm

Saturday: 8:00am – 6:00pm

[Stellar MLS Rules & Regulations](#)



Stellar MLS

Stellar's Always Principles

We succeed when brokers do. We always do the right thing for brokers, so that they can grow their business with impeccable data that is easily accessible.

We offer the best data. We always equip real estate professionals with the most accurate and comprehensive data available, so that every agent is best able to serve their client.

We listen before we speak. We always listen and learn about every issue before acting so that we can construct a solution that benefits our agents, brokers, shareholders and customer associations.

We deliver Stellar service. We always live and breathe for our customers because without them Stellar would not exist. We are eternally grateful for their trust and partnership.

We never accept the status quo. We always break down barriers, so that brokers don't have to participate in multiple MLSs to market their listings or waste money on technology.

We are leaders. We always thrive on innovation and leadership, and define, participate and chair industry initiatives that help brokers today and tomorrow.