

## BROKER ONLY ACCESS GUIDE

The MLS Grid provides a single, standardized API data feed from participating MLSs to registered brokerages or data consumers. Follow these steps to create your 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 indication bubble **I am a broker**.

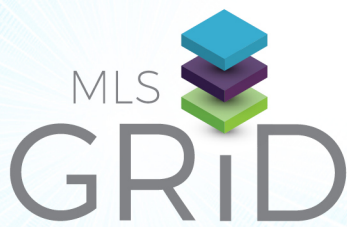
**PLEASE NOTE:** The Broker Only service will provide you the ability to create an access token that can be used to access the MLS Grid API to download **ONLY** your brokerage listings for your own internal usage - **OR** - provide you the ability to designate a recipient Data Consumer organization to receive **ONLY** your brokerage listings. 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 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 licenses agreement.

### CREATE YOUR BROKER ONLY DATA SUBSCRIPTION

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 **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](mailto:notify@mlsgrid.com). Please click on the **Complete Verification** button in the email.



## BROKER ONLY ACCESS GUIDE

A Broker Only Data Subscription can be used to 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. Please follow the steps below to create your access token.

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

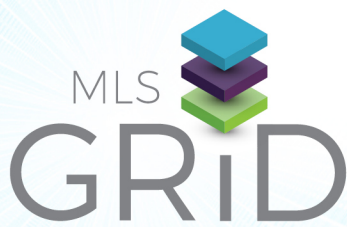
1. Now that you have verified your office please ensure you are signed into your MLS Grid account. Please then click on [Manage Subscriptions](#) in the sidebar menu.
2. To create an access token to use the MLS Grid API to download your brokerage listings, please click on the [Manage Office Data Recipients](#) button. Then click on the [Add Recipient](#) button.
3. Click the [Send data to My Brokerage](#) 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.

5. On the View License page you can track the status of your data license request. You can check the status of your request by logging into your MLS Grid account. Under Manage Licenses (sidebar menu) click the name of the data license to view a detailed view of the process and whether or not approval has been granted.

### 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 to finalize your data license request click on Manage Subscriptions in your MLS Grid account. Click on the [Finalize](#) button next to your pending data license request. If the MLS charges any setup or ongoing data fees, you will be prompted to provide payment method at the time you finalize your data license request.
4. After successful payment is approved you will be provided with your [Access Token](#).



## BROKER ONLY ACCESS GUIDE

Once your data license request is approved by the MLS, and you have provided payment information, you will be issued your Access Token. Below is some helpful information to get you started using the MLS Grid API for your new data subscription.

### BEGIN USING API

1. After your payment has been processed you can proceed to the **Access Token** tab of your data subscription.
2. The API endpoint URL is located in the **URL field**. The OAuth2 Access Token is located in the **Access Token field**.

### HELPFUL DOCUMENTATION

Below are links to helpful supplemental documents.

Developer Checklist:

<https://www.mlsgrid.com/s/MLS-Grid-Developer-Checklist-2.pdf>

Best Practices Guide:

<https://www.mlsgrid.com/s/MLS-Grid-Best-Practices-Guide-2.pdf>

Broker Guides:

<https://www.mlsgrid.com/resources#broker>

Technical Documentation:

<https://docs.mlsgrid.com>