

## DATA CONSUMER ACCESS GUIDE

The MLS Grid provides a standardized API data feed from participating MLSs to registered organizations. Follow these steps to create your account and sign a data license agreement between your customers, participating MLSs, and your company.

### REGISTER ONLINE

1. Go to [app.mlsgrid.com/register](https://app.mlsgrid.com/register) to create your data consumer account.
2. Fill in the required information, including contact information for the person who will sign data license agreements on behalf of your company, and will be the primary contact for your organization.
3. Select the **Data Consumer** bubble at the bottom before clicking Create Your MLS Grid Account.

**NOTE:** If you are a Broker or Agent interested in MLS Grid services, please have the technology organization you are working with contact MLS Grid in order to have that organization set up and registered with an account.

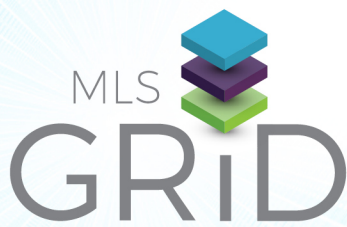
If your brokerage is providing in-house technical services, your brokerage will need to follow the instructions to create an account. The brokerage will function as your "Vendor" for the purposes of **Data License Agreements**.

### FINALIZE YOUR DATA CONSUMER ACCOUNT

1. An email from [notify@mlsgrid.com](mailto:notify@mlsgrid.com) will be sent to the email address provided when you registered for an account.
2. Please click on the link provided in the email to finalize your MLS Grid Account.

### CREATE YOUR DATA SUBSCRIPTIONS

1. Log in to the MLS Grid account at [app.mlsgrid.com](https://app.mlsgrid.com). Click on **Manage Subscriptions** in the left sidebar menu.
2. Select from the list of available data subscription types. You will be prompted to provide details about your product and how the data will be used/displayed. Click **Next**.
3. When presented with a list of possible MLS sources of data, select the MLS where your customers are members (toggle to green). Some MLS charge setup fees, and ongoing monthly licensing fees. To review the fees for each MLS, click on the Pricing arrow to the right of each MLS name. Click **Next**.
4. Please review the **Data License Agreement**. When you are ready to sign, please click **Sign & Accept**. Provide the requested information, and then click on the **Digitally Sign** button.



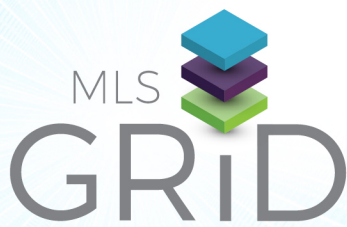
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Adding all of your customers to your MLS Grid account is necessary to ensure MLS compliance and proper billing. Please follow the steps below to add a new Broker or Agent customer to your existing data subscription.

### ADD BROKER OR AGENT TO YOUR NEW DATA SUBSCRIPTION

1. Please read the instructions on the [Add Broker or Agent Customers](#) page carefully.
2. Please enter the name, email address, and brokerage name for your Broker Customer.  
**NOTE:** If your customer is an Agent, you must click the [Include Agent](#) button and provide both the Agent and Broker information requested.
3. Select how you will use the requested MLS data on behalf of your customer.
4. If the data will be used on a website, provide the [Website URL](#) where the data will be displayed.  
**NOTE:** If the website is not complete, please provide both the [Website URL](#) and [Staging URL](#) for MLS review during the approval process.
5. Select the MLS where your Broker or Agent customer is a member. If you do not see the MLS where your customer is a member you may need to follow the steps in the [Add A New MLS Source](#) guide to add that MLS prior to adding your customer.
6. Once you have entered all the required information please click the [Add Customer](#) button. A pop-up window will ask you to confirm the information you have provided is correct.
7. Repeat this process for each of your new Broker or Agent customers.
8. The status for each invitation is displayed below in the [Invited Brokers and Agents](#) section. You can click on the name of your customer for a detailed view of the license request.
9. From here you can edit any incorrect information provided in the data license request and resend the data license request to your customer.

**CONTINUE TO PAGE 3 FOR DETAILS ON YOUR CUSTOMERS SIGNATURE PROCESS AND BEGINNING TO USE YOUR NEW DATA SUBSCRIPTION**



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Once your customers receive the Data License Request email they will need to digitally sign the Data License Agreement. After MLS Approval you can provide payment information and begin to use the MLS Grid API for your new Data Subscription.

### CUSTOMER SIGNATURES AND MLS APPROVAL

1. For each **Data License Request** you send, the MLS Grid will email your customer from [notify@mlsgrid.com](mailto:notify@mlsgrid.com).
2. The email will contain a short paragraph describing the process and a secure link your Broker or Agent customer can use to review and sign the **Data License Agreement**.

**NOTE:** To sign the **Data License Agreement** your customer must input the requested information exactly as you entered it into our system. If the information does not match, the system will not accept the digital signature on the Data License Agreement. **Please note that the fields are case-sensitive.**

3. Your customer will enter:
  - a. Their Full Name (no nicknames or shortened names will be accepted)
  - b. Their Brokerage Name
  - c. Member MLS ID and if required Office MLS ID (if they do not have this information it is important they contact their MLS to receive it)
  - d. The required Contact Information

**NOTE:** If you have included an Agent on the **Data License Request**, the Agent will receive the email first. After the Agent signs the agreement, an email is sent to the Broker for their signature.

### FINALIZE LICENSE REQUEST

1. Once your customers have signed the **Data License Agreement** the MLS will be notified of your request.
2. If the MLS requests changes to the website or the signature on the **Data License Agreement** you will be notified of the corrective action needed via email from [notify@mlsgrid.com](mailto:notify@mlsgrid.com).
3. Upon approval by the MLS you will be notified to log in to your MLS Grid account and finalize your request. If the MLS charges any setup or ongoing licensing fees, you will be prompted to provide payment method at the time you finalize the request.
4. If this is your first license request, after successful payment is approved you will be provided with your **Access Token**.