

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 your chosen vendor billed directly to the member outside of BAM. Current data feed types available.

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

## NEW AGREEMENTS

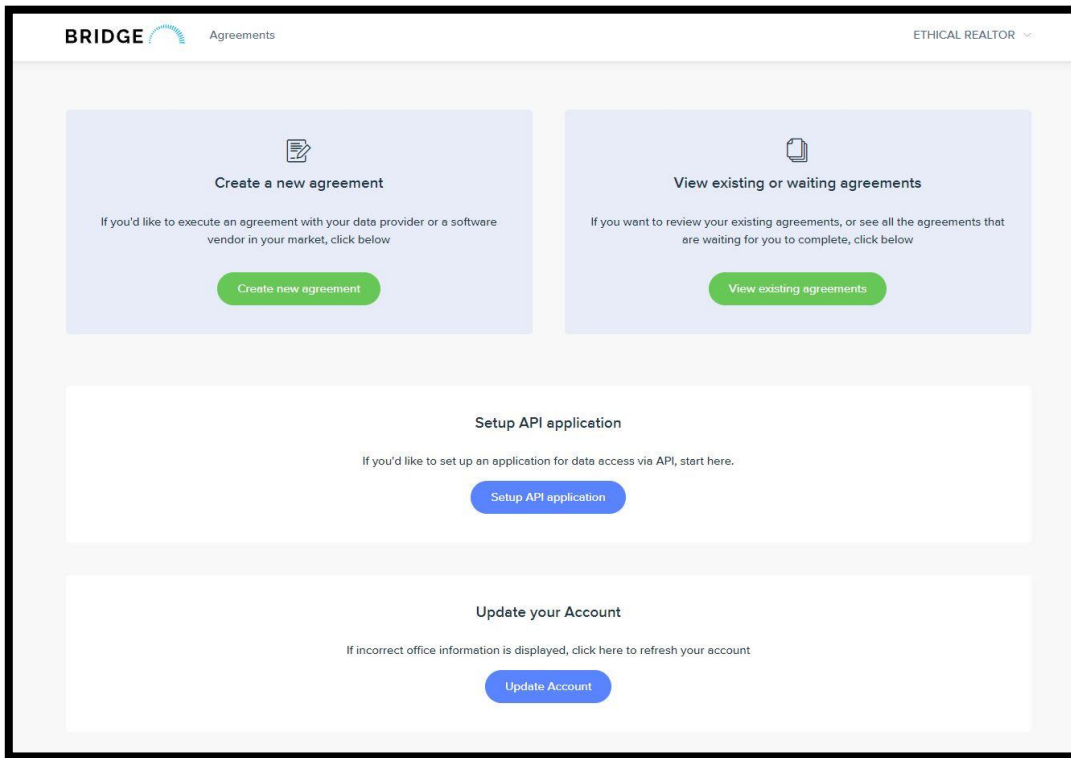
Use the following steps to login to BAM to locate the vendor you would like to create a new IDX agreement.

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

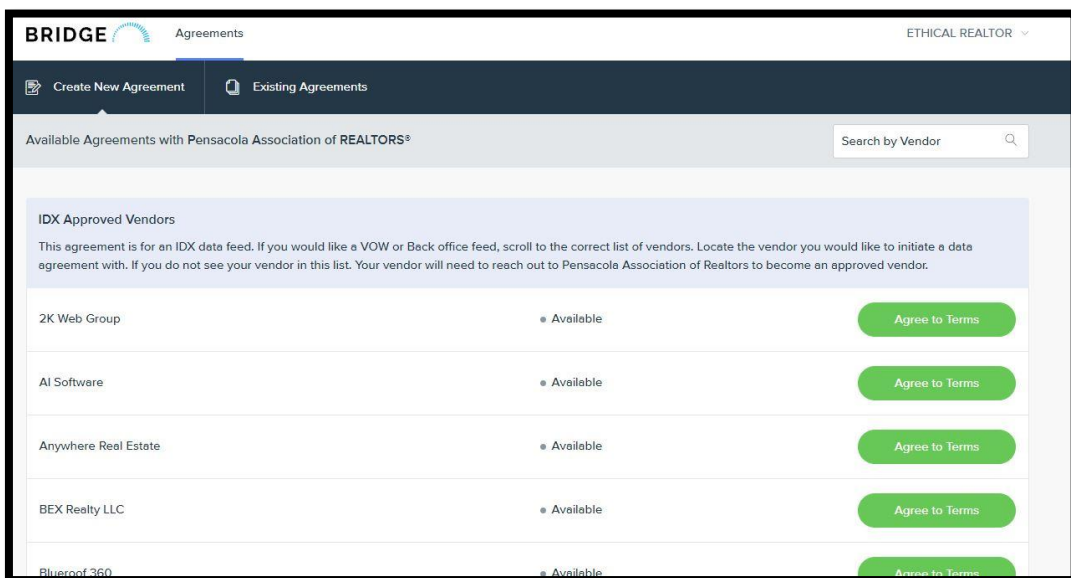
**NOTE:** The Designated Broker for your office must first login to BAM to allow access to agents from the office. This allows BAM to assign your Broker as a party to your 4-way agreement. If your Designated Broker has not logged in to BAM, you will receive a message letting you know this step must be completed before you can login.



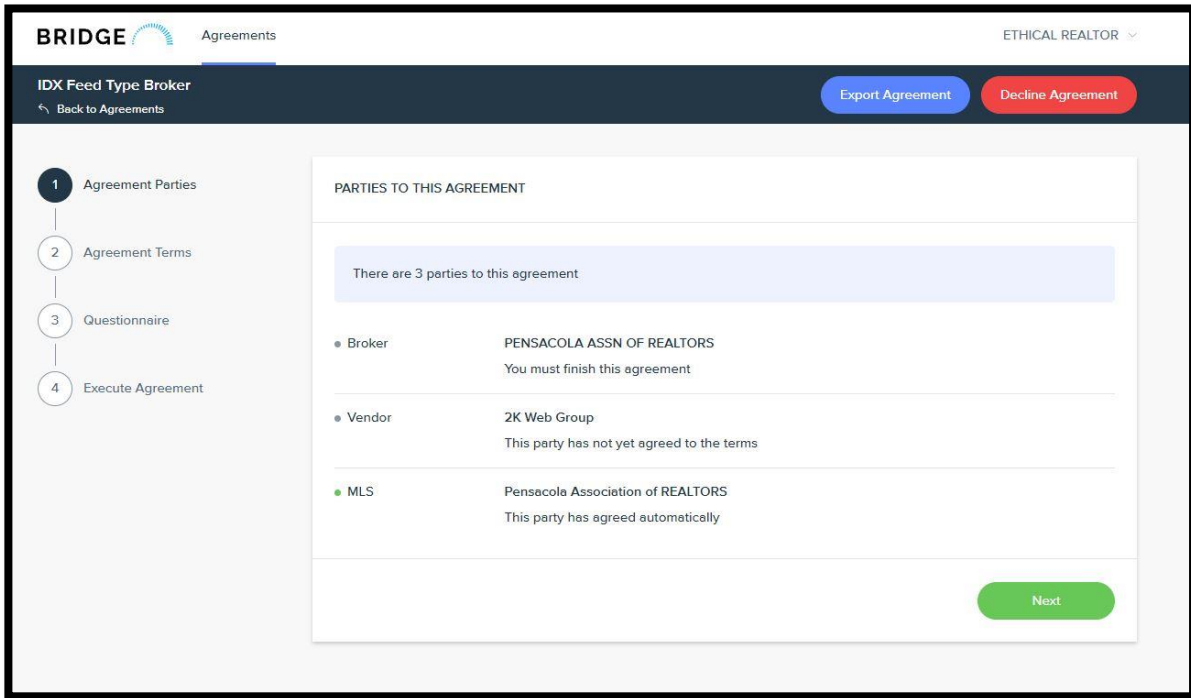
- 3) Once logged in to BAM, you will see the options to “Create a new agreement” or “View existing or waiting agreements.” Click the green “Create” tab to start the process.



- 4) Select a vendor from the lists of approved vendors for each data feed type. Be sure to select the agreement from the correct data feed type list.
- 5) Once you locate the vendor you would like to initiate an agreement with, click the green “Agree to Terms” box on the right side of the page.



- 6) Click the green “Next” tab 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.

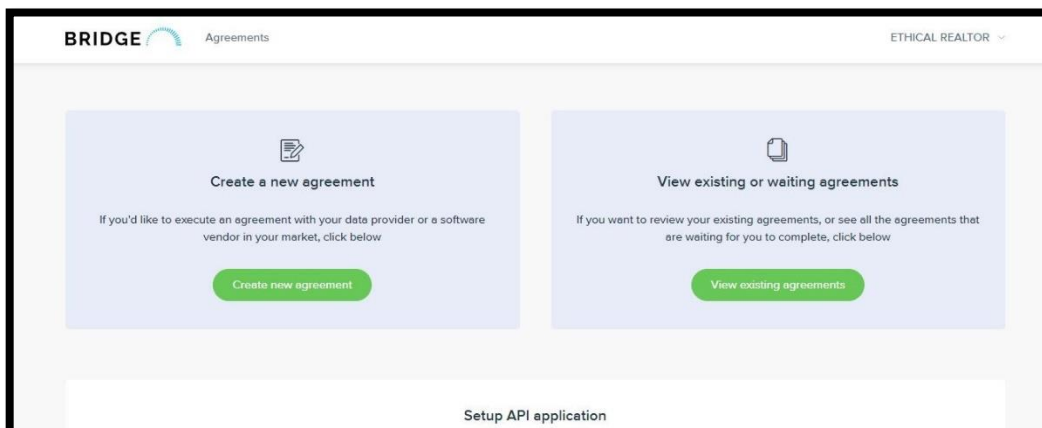


## EXISTING AGREEMENTS

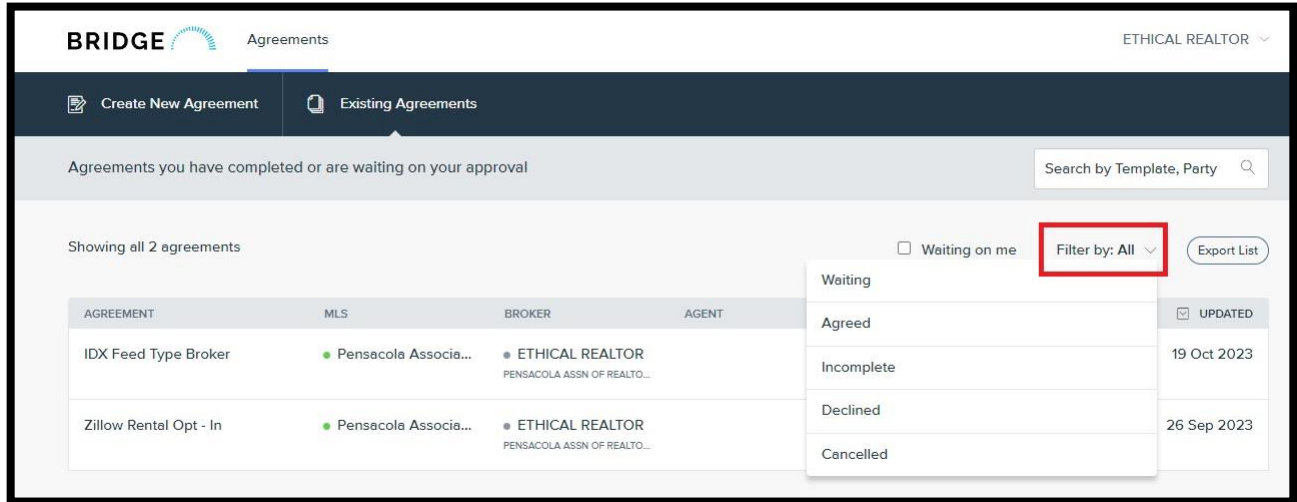
Use the following steps to login to BAM to locate existing IDX agreements.

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

To view your existing agreements, simply click the green “View existing or waiting agreements” tab at the top of the page.

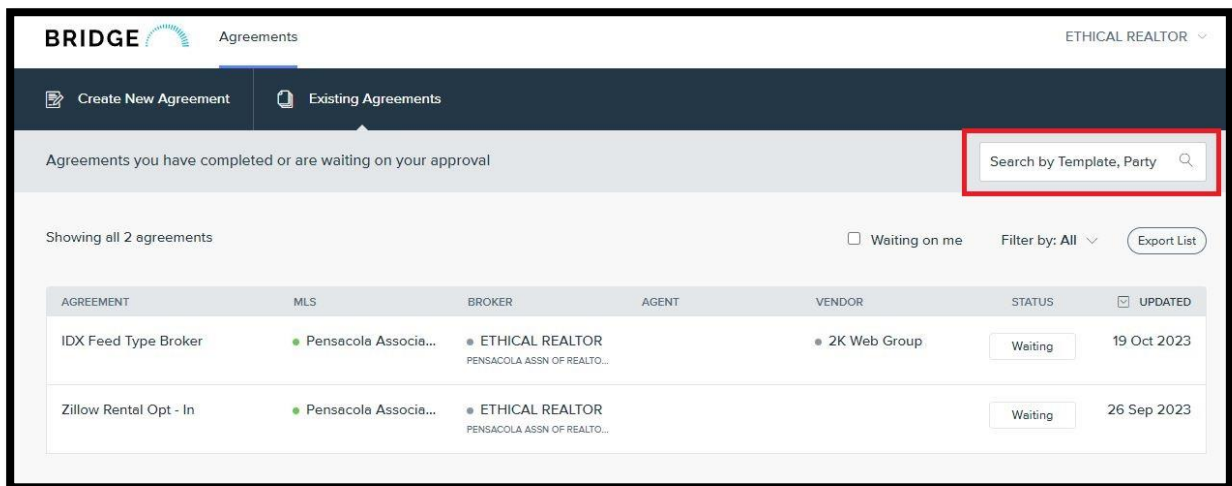


Use the Filter option to filter agreements based on status if needed.



**NOTE:** Brokers, this is where you will find waiting agreements from your agents waiting for your approval.

- 3) To approve a waiting agreement, locate the waiting agreement on your list. You can use the search function to search for the agent's name.



- 4) 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.

# ZILLOW OPT-IN RENTAL AGREEMENTS

Use the following steps to login to BAM to locate the optional Zillow Rental agreement.

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

**NOTE:** Brokers, this is where you will find the ability to have your entire office “Opt-In” to Zillow Rentals after your approval.

- 3) Once logged in to BAM, you will see the options to “Create a new agreement” or “View existing or waiting agreements.” Click the green “Create” tab to start the process.
- 4) Scroll down to the bottom of the “Create” page to find the Zillow Opt-In agreement.



- 5) Click the blue “View agreement” and then click on the agreement to read and agree to the terms of Zillow’s Opt.-In Rental agreement. Hit the green “Next” tab to move forward with the agreement.

