HOW TO EDIT OR RESEND A DATA LICENSE REQUEST

MLS Grid provides a standardized API data feed from participating MLSs to registered data consumers. Follow the steps below to edit a Data License Request you sent to a Broker or Agent customer and resend it so they can sign the agreement.

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 AND EDIT THE DATA LICENSE REQUEST

1. Find the license you want to edit 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.
3. To edit your customer's information before resending the **Data License Request**, click the **Edit Name and Email** button, enter their full legal name exactly as they will type it when signing (including capitalization), then click the **Save Name and Email** button.
4. To edit the website address, click the **Edit Website URL** button; to edit the staging address, click the **Edit Staging URL** button. When you have finished, click the **Save URL** button.

RESEND DATA LICENSE REQUEST

1. To resend the **Data License Request** email to your customer, click the **Resend Request** button.
2. In the pop-up window, confirm that you want to resend the **Data License Request** email.

PLEASE NOTE: Ask your customer to use the most recent **Data License Request** email they receive from notify@mlsgrid.com (and to check their spam or junk folder). Links in earlier emails stop working when changes are made or a **Data License Request** is resent.
NEED HELP? Questions? Contact us at support@mlsgrid.com.