BROKER ONLY ACCESS GUIDE

MLS Grid provides a single, standardized API data feed from participating MLSs to registered brokerages and data consumers. Follow these steps to create your account and sign a data license agreement between your 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 your contact information and password. Be sure to select **I am a broker**.

PLEASE NOTE: The Broker Only service lets you either create an access token to download **ONLY** your brokerage listings for your own internal use **- OR -** designate a Data Consumer to receive **ONLY** your brokerage listings. This guide covers creating an access token for your own use. To export your brokerage data to a Data Consumer, follow the **Broker Data Export Guide**

FINALIZE YOUR BROKER ACCOUNT

1. An email from notify@mlsgrid.com will be sent to the email address you provided.
2. Click the link in the email to finalize your MLS Grid account. You will provide details about your brokerage and confirm the primary contact information that will be used when you sign the data license agreement.

CREATE YOUR BROKER ONLY EXPORT SUBSCRIPTION

1. Log in to your MLS Grid account at app.mlsgrid.com. Click **Manage Subscriptions** in the left sidebar menu.
2. Select **Broker Only Export** as the data subscription type. You will be prompted to confirm your MLS membership by selecting your MLS and entering your Member MLS ID. Click the **Next** button.
3. Review the brokerage information from your MLS. If it is correct, click the **Send Email** button. If anything is incorrect, contact your MLS to correct it before proceeding.
4. A confirmation email will be sent from notify@mlsgrid.com to the email address on your MLS membership record. Click the **Complete Verification** button in the email.

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Your Broker Only Export subscription can also give you an access token to download ONLY your brokerage listings through the MLS Grid API for your own internal use. 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, sign in to your MLS Grid account and click **Manage Subscriptions** in the sidebar menu.
2. To create an access token for downloading your brokerage listings, click the **Manage Office Data Recipients** button. Then click on the **Add Recipient** button.
3. Click the **Send data to My Brokerage** button. Review the MLS Grid Data License Agreement, then click the **Sign & Accept** button.
4. In the pop-up box, provide the following information:
   a. Your Full Name (no nicknames or shortened names will be accepted)
   b. Your Brokerage Name
   c. Your Contact Information

Then click the button at the bottom of the pop-up box to sign the agreement.

5. To track your request, click Manage Licenses in the sidebar menu, then click the data license name to see its status.

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. To finalize, click Manage Subscriptions in your MLS Grid account, then click the **Finalize** button next to your pending data license request. If the MLS charges any setup or ongoing data fees, you will be prompted for a payment method at that time.
4. Once payment is approved (if applicable), you will be issued your **Access Token**.

BEGIN USING API

1. Go to the **Access Token** tab of your data subscription.
2. The API endpoint URL is in the **URL field**, and your OAuth 2 access token is in the **Access Token field**.

NEED HELP? Technical API documentation is at docs.mlsgrid.com. The **Developer Checklist**, **Best Practices Guide**, and **Broker Guides** are on the Resources page at www.mlsgrid.com. Questions? Contact us at support@mlsgrid.com.