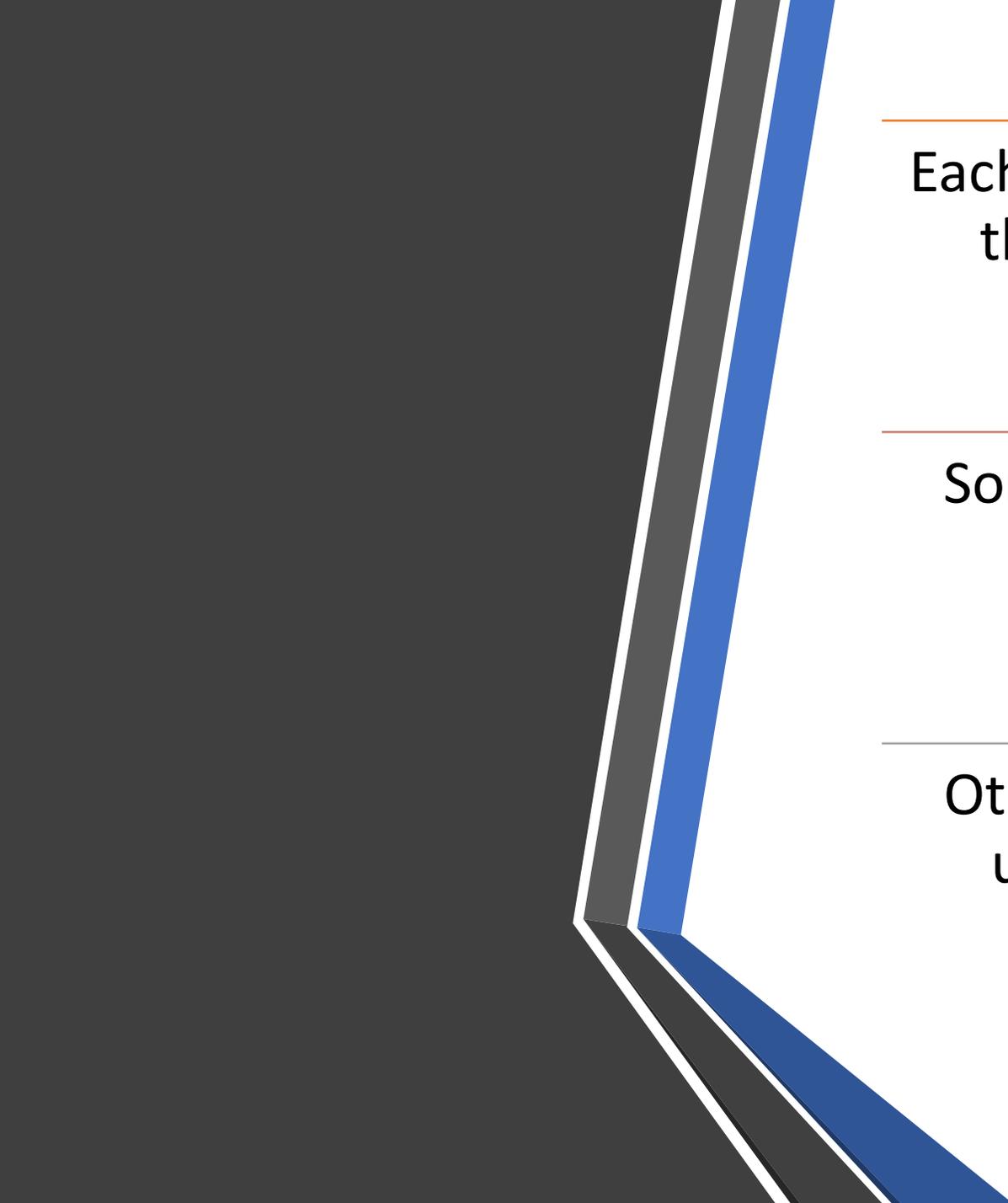




MLS Integration Team (MIT)

Instructions for processing MLS Agreements





Each MLS has their own process for signing the necessary documents required to obtain a data feed.

Some MLS's use third-party platforms to complete this process.

Others process their paperwork directly, using DocuSign to capture a Broker's electronic signature.

MLS Agreement Signing Platforms

Trestle

Bridge
Interactive

MLS Grid

Spark
Datamart

DocuSign

reDataVault

Trestle Signing Instructions

- **Broker of Record:** You will receive an email from *Trestle – Authentisign*, requesting your eSignature.
- Please check your spam folder if you cannot find it in your inbox.
- From the email, select the *START SIGNING* button.
- You will be taken to Authentisign where you will need to create a signature. →
- Click *Accept* or *Draw Signature* to create.

AuthentiSIGN[®] Adopt Your Signature

Confirm your name, initials and signature:
Name: TEST ACCOUNT Language: English

AuthentiSIGN
TEST ACCOUNT [JA]
Draw Signature
OR
Select Font Style

By clicking 'Accept' you agree to the Consumer Consent Disclosure, Terms of Service (TOS) and the End User License Agreement (EULA) and approve the electronic representation of your Signature and Initials for use when signing any document in this Authentisign E-Signature process.

[Print/Download Consumer Consent Disclosure](#) [Print/Download TOS EULA and Agreement Between Parties](#) Do not display again

Accept Close

Trestle Signing Instructions cont'd...

- Next select the **Start** button in the document to begin signing.
- A pop-up window will appear once you've signed the document.
- Please select **Complete Signing** to complete the process.
- Please note, you will not have access to the selected Data Feed until the association approves the connection request.

AuthentisIGN® Progress: 0%

Authentisign ID: 21CBFC00-8709-420D-AF15-EB3001DC5231

**DATA ACCESS AGREEMENT
(TRESTLE)**

This Data Access Agreement ("Agreement") is entered into between **Central Panhandle Association of Realtors®** ("Multiple Listing Organization"), a(n) **Florida** corporation or company, and **Realogy LLC** ("Technology Provider"), a(n) **New Jersey** corporation or company, and is effective as of the date of the last signature below ("Effective Date").

The parties agree as follows:

1. DEFINITIONS

1.1 "Authorized Broker" means a Participant identified in any Broker Authorization Form between said Participant and Multiple Listing Organization.

1.2 "Broker Authorization Form" means the separate form by which Multiple Listing Organization authorizes Technology Provider to provide the Product to a specified Authorized Broker. For the avoidance of doubt, (i) a Broker Authorization Form may be entered into on and/or after the Effective Date of this Agreement, and (ii) there may be multiple Broker Authorization Forms throughout the course of this Agreement.

1.3 "Listing Data" means the multiple listing data specified in Exhibit A.

1.4 "Participant" means a participant of Multiple Listing Organization, as defined in the Policies.

1.5 "Policies" means the Rules and Regulations and any operating policies of Multiple Listing Organization, as may be amended from time to time.

1.6 "Product" means Technology Provider's product or service identified at Exhibit A.

1.7 "Trestle" means CoreLogic's platform that aggregates multiple listing data and facilitates access and distribution

ZOOM

Page (1 of 10)

Options

Help

Bridge Interactive Signing Instructions



Member instruction for new data access agreements

- [Mobile Area Association of Realtors \(GCMLS\) - Bridge Interactive Instructions.pdf](#)
- [IRES MLS - Bridge Interactive Instructions.pdf](#)
- [Realtor Association of Acadiana - Bridge Interactive Instructions.pdf](#)
- [TRIAD MLS - Bridge Interactive Instructions.pdf](#)
- [Triangle MLS - Bridge Interactive Instructions.pdf](#)

MLS Grid Signing Instructions

BROKER OF RECORD: YOU WILL RECEIVE EMAIL FROM MLS GRID

- Your Data Consumer, MoxiWorks will send an email through MLS Grid licensing and registration to you. The email will arrive from notify@mlsgrid.com.
- Click on the [Take Me To The MLS Grid](#) button in the email to activate the secure link and visit the MLS Grid website.
- Once you are on the MLS Grid website you will be prompted to review how the MLS data will be used and where the MLS data will be used.

SIGNATURES AND MLS APPROVAL

- Please review the Data License Agreement.
- When you are ready to sign the Data License Agreement please click on the [Sign & Accept](#) button.

PLEASE NOTE: To sign the Data License Agreement you must input the requested information exactly as the data consumer, MoxiWorks has entered it into our system. If the information does not match, the system will not accept the digital signature on the Data License Agreement.

*****All fields are case-sensitive*****

MLS Grid Signing Instructions cont'd...

YOU WILL NEED TO ENTER THE FOLLOWING INFORMATION

- Your Full Name (no nicknames or shortened names will be accepted).
- Your Brokerage Name
- Confirm the signature date and provide Contact Information.
- When completed please click on the *Digitally Sign* button.

APPROVAL OF LICENSE REQUEST

- Once all signatures are on the Data License Agreement, your MLS will be notified of the data license request.
- Once your MLS reviews and approves the data license requests your Data Consumer, Moxi will notified that they may begin providing service to you.

Spark Datamart

Broker of Record: You will receive an email regarding a data plan signup created on your behalf.

Below is an example of the email you will receive.

Subject: Data Plan Approval Request For Jane Doe
From: donotreply@sparkplatform.com



Approval Requested

Jane Doe is requesting permission to use data plan IDX.

Subscription Purpose

To display IDX data on agent's personal website.

Developer Application Details

The developer plans to use this data plan in the following application:

Example website or App name

This is collaborative IDX portal for agent and client search based on AI and other factors

Category: IDX, Search, Photos, Maps, Mobile, VOW or Customer Portal, Showing Scheduling, Virtual Tours, Web Sites, Marketing (Online), Lead Generation, SEO

Approval History

- Approved on 07/28/2022 by John Doe

[Review Approval Request](#)

Sincerely,
Spark Platform

Clicking "Review Approval" sends you to <https://sparkplatform.com>

Data Plan Subscription Approval Request

Developer **Jane Doe** (Company, Inc.) requested permission on **2022-07-28** to use data plan **IDX**. flex.johndoe

Subscription Purpose
To display IDX data on agent's personal website.

Approval History
✓ 2022-07-28 Agent **John Doe**

Approve Subscription Request

I accept the [MLS Member Terms Of Use](#)

I accept the [Data Plan Subscription Terms](#)

✓ **APPROVE**

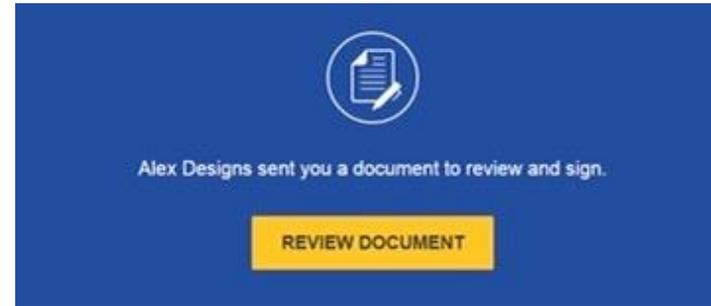
Reject Subscription Request

Please explain why you are rejecting this subscription

✗ **REJECT**

DocuSign Signing Instructions

- **Broker of Record:** You will receive an email from DocuSign initiated by **MoxiWorks, your Data Provider**.
- **Open the DocuSign email and Select *REVIEW DOCUMENT*** to begin the signing process.

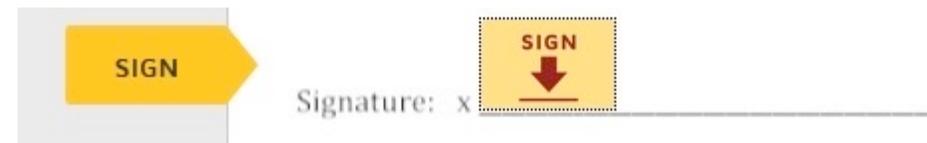


- **Agree to sign electronically:** Review the consumer disclosure and select the checkbox *I agree to use Electronic Records and Signatures*.
- **Select *CONTINUE*** to begin the signing process.

Please Review & Act on These Documents



- **Important!** To view and sign the documents, you must agree to conduct business electronically.
- You can review the documents by scrolling or using the page thumbnails in the right-hand navigation pane.
- **When you're ready to sign, select the *START* tag on the left to begin. You will be taken to the first tag requiring your action. Select the *SIGN* tag.**



DocuSign Signing Instructions cont'd...

- You are asked to Adopt Your Signature.
- Verify that your name and initials are correct. If not, change them as needed.
- Select **ADOPT AND SIGN** to adopt and save your signature information and return to the document.

Adopt Your Signature

Confirm your name, initials, and signature.

Full Name: Michael P

Initials: MP

Select Style Draw

Preview

DocuSigned by: Michael P 02367A3E9D33485... DS MP Change Style

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

- When you finish clicking all signature tags in the document, confirm signing by selecting **FINISH**.

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS

- A message appears stating that you have completed your document. You can now download a PDF copy or print a copy of the document. The sender receives an email with the signed document attached, and the signed document appears in their DocuSign account.

OPTIONAL: [Sign up for a free DocuSign trial](#) to save and send documents.

RE | DataVault Signing Instructions

[reDataVault Walk Through Guide](#)

*****Dated Links Below*****

Visit re|Data Vault at <http://mfrmls.redatavault.com>

Visit re|Data Vault at: www.mris.redatavault.com / [MRIS Walk Through Guide](#)