



NEW—Online—Broker Authorization

A Step-by-Step Tutorial

How to get started

1) To access the new, online authorization, please visit: <http://onlinerequestsystem.mfrmls.com>

2) Next, you will be prompted to log in by entering your Member/NRDS ID and password (**this is the same ID and password you use to log into MLXchange**). Click “Submit”.

Login

Member Number / NRDS ID #

104794

Password

Submit

3) You should now see the following screen:

MFR MY FLORIDA REGIONAL MLS

Broker Menu Logout

You Are Here: Broker Menu

Broker Menu

[Broker Authorization for a single Agent](#)

[Broker Authorization for Multiple Agents](#)

[Broker Authorization for Blanket Offices](#)

Questions? Contact your local association or MFRMLS Administration at 407-218-8607 or 1-800-686-7451

Help Desk

Do you have technical questions about an MLS product? Visit our online [Help Desk](#) or click on [Live Chat](#).

Live Chat is only available during normal business hours. Please visit our [FAQ page](#)

4) You have three options to choose from:

“Broker Authorization for a Single Agent”: This is the option you would select if you simply had one agent you needed to create or modify authorization for (i.e. if you had a new agent join your office).

“Broker Authorization for Multiple Agents”: This is the option you would select if you wanted to create or modify authorization for multiple agents.

“Broker Authorization for Blanket Offices”: Do you have multiple offices? This option allows you to grant blanket (same permission level) authorization for all agents within one or more offices.

Now, let’s explore each of these options a little more...

(Cont’d. next page)

“Broker Authorization for a Single Agent”

1) If you click on “Broker Authorization for a Single Agent,” you should see the following screen. For demonstration purposes, we’ll use the agent “Brandi Wheeler,” by clicking on the drop down menu. Obviously, you’ll want to choose the agent’s name respective to your intended authorization.

Please note: Any agents or offices used in this demonstration are fictitious, and any similarity to real agents or offices is purely coincidental.

Broker's Authorization for Listing Maintenance Access

This is to certify that:

Agent Name: **ABBY STAR** Agent MLS ID:

is authorized to **Brandi Wheeler** on with permission to (select one):

Enter or Modify any and all listings owned by this office

Enter or Modify any and all listings owned by this firm

Enter or Modify any and all listings owned by this office and all listings owned by this firm.

In granting access, I understand that I remain fully responsible for the content and accuracy of the information entered and that this authorization does not transfer any of my responsibilities as broker under the MFRMLS rules and regulations.

Date: Association/Board:

Help Desk

Do you have technical questions about an MLS product? Visit our online [Help Desk](#) or click on [Live Chat](#).

Live Chat is only available during normal business hours. Please visit our [FAQ page](#)

(Cont'd next page)

2) After clicking on the agent's name, you'll now have the option to choose the permission level.

This is to certify that:

Agent Name: Brandi Wheeler **Agent MLS ID:** 104795

is authorized to access the MLS Listing Maintenance function with permission to (select one):

- Enter or modify only his or her own listings
- Enter or Modify any and all listings owned by this office
- Enter or Modify any and all listings owned by this firm.

In granting access, I understand that I remain fully responsible for the content and accuracy of the information entered and that this authorization does not transfer any of my responsibilities as broker under the MFRMLS rules and regulations.

Date: 4/12/2011 **Association/Board:** ORRA

Company Name: Star Real Estate

Office NRDS ID: 000004143

Broker: ABBY STAR **Broker MLSID:** 104794

- Email myself when access to listings are granted
- Email agent when access to listings are granted

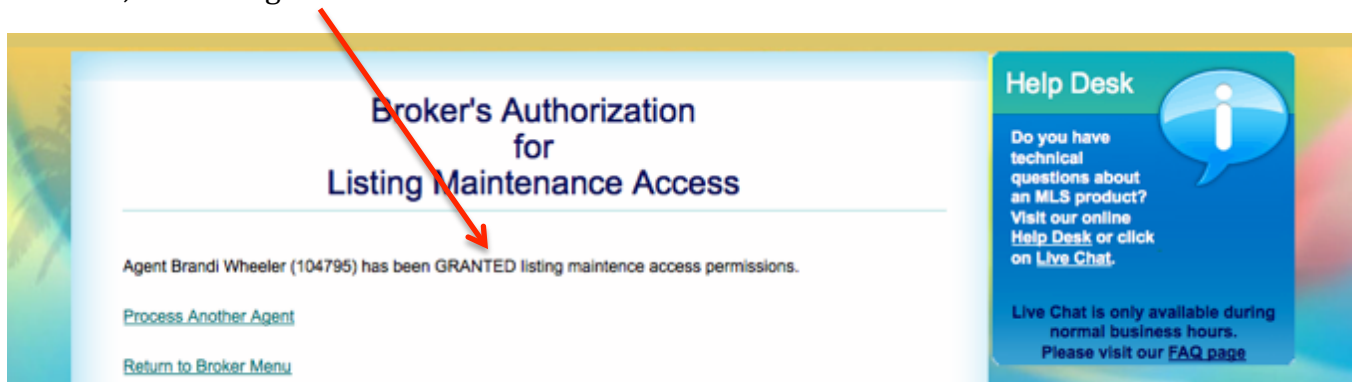
[Authorize](#)

"Firm" refers to all offices

Don't forget to check these boxes, according to your preferences.

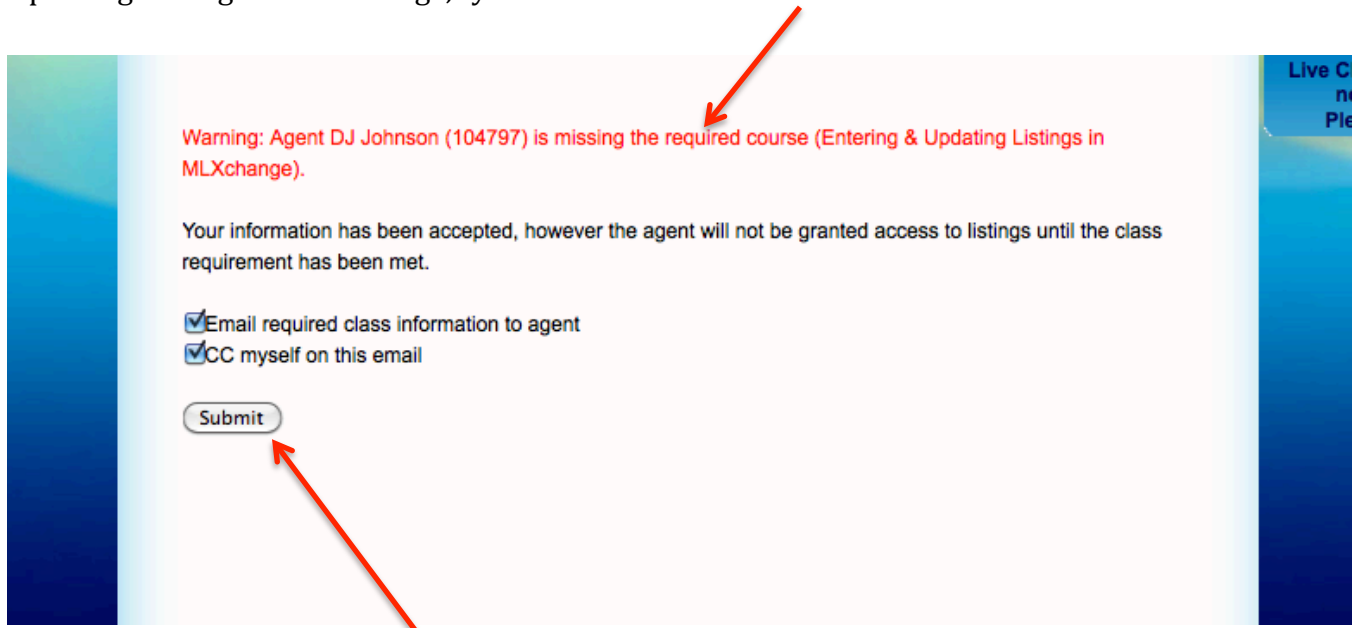
For demonstration, the first permission option ("Enter or modify only his or her own listings") was selected. Now click "Authorize."

2) You should now see the following screen, which will tell you if permission has been "GRANTED" or if something else is required (please see next screen shot on next page). In this case, the agent, Brandi Wheeler, has been granted access.



Unless you want to “Process Another Agent” or “Return to Broker Menu”, you can now log out of this page and you’re done!

3) **However, if you select an agent who needs to complete a required course**, such as “Entering & Updating Listings in MLXchange,” you will be notified of this.

A screenshot of a web form with a light blue background. At the top, a red warning message reads: "Warning: Agent DJ Johnson (104797) is missing the required course (Entering & Updating Listings in MLXchange)." Below this, a message states: "Your information has been accepted, however the agent will not be granted access to listings until the class requirement has been met." There are two checked checkboxes: "Email required class information to agent" and "CC myself on this email". At the bottom left is a "Submit" button. Two red arrows point to the warning message and the "Submit" button. On the right edge, a partial blue box contains the text "Live C", "n", and "Pie".

BUT DON'T STOP—CLICK “SUBMIT”.

Your effort doesn't go to waste, as once that agent takes the required course(s), he or she will now have authorization. So you don't need to do anything more after you click “Submit”—except maybe remind that agent to take the course.

Once you click on “Submit” you should be taken back to the home page. Now, let's look at “Broker Authorization for Multiple Agents”...

(Cont'd next page)

“Broker Authorization for Multiple Agents”

1) Once you click on “Broker Authorization for Multiple Agents,” you should see the following screen. For the purposes of demonstration, two agents have been selected (to select multiple agents, click on each agent while holding down the “Control” key on the keyboard (“Command” key for Mac users.)

**Broker's Individual Authorization
for
Listing Maintenance Access**

This authorization grants individual access to the MLS Listing Maintenance function to those users licensed or employed by this firm or it's sales associates, with specific limitations and permissions as follows:

Agent:

- ABBY STAR
- Brandi Wheeler
- DJ Johnson
- Prince Vader
- Rocko MacLeod

Selected Agent Groups:

2) Next click on the arrow button on the right, in order to move those agents into their own group.

Agent:

- ABBY STAR
- Brandi Wheeler
- DJ Johnson

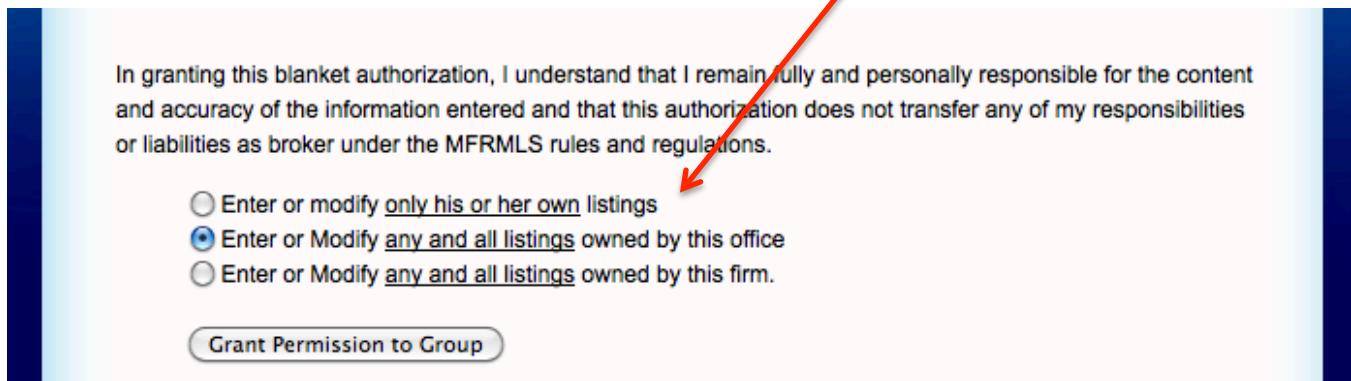
Selected Agent Groups:

- Agent Group 1

Please note: You can upload multiple agents into multiple groups, if you wish to separate the agents and choose different permission levels—i.e. some agents who can only enter and modify their own listings vs. agents who can enter and modify listings for the entire office (please see screen shot below).

(Cont'd next page)

3) Next, just like with single agent authorization, choose the permission level you wish for this group of agents to have.

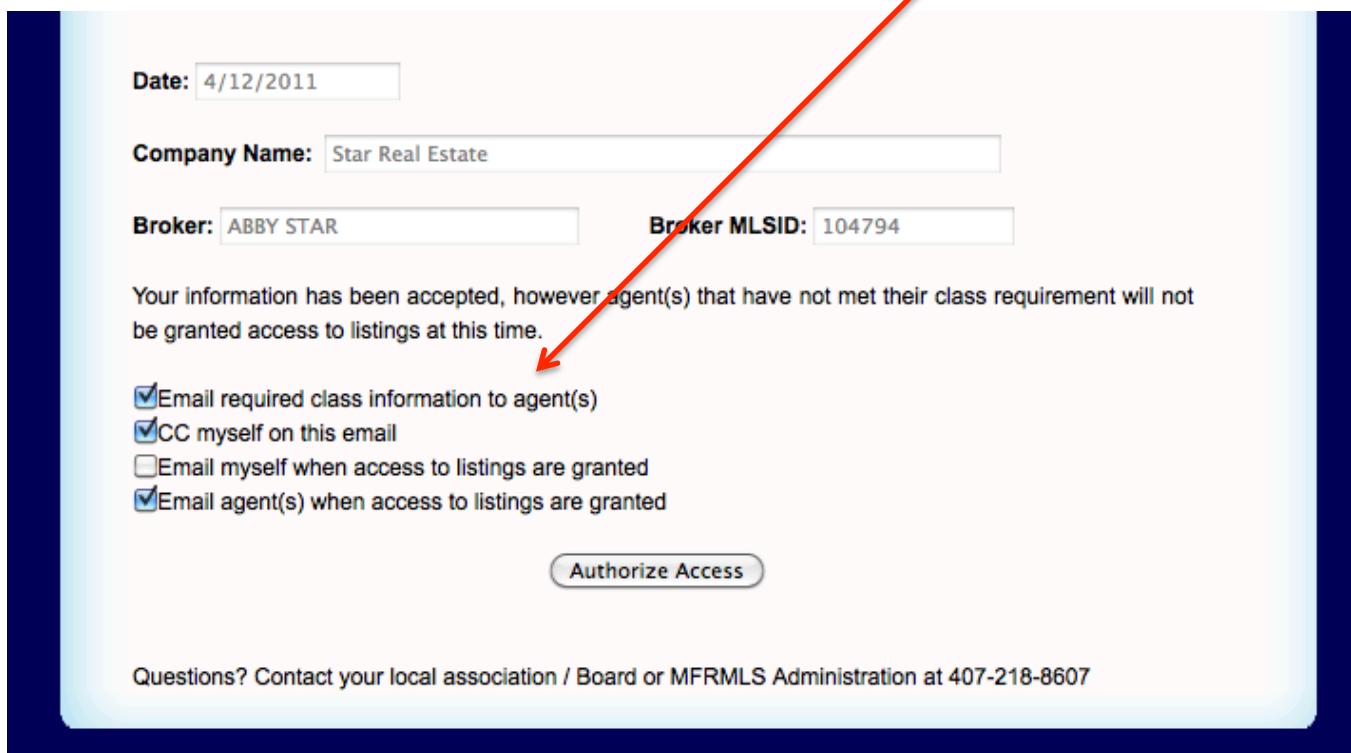


In granting this blanket authorization, I understand that I remain fully and personally responsible for the content and accuracy of the information entered and that this authorization does not transfer any of my responsibilities or liabilities as broker under the MFRMLS rules and regulations.

- Enter or modify only his or her own listings
- Enter or Modify any and all listings owned by this office
- Enter or Modify any and all listings owned by this firm.

For this demonstration, we chose “Enter or Modify any and all listings owned by this office.” Then click on “Grant Permission to Group.”

4) Now look further down the page to find a list of available email options (notice how it gives the option to email required class information to agents who need to complete required classes—probably a good idea to leave this checked).



Date:

Company Name:

Broker: **Broker MLSID:**

Your information has been accepted, however agent(s) that have not met their class requirement will not be granted access to listings at this time.

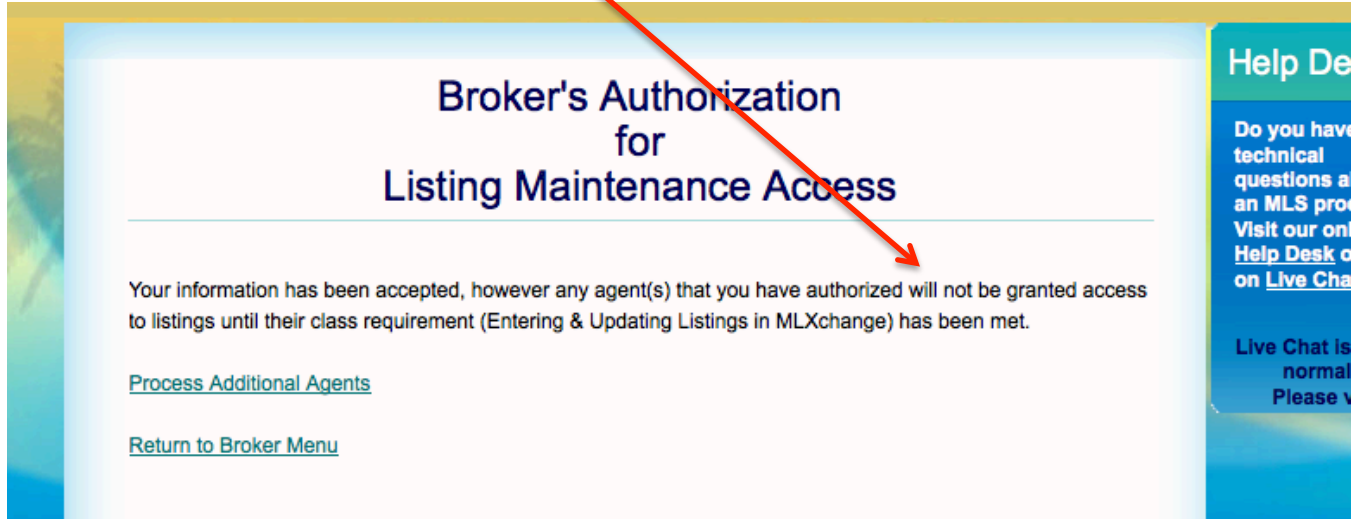
- Email required class information to agent(s)
- CC myself on this email
- Email myself when access to listings are granted
- Email agent(s) when access to listings are granted

Questions? Contact your local association / Board or MFRMLS Administration at 407-218-8607

Next click on “Authorize Access,” to complete the process.

(Cont'd next page)

5) You will now land on the following page. As long you checked the respective box for emailing agents class information (as noted above), you will be notified by email if any of the agents you have authorized will require class attendance.

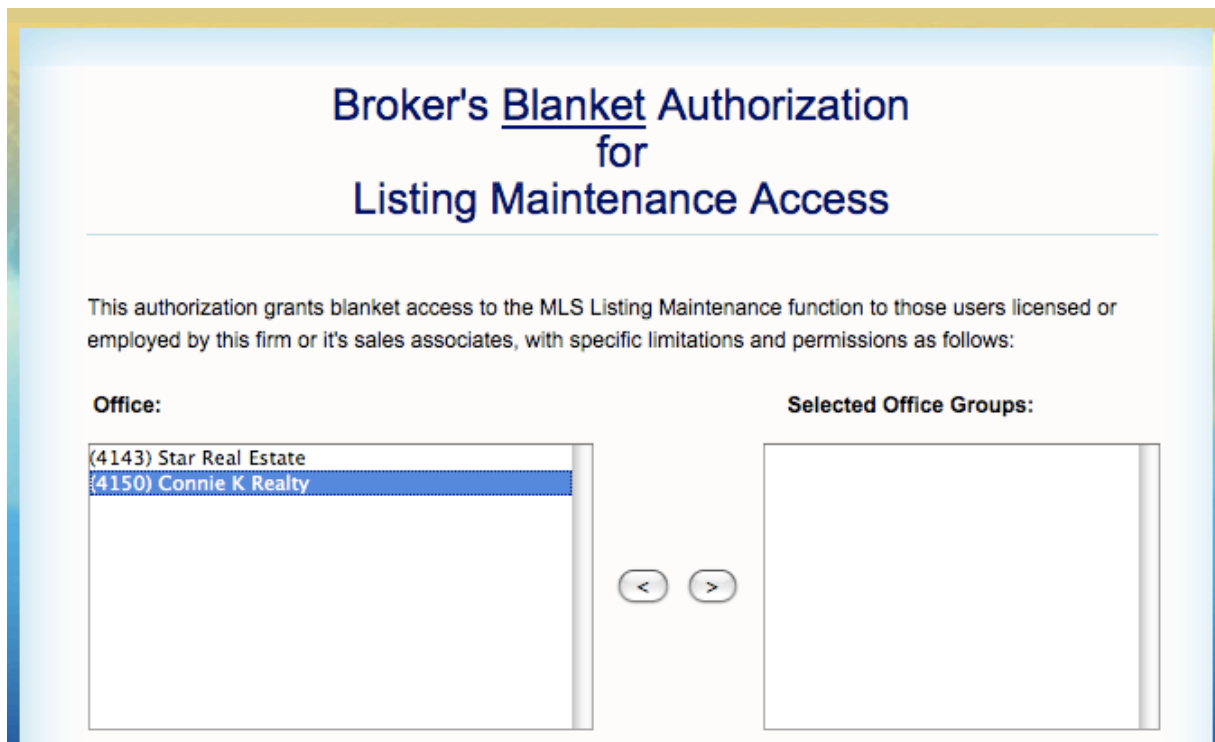


However, unlike the single agent authorization there is no "Submit" button you need to click to finalize the process. Simply click on "Process Additional Agents" or "Return to Broker Menu" to pursue further authorization options—otherwise, log out of this page and you're done!

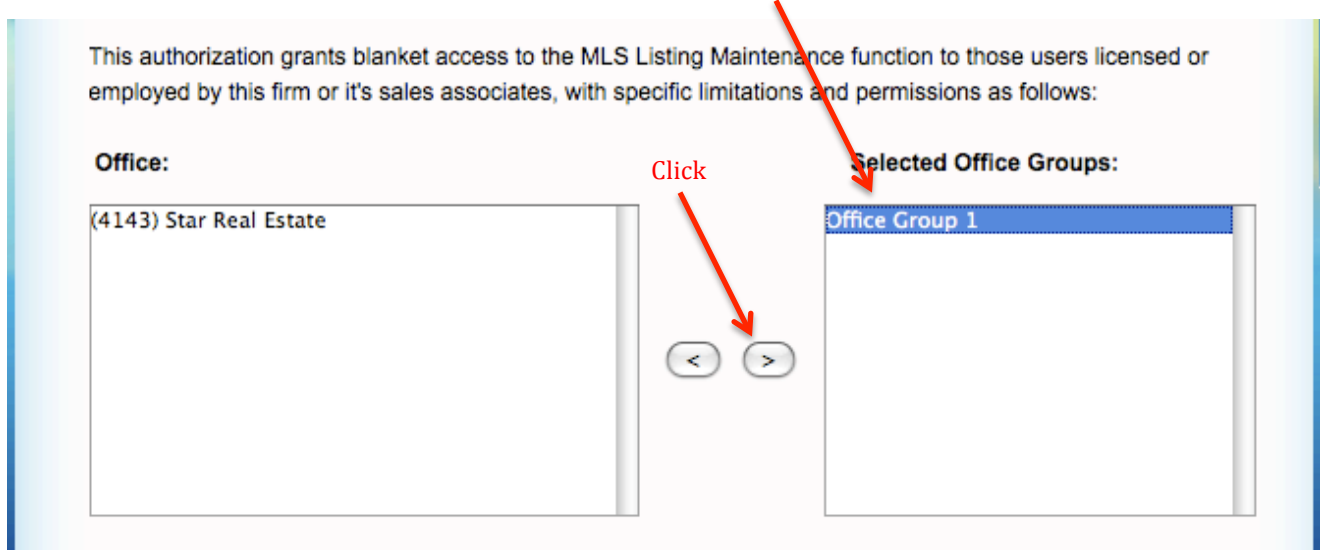
Now, last but not least, let's take a look at "**Broker Authorization for Blanket Offices**".

"**Broker Authorization for Blanket Offices**"

1) Once you click on "Broker Authorization for Blanket Offices," you should now see the following screen. For the purposes of demonstration, "Connie K Realty" has been selected.

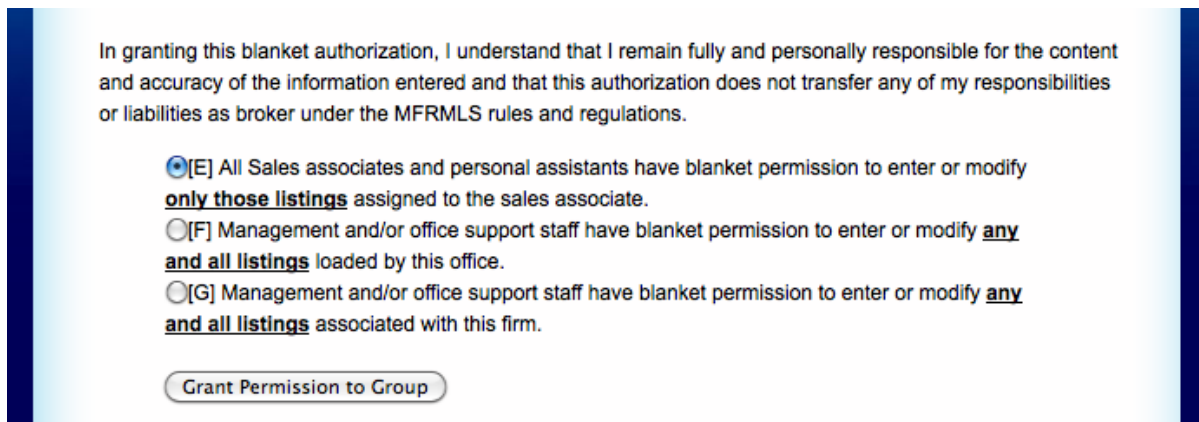


2) Now, just like with “Broker Authorization for Multiple Agents,” click on the right arrow and you’ll notice that “Connie K Realty” has become “Office Group 1.”



And just like “Broker Authorization for Multiple Agents,” you can select multiple offices if you want to, by holding down the “Control” key on the keyboard (“Command” key for Mac users) as you select each office. For this demonstration, only one office has been selected.

3) Next choose the permission level and click on “Grant Permission to Group.”



(Cont'd next page)

4) Now look further down the page to find a list of available email options and, if satisfied, click on “Authorize Access” to complete the process (once again, note the option to “Email required class information...” —probably a good idea to leave this checked).

Date: 4/12/2011

Company Name: Star Real Estate

Broker: ABBY STAR Broker MLSID: 104794

Your information has been accepted, however agent(s) that have not met their class requirement will not be granted access to listings at this time.

Email required class information to agent(s) ← A good idea to leave this checked
 CC myself on this email
 Email myself when access to listings are granted
 Email agent(s) when access to listings are granted

[Authorize Access](#)

Questions? Contact your local association / Board or MFRMLS Administration at 407-218-8607

5) You will now land on the following page. As mentioned before, as long as you checked the respective box for emailing agents class information (as noted above), you will be notified by email if any of the agents you have authorized will require class attendance.

Broker's Authorization for Listing Maintenance Access

Your information has been accepted, however any agent(s) in the offices that you have authorized will not be granted access to listings until their class requirement (Entering & Updating Listings in MLXchange) has been met.

[Process Additional Offices](#)

[Return to Broker Menu](#)

Simply click on "Process Additional Offices" or "Return to Broker Menu" to pursue further authorization options—otherwise, log out of this page and you're done!

This completes the tutorial. For further help or information, please contact the MFRMLS Help Desk at 1-800-686-7451 (option #1) or visit www.MFRMLS.com/member-support/help-desk.