



## Pensacola MLS & Bridge Agreement Management

### Member instructions for new Data Access agreements

This document outlines the custom workflow for Pensacola MLS members to initiate data access agreements with approved PARMLS vendors in Bridge Agreement Management (BAM).

There is not a fee charged to members from PARMLS or BAM to use the platform. There may be a fee from the vendor billed directly to the member outside of BAM. Current data feed types available.

- IDX
- VOW
- Back End Data Feed
- Broker Only Data Feed

You will need to login to **BAM** to locate the vendor you would like to initiate a contract with.

1. Login to [www.parmls.com](http://www.parmls.com)
2. Click Resources>Data Agreements. This will log you in to BAM

**PLEASE NOTE THAT THE DESIGNATED BROKER FOR YOUR OFFICE MUST FIRST LOGIN TO BAM TO ALLOW ACCESS TO AGENTS FROM YOUR OFFICE. THIS ALLOWS BAM TO ASSIGN YOUR BROKER AS A PARTY TO YOUR 4-WAY AGREEMENT. IF YOUR DESIGNATED BROKER HAS NOT LOGGED IN TO BAM, YOU WILL RECEIVE A MESSAGE LETTING YOU KNOW THIS STEP MUST BE COMPLETE BEFORE YOU CAN LOGIN**



- Once logged in to BAM, you will see Available Agreements or Current Agreements. Available Agreements are lists of approved vendors for each data feed type. Be sure to select the agreement from the correct data feed type list.
- Locate the vendor you would like to initiate an agreement with and click Agree to Terms

The screenshot shows the BRIDGE Agreements interface. At the top, there are two main navigation options: "Available Agreements" and "Current Agreements". A red box highlights "Agreements" in the top right, with an arrow pointing to "Available Agreements". Another red box highlights "Click Agreements to get started" with an arrow pointing to "Current Agreements". A third red box highlights "Current agreements are where you will find agreements that are completed or waiting for your approval" with an arrow pointing to "Current Agreements". Below the navigation, there is a search bar for "Search by Vendor" and a list of "IDX Approved Vendors". A red box on the left side of the vendor list contains the text: "Under Available agreements you can locate approved vendors to start an agreement with. Be sure to locate the correct data feed type. IDX, VOW, BackOffice". The vendor list includes "Bex Realty, LLC" and "Bluroof 360", both with "Available" status and "Agree to Terms" buttons.

- Click next to agree to the terms and complete the questionnaire form if required. Once complete, BAM will send a notification to the other parties in the agreement.

The screenshot shows the "PARTIES TO THIS AGREEMENT" page. On the left, there is a progress indicator with four steps: 1. Parties to this agreement (highlighted), 2. Agreement terms, 3. Agreement questionnaire, and 4. Finish. The main content area is titled "PARTIES TO THIS AGREEMENT" and states "There are 3 parties to this agreement:". The parties listed are:
 

- BROKER**: PENSACOLA ASSN OF REALTORS. Status: You must finish this agreement.
- VENDOR**: Boomtown. Status: This party has not yet agreed to the terms.
- MLS**: Pensacola Association of Realtors. Status: This party has not yet agreed to the terms.

 At the bottom right, there is a blue "Next" button. The top navigation bar shows "BRIDGE INTERACTIVE", "Home", "Agreements", and "ETHICAL REALTOR" with a notification icon.

To view your agreements, simply click the Agreements link at the top of the page. Use the Filter option to filter agreements bases on status.

**BROKERS** – This is where you find waiting agreements from your agents waiting for your approval. To approve a waiting agreement:

1. Locate the waiting agreement. You can use the search function to search for the agent's name.
2. Click edit and proceed to agree to the terms to approve. There will be a notification sent to the other parties once you have approved.

The screenshot shows the BRIDGE Agreements page. At the top, there is a navigation bar with 'Available Agreements' and 'Current Agreements'. A red arrow points to 'Current Agreements' with a callout box that says 'Click current agreements to find agreements waiting for your approval'. Below this, there is a search bar labeled 'Search by Template, Party' and a filter dropdown set to 'Filter by: All'. A red arrow points to the search bar with a callout box that says 'You can filter to waiting or use the search bar to locate a specific agreement'. Below the search and filter options, there is a table with columns: AGREEMENT, MLS, BROKER, AGENT, VENDOR, STATUS, and UPDATED. The table contains one row with the following data: AGREEMENT: IDX RETS-API Agent, MLS: Pensacola Associa..., BROKER: [blurred], AGENT: [blurred], VENDOR: [blurred], STATUS: Agreed, UPDATED: 18 Jun 2021.

AGREEMENT	MLS	BROKER	AGENT	VENDOR	STATUS	UPDATED
IDX RETS-API Agent	Pensacola Associa...	[blurred]	[blurred]	[blurred]	Agreed	18 Jun 2021