

## BROKER ONLY ACCESS GUIDE

Follow these steps to create your MLS Grid account and sign a data license agreement between your participating MLS and your brokerage.

### REGISTER ONLINE

1. Go to [app.mlsgrid.com/register](https://app.mlsgrid.com/register) to create your broker account.
2. Fill in the required information, including contact information, and password. Please be certain to select the bubble **I am a broker**

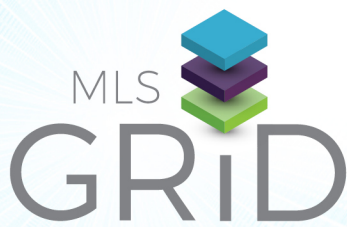
**NOTE:** The Broker Only service will provide you with the ability to create an access token which can be used to access the MLS Grid API to download **ONLY** your brokerage listings for your own internal usage. This guide will detail the steps needed to create an access token for your own internal use. If you wish to export your brokerage data to a Data Consumer organization, please follow the steps in the [Broker Data Export](#) guide.

### FINALIZE YOUR BROKER ACCOUNT

1. An email from [notify@mlsgrid.com](mailto:notify@mlsgrid.com) will be sent to the email address provided.
2. Please click on the link in the email to finalize your MLS Grid Account. Provide details about your brokerage and confirm your primary contact information which will be used when you agree to the data licenses agreement.

### CREATE YOUR BROKER ONLY DATA SUBSCRIPTION

1. Log in to your MLS Grid account at [app.mlsgrid.com](https://app.mlsgrid.com)
2. Click on **Manage Subscriptions** in the left sidebar menu.
3. Select **Broker Only Export** as the data subscription type. As you create your **Broker Only Export** subscription, you will be prompted to confirm details of your MLS membership by selecting the MLS you belong to and providing your Member MLS ID. Click **Next**.
4. When presented with the brokerage information from your MLS, please confirm that this information is correct. If the information is correct, click **Send Email**. If the information is not correct, please contact your MLS before proceeding.
5. A confirmation email will be sent to the email address from your membership record with the MLS. The email will arrive from [notify@mlsgrid.com](mailto:notify@mlsgrid.com). Please click **Complete Verification** in the email.



## BROKER ONLY ACCESS GUIDE

Follow these steps to create your MLS Grid account and sign a data license agreement between your participating MLS and your brokerage.

### ADD YOURSELF (YOUR BROKERAGE) AS THE RECIPIENT FOR YOUR BROKERAGE DATA

1. Now that you have verified your office, please ensure you are signed in to your MLS Grid account. Then click [Manage Subscriptions](#) in the sidebar menu.
2. To create an access token to use MLS Grid API to download your brokerage listings, please click [Manage Office Data Recipients](#) button. Then click on [Add Recipient](#).
3. Click [Send data to My Brokerage](#). Please review the MLS Grid Data License Agreement. Click [Sign & Accept](#).
4. In the pop-up, please provide the following information:
  - Your Full Name (no nicknames or shortened names will be accepted)
  - Your Brokerage Name
  - Member MLS ID and Office MLS ID
  - Your required Contact Information

When you have entered all the required information, please click the button at the bottom of the pop-up to sign the data license agreement.

### FINALIZE YOUR DATA ACCESS LICENSE REQUEST

1. Once you have signed the Data License Agreement, the MLS will be notified of your request.
2. Upon approval by the MLS, you will be notified to log in to your MLS Grid account and finalize your request.
3. When finalizing your data license request, click [Manage Subscriptions](#) in your MLS Grid account. Click [Finalize](#) next to your pending data license request. If the MLS charges any setup or ongoing fees, you will be prompted to provide a payment method when you finalize your data license request.
4. Once your data license request is approved by the MLS, and you have provided payment information, you will be issued your Access Token.
5. After your payment has been processed, you can proceed to the [Access Token](#) tab of your data subscription.