ADDING MULTIPLE BROKERS OR AGENTS

Adding all of your customers to your MLS Grid account is required for MLS compliance and accurate billing. Use the Bulk Invite feature to send Data License Requests to many Brokers and Agents at once.

LOG IN TO YOUR MLS GRID ACCOUNT

1. Log in to your MLS Grid account at app.mlsgrid.com. Click **Manage Subscriptions** in the left sidebar menu.
2. Click the **Bulk Invite** button above the summary of your existing data subscription.

UPLOAD BULK INVITE LIST

1. Read the instructions on the **Send Bulk Agent and Broker License Requests** page carefully.
2. Prepare a JSON or CSV file that follows the structure shown on that page, using the examples provided. Enter each customer's full legal name and brokerage name exactly as they will type them when signing, including capitalization.
3. Use the **Choose File** button to select your file, then click the **Upload Document** button.

EMAIL BROKERS AND AGENTS

1. The information from your file will be displayed for your review. If everything is correct, click the **Send Invites** button.
2. The status of each Broker/Agent request will be displayed. If there are any errors, correct your file and upload it again. Only one valid request is sent to each Broker/Agent, no matter how many times you click Send Invites.
3. To resend a request that was sent successfully but not received, see the **Resend Data License Request** guide.

APPROVAL OF DATA LICENSE REQUESTS

1. MLS Grid recommends letting your customers know ahead of time to expect the **Data License Request** emails, and asking them to check their spam or junk folder if one doesn't arrive.
2. Each Broker/Agent you invited will receive a **Data License Request** email from notify@mlsgrid.com with a secure link to review and sign the Data License Agreement. If an Agent is included, the Agent signs first, then the Broker. Once all parties have signed, the MLS will be notified to review your request.
3. Upon approval, you will be notified to log in to your MLS Grid account and finalize each request. If the MLS charges any setup or ongoing licensing fees, you will be prompted to provide a payment method at that time.

NEED HELP?

Review times vary by MLS. You can check the status of your requests anytime on the **Licenses** tab of your **View Subscription** page. Questions? Contact us at support@mlsgrid.com.