

BROKER DATA EXPORT GUIDE

The MLS Grid provides a standardized API data feed from participating MLSs to registered brokerages or data consumers. Follow these steps to create your broker account and sign a data license agreement between your participating MLS, and your brokerage.

REGISTER ONLINE

1. Go to 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 indication bubble **I am a broker**.

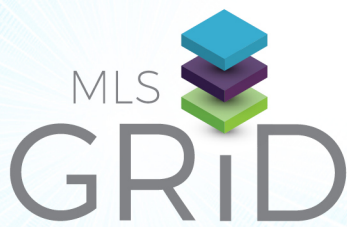
PLEASE NOTE: The Broker Only service will provide you the ability to designate a recipient Data Consumer organization to receive **ONLY** your brokerage listings - **OR** - you can create an access token that can be used to access the MLS Grid API to download **ONLY** your brokerage listings for your own internal usage. This guide will detail the steps needed to export data to Data Consumers that have a MLS Grid account and Broker Only Export subscription. If you wish to create an access token for your own internal use please follow the steps in the [Broker Only Access Guide](#).

FINALIZE YOUR BROKER ACCOUNT

1. An email from notify@mlsgrid.com will be sent to the email address provided.
2. Please click on the link provided in the email to finalize your MLS Grid Account providing details on your brokerage and confirming your primary contact information that will be used when you agree to the data license agreement.

CREATE YOUR BROKER DATA EXPORT SUBSCRIPTION TO SEND DATA TO A DATA CONSUMER

1. Log in to the MLS Grid account at app.mlsgrid.com. Click on **Manage Subscriptions** in the left sidebar menu.
2. 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 the **Next** button.
3. When presented with the brokerage information from your MLS please confirm that this information is correct. If the information is correct please click the **Send Email** button. If the information is not correct, please contact your MLS before proceeding to address any incorrect information.
4. 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. Please click on the **Complete Verification** button in the email.



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A Broker Data Export can be used to send the listings of your brokerage to a selected Data Consumer Recipient. Please follow the steps below to select a Data Consumer recipient that you wish to send your brokerage's listing data.

ADD A DATA CONSUMER RECIPIENT FOR YOUR BROKERAGE DATA EXPORT

1. Now that you have verified your office please ensure you are signed into your MLS Grid account. Please then click on [Manage Subscriptions](#) in the sidebar menu.
2. To export your brokerage data to an authorized Data Consumer, please click on the [Manage Office Data Recipients](#) button. Then click on the [Add Recipient](#) button.

PLEASE NOTE: Your Data Consumer recipient must have already created a MLS Grid account, and started a Broker Only data subscription. If you can not locate your Data Consumer it is likely that they have not as yet met that criteria. Please have the Data Consumer representative reach out to us at support@mlsgrid.com so that we can assist them in setting up that account.

3. Click the [Send data to Data Consumer](#) button. Please review the MLS Grid Data License Agreement. Click on the [Sign & Accept](#) button.
4. In the pop-up box please provide the following information:
 - a. Your Full Name (no nicknames or shortened names will be accepted)
 - b. Your Brokerage Name
 - c. Your required Contact Information

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

FINALIZE YOUR DATA EXPORT REQUEST

1. Once you have signed the [Data License Agreement](#) the MLS will be notified of your request.
2. Your MLS will review the request to export your brokerage data to the Data Consumer.
3. Upon approval by the MLS the Data Consumers you selected will be notified of your intent to export your brokerage data to them.
4. The Data Consumer will be prompted to pay any applicable fees the MLS may require. After successful payment is approved the Data Consumer will be able to download your brokerages listing data for your approved use by the Data Consumer.