



Important information: Your *new* MFRMLS MLXchange System

Hello Pinellas and West Pasco REALTORS®!

As you know, the Pinellas REALTOR® Organization and the West Pasco Board of REALTORS® has recently joined My Florida Regional MLS (MFRMLS). With that said, CoreLogic/MarketLinx and MFRMLS have been working closely with the Pinellas REALTOR® Organization and the West Pasco Board of REALTORS® to consolidate your MLS data into the MFRMLS MLXchange system.

Furthermore, this consolidation will benefit you by providing you with single access to a comprehensive MLS database covering the central and southwest Florida real estate market, which will stretch from Punta Gorda to Pinellas County and across to Orlando, as well as the I-4 corridor to Volusia County.

With that said, you will need to set up your new account on the MFRMLS MLXchange system and make sure that you are prepared for the system cutover.

So, please save these important dates!

May 3rd (9 am): Access to the full MFRMLS MLXchange System

May 18th (8 am): Cutover from TEMPO to MLXchange (TEMPO will be set to “read only access”)

So, what do you need to know?

1. **Starting May 3rd**, you will be able to log into MLXchange by going to <http://mfr.mlxchange.com>.

This is when you can begin transferring over any searches and other information that won't automatically transfer over from TEMPO to MLXchange (please see information below under “What will NOT transfer over to the new MFRMLS system?”).

2. **User ID:** You will use your National REALTOR® Database System (NRDS) ID as your User ID. Your nine digit NRDS ID is a unique number that will remain yours throughout your membership with the National Association. Your NRDS ID is printed on your NAR membership card. If you need to look up your NRDS ID, you can go to: <http://reg.realtor.org/roreg.nsf/retrieveID?OpenForm>
3. **Password:** You will continue to use your existing TEMPO password.
4. **May 3rd—May 17th:** Both the MLXchange system and TEMPO will be available during this period, in order to give you ample time to re-establish your searches (as mentioned) and set up your Agent Website, among other things.

Please note: Between May 3rd and 17th, you will still need to enter and update your listings through TEMPO, as you won't have access to listing maintenance in MLXchange (however, have no fear, as TEMPO will update MLXchange daily during this time period with your listings—so on May 18th all of your listings will be ready for entering and updating in MLXchange).

5. **May 18th Cutover:** Beginning May 18th at 8 am, you must add or modify listings using MLXchange system. You will no longer be able to add and modify listings in the TEMPO system. **TEMPO will be available for reference purposes only, and will not be updated.**
6. **Mandatory Listing Maintenance Training:** Members must attend a MFRMLS training class on the MLXchange Listing Maintenance module to be granted access to that functionality. Upon class completion, members must also receive authorization by their broker, in order to enter or modify listings (broker authorization can now be done online, which has been communicated to your broker). If you do not meet these requirements, **starting May 18th** you will not have access to listing maintenance in MLXchange

(Once again, please note: As of May 18th, Tempo access will be set to READ ONLY and no changes can be made to listings).

An MFRMLS [schedule of classes](#) can be found on the MFRMLS.com website, as well as a [schedule of upcoming webinars](#) (which is also offered for class completion).

So, what data *will* transfer over to MLXchange?

Starting with access on May 3rd, standard MLS membership and office data, listing data and images will be converted from TEMPO to MLXchange, and updated with a data feed on a daily basis.

Note that the following data will be updated daily between May 3rd and May 17th:

- Listing Records
- Listing Images
- Agent and Office Images will be imported
- Open House Records will be imported
- Listing Attachments will be imported
- Property History Records and CDOM data are processed after cutover and will be available a few days after **May 18th**.

Your Contacts

Although we are importing contacts, please keep in mind that there is an export feature in TEMPO that can be used to save your contacts to your local computer in a comma or tab delimited format. Additionally, there is also a synchronization feature that allows you to save the information to Outlook and then export it for use in other applications.

What will **NOT** transfer over to MLXchange?

Because the MFRMLS system uses a fundamentally different database than TEMPO, the following types of data can **NOT** be converted and must be recreated **between May 3rd and May 17th**.

***Please note:** If you do not take the opportunity between May 3rd and 18th to recreate any auto-notification searches in MLXchange, your clients will not receive any listing updates from the TEMPO auto-notification searches after May 17th.*

- Searches
- Notification Searches (Automatic Prospecting)
- CMAs
- Custom Grids
- Custom Search Templates
- Custom Reports
- Custom Hot Sheets
- User Default Settings and Preferences
- E-mail History
- Client History
- Client Gateway (Private Client Views)
- Client's Recommendations
- Client's Saved Searches
- Client's Favorites

Tip: Open TEMPO and the MFRMLS MLXchange system in two separate browsers, then update each section of the MFR MLXchange system using TEMPO as a reference. For CMAs, you can create PDFs of your existing CMAs for archive purposes or future reference.

Need Help?

For technical assistance, please contact:

Help Desk 1-800-686-7451 – Option #1

Monday-Friday: 7:30 am-8 pm., Saturday-Sunday: 8 am-6 pm