



BROKER LOAD SETUP INFORMATION AND TRAINING VERIFICATION

BROKER NAME: _____

A personal assistant will be accessing the system on Broker's behalf? Yes No

NOTE: If YES, a Change Form - PA must be completed.

Broker Load Level of Access Setup

Partial access

These partial rights apply to:

- Individual Listings Access
- Office Listings Access
- Company Listings Access

Select the partial rights for the access level:

- Add Listing
- Change Listing
- Price Change
- Photos, Documents, Videos, Virtual Tours
- Status Change
- Open House and Tours
- Map Location
- Remarks
- Supra

Member access – Ability to add and change listings for self.

Office access – Ability to add and change listings for anyone in user's office.

Company access – Ability to add and change listings for anyone in the following associations

Automatically approve Broker's new Listings? YES NO

BROKER LOAD CERTIFICATION:

Prior to being given broker load access rights, Broker and Personal Assistant, if applicable, will need to go to www.oregondatashare.com. Once there, go to *FLEXMLS EDUCATION>RECORDED FLEXMLS WEBINAR* and scroll down and watch the video titled *Listing Maintenance*.

I certify that I have watched the Listing Maintenance webinar and have familiarized myself with the SOMLS Rules and Regulations pertaining to listing input. I understand that failure to comply with the listing and reporting procedures may result in fines and/or revocation of broker load privileges.

Broker Signature: _____ Completion Date/Time: _____

I certify that I have watched the Listing Maintenance webinar and have familiarized myself with the SOMLS Rules and Regulations pertaining to listing input. I understand that failure to comply with the listing and reporting procedures may result in fines and/or revocation of broker load privileges.

Personal Assistant Signature: _____ Completion Date/Time: _____

Participant Verification

Participant Signature: _____ Date/Time: _____