



## First Steps & Information for NSBBOR Members

# Welcome New Smyrna Beach Board of Realtors® 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/NSBBOR](https://www.stellarmls.com/nsbbor)

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

**2** **MLS Account Access | Activation**

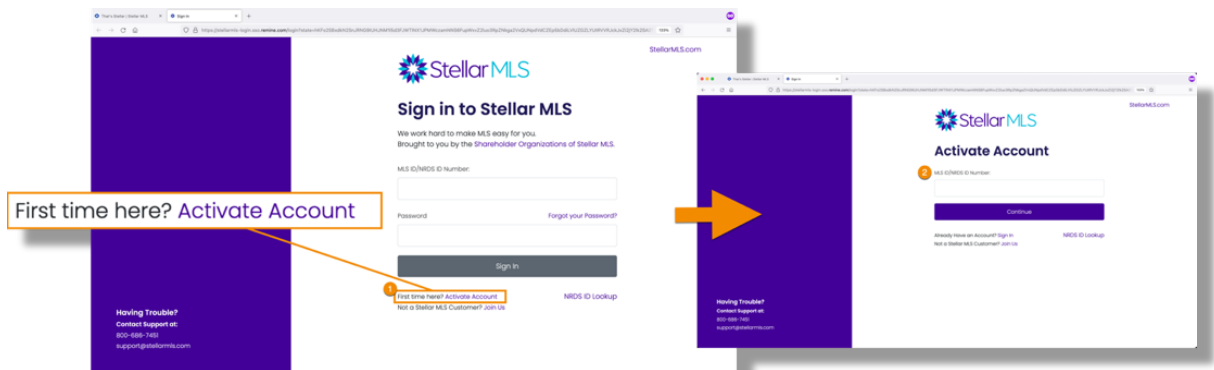
*The Stellar MLS product suite and read-only access to Matrix will be available to NSBBOR on November 8, 2023*

From the NSBBOR 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, NSBBOR will assign you a NRDS-like number for access.*



3. An email will be sent to the address you have on file with NSBBOR containing instructions and a hyperlink to create a password.  
*[passwords are case-sensitive and must be at least 8 characters]*
4. After creating and saving your password, you can now access your account anytime using the **MLS Login** button described above.

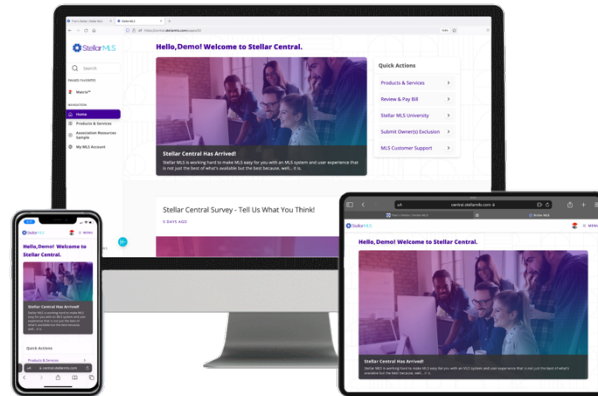
3

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!

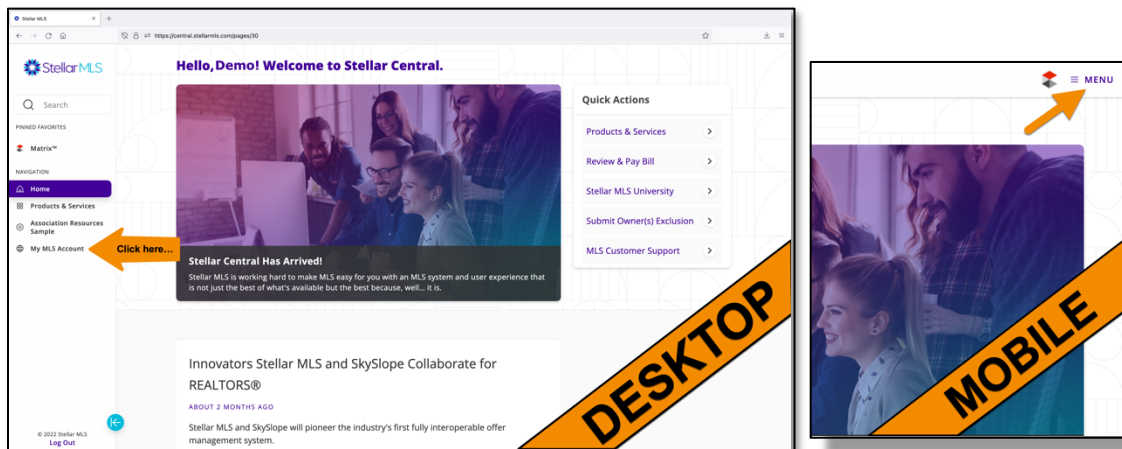
**Stellar Central keeps you signed in automatically for convenience. If using a shared computer, be sure to log out at the end of your MLS workday!**



On your first visit to Stellar Central, be sure to take a few minutes and access your Customer Portal using the **My MLS Account** link.

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 or if you are zoomed in on a desktop browser.*



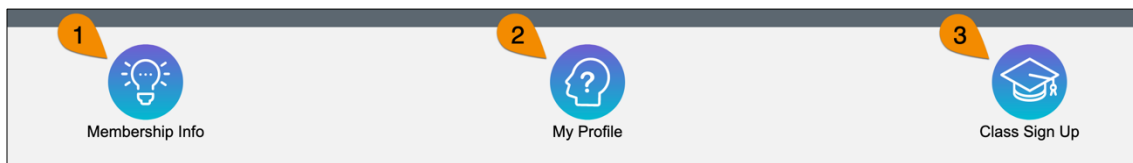
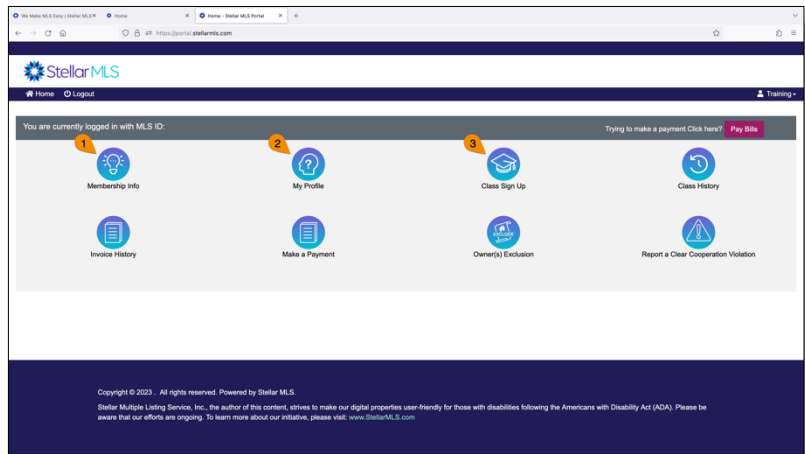


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The My MLS Account link opens your Stellar MLS Customer Portal:

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

- Review and verify your contact information that Stellar MLS has received from NSBBOR.

### 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 to maximize your MLS subscription – ALL the classes offered by Stellar MLS are included as a benefit of your subscription!



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### 4 Register for MLS Required Classes

*Training resources through the Stellar MLS University will become available to NSBBOR members on November 8, 2023.*

Existing NSBBOR members\* are required to take just one MLS class during onboarding called **Diving Into Stellar**. This course must be completed by January 12, 2024.

After successfully completing Diving Into Stellar, the only ongoing education requirement is **Compliance Refresh**, a class that is due for all Stellar MLS subscribers every two years.

*\*Please note that existing NSBBOR members who were already subscribers to Stellar MLS and have completed Stellar MLS education requirements are **not** required to take Diving Into Stellar.*

New NSBBOR members who join after December 6, 2023, will have 60 days to complete the regular series of Stellar MLS required education however, not Diving Into Stellar.

Classes for brand-new subscribers include **Starting Out Stellar, MLS Basic, and MLS Compliance**. If part of a subscriber's business will also involve adding/modifying listings in the MLS, the **MLS Adding and Editing Listings** class is also required however that course is not due within the first 60 days of joining Stellar MLS (unless they are the firm's broker). After completing MLS Adding and Editing Listings, it is then the subscriber's broker who activates add/edit access in Matrix, not Stellar MLS.

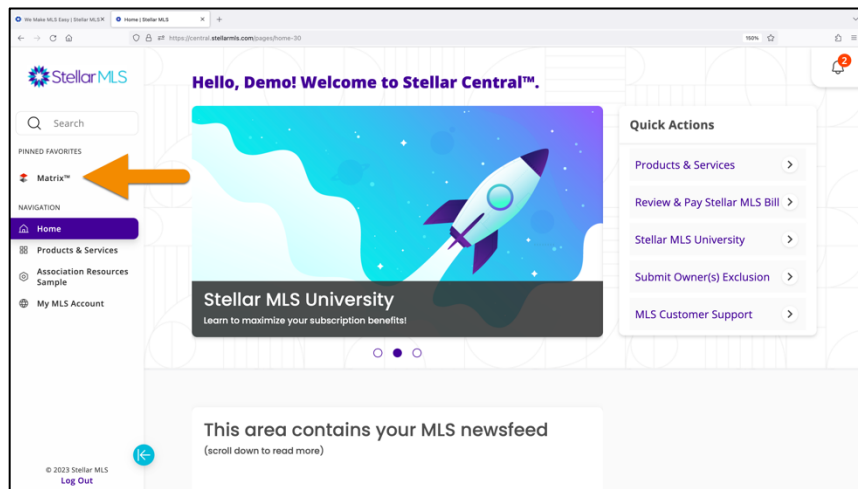
After completing the initial required MLS education as described above, the only ongoing education requirement will be to take **Compliance Refresh**, a class that is due for all Stellar MLS subscribers **every two years**. Email reminders will be sent out in advance of that course becoming due to the email address on file with Stellar MLS.

Please visit the [NSWBBOR landing page](#) or [Stellar MLS University](#) for more information and to complete the required MLS education classes before their due date. Options include in-person and webinar-based sessions as well as self-paced on demand versions.

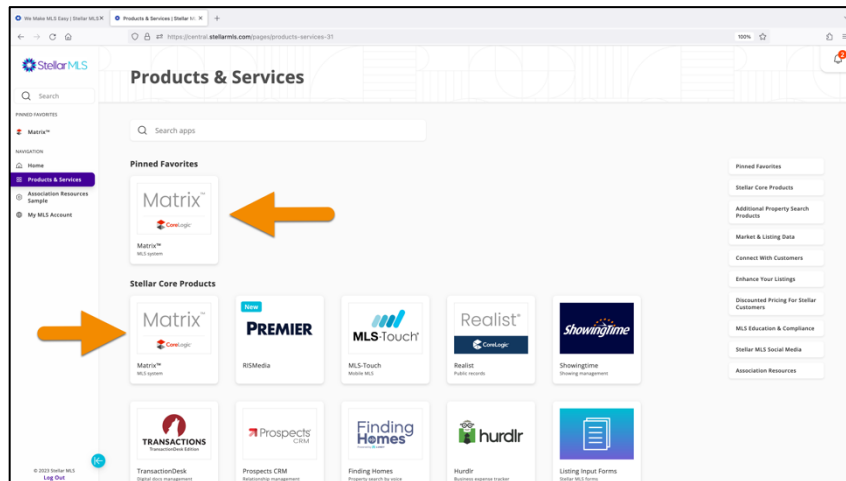
## 5 Resources

### Where to Access the MLS database | Matrix™

After signing into your MLS account, and from your Stellar Central workspace, click Matrix within the “Pinned Favorites” section or from the Products & Services page.



Stellar Central - Home page



Stellar Central - Products & Services page



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### Additional Information

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

The most helpful resource we offer is the expertise of our team. Contact us should you need assistance with any Stellar MLS product or service, have a question or concern, or just need to talk it through with a real person.

### Helpful Links:

#### [NSBBOR Landing Page](#)

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

#### [Stellar MLS Rules & Regulations](#)

#### [Stellar MLS Support](#)

**Toll Free:** 800-686-7451

**Local:** 407-960-5300

**Email:** [support@stellarmls.com](mailto:support@stellarmls.com)

#### **Hours:**

Monday – Thursday: 8:00am – 6:30pm

Friday: 9:00am – 6:30pm

Saturday: 8:00am – 6:00pm

### 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.

