HOW TO 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 resend a Data License Request that your Broker or Agent customer did not receive, 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 THE DATA LICENSE REQUEST

1. Find the license you want to resend 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.

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.
3. Once your customer signs, the MLS will be notified of your **Data License Request** for review and approval.
4. Once the MLS has approved your **Data License Request**, you will be notified to log in to your MLS Grid account and finalize the license for your customer.

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.