



Pre-launch Checklist for New Smyrna 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 November 8)

- 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 video describing the different copyright options.](#)

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

Set Access Levels for Agents and Staff (*by December 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.](#)

Configure Teams for Office (*by December 6*)

- Brokers and Office Managers can create “Teams” for their office(s).
- Teams can be designated for Account Access or for Production Credit
- If designated for production credit, team records can be added to a listing.

[Click here for a comprehensive broker guide on Stellar MLS's team's feature.](#)

Execute New IDX Agreements (*by December 6*)

- IDX Agreements housed on MLS Grid and Bridge API platforms. Stellar MLS has fully migrated to Web API and no longer supports RETS feeds.
- Your vendor, or in-house team, needs to register with one of the above providers. Be on the lookout for emails from MLS Grid.
- 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 website.
- Only vendors/tech contacts have access – not agents.

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

❑ **Set Office Listing Distribution Options (by December 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 Realtor.com, Zillow Rentals and the Apartments.com network of sites.
- Several additional channels are also available through ListHub.

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

❑ **Set Up Office Branding in Stellar MLS Tools and Remind Agents to Set Up Their Branding (Available Nov 8)**

- Brokerage branding can be added to several MLS tools, such as ShowingTime, TransactionDesk, Cloud CMA, and Remine.
- Agents are encouraged to verify their branding in Matrix is displaying correctly and add branding to other Stellar MLS Products they may use.

[Click here for a tutorial on adding office and agent branding to Stellar MLS Tools.](#)

[Click here for a checklist to assist brokerages in onboarding to agents to the MLS.](#)