HOW TO EMAIL A DATA LICENSE AGREEMENT

MLS Grid provides a standardized API data feed from participating MLSs to registered data consumers. Follow the steps below to email a link to a completed Data License Agreement to the recipient you choose.

LOG IN TO YOUR MLS GRID ACCOUNT

1. Log in to your MLS Grid account at app.mlsgrid.com.
2. Click **Manage Subscriptions** in the left sidebar menu.
3. Click the blue button below the summary of your existing data subscription to open the **View Subscription** page.
4. On the **View Subscription** page, click the **Licenses** tab to see the **Data License Requests** you have sent to your Broker or Agent customers.

LOCATE THE DATA LICENSE REQUEST

1. Find the license whose completed **Data License Agreement** you want to email by scrolling or paging through the list, **OR** using the **Licenses** dropdown menu to narrow results, **OR** typing in the search field.
2. Click your customer's name to open the **License Overview** page, which shows a timeline and the status of each step in the licensing process.

EMAIL THE COMPLETED DATA LICENSE AGREEMENT

1. To email a link to the completed **Data License Agreement**, click the **Email Completed Agreement** button.
2. In the pop-up window, enter the name and email address of the person you want to receive the completed **Data License Agreement**.
3. The email will arrive from notify@mlsgrid.com. The recipient can view the completed **Data License Agreement** in a web browser by clicking the **Take Me To The MLS Grid** button in the email.
4. From there, they can **Print** or **Export/Save to PDF** a copy of the **Data License Agreement**.

NEED HELP? Questions? Contact us at support@mlsgrid.com.