



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 <u>www.parmls.com</u>.
- 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.

| BRIDGE Agreements | ETHICAL REALTOR | | | | |
|--|--|--|--|--|--|
| | | | | | |
| E Create a new agreement If you'd like to execute an agreement with your data provider or a software vendor in your market, click below Create new agreement | Use existing or waiting agreements If you want to review your existing agreements, or see all the agreements that are waiting for you to complete, click below View existing agreements | | | | |
| Setup API application If you'd like to set up an application for data access via API, start here. Setup API application | | | | | |
| Update your Account If incorrect office information is displayed, click here to refresh your account Update Account | | | | | |

- 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.

| BRIDGE Agreements | | ETHICAL REALTOR |
|--|---|------------------|
| Create New Agreement Existing Agreem | ents | |
| Available Agreements with Pensacola Association of F | REALTORS® | Search by Vendor |
| | e a VOW or Back office feed, scroll to the correct list of vendors. Locate th t. Your vendor will need to reach out to Pensacola Association of Realtors | |
| 2K Web Group | Available | Agree to Terms |
| Al Software | Available | Agree to Terms |
| Anywhere Real Estate | • Available | Agree to Terms |
| BEX Realty LLC | e Available | Agree to Terms |
| Blueroof 360 | e Available | Agree to Terms |

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.

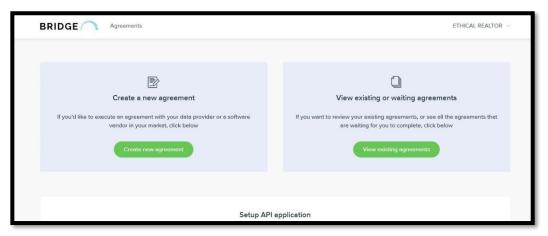
| BRIDGE Agreements | | | ETHICAL REALTOR \sim |
|-------------------------------------|----------------------------|--|------------------------------------|
| IDX Feed Type Broker | | | Export Agreement Decline Agreement |
| 1 Agreement Parties | PARTIES TO THIS A | GREEMENT | |
| 2 Agreement Terms | There are 3 parti | es to this agreement | |
| Questionnaire Execute Agreement | Broker | PENSACOLA ASSN OF REALTORS You must finish this agreement | |
| | Vendor | 2K Web Group This party has not yet agreed to the terms | |
| | MLS | Pensacola Association of REALTORS This party has agreed automatically | |
| | | | Next |
| | | | |

EXISTING AGREEMENTS

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

- 1) Login to <u>www.parmls.com</u>.
- 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.

| BRIDGE Agree | ements | | | | ETHICAL REALTOP |
|---|-------------------------------|--|-------|--------------------------|--------------------------------|
| Create New Agreement | Existing Agreements | | | | |
| Agreements you have comple | ted or are waiting on your ap | proval | | | Search by Template, Party |
| Showing all 2 agreements | | | | Waiting on me Waiting | Filter by: All \lor Export L |
| AGREEMENT | MLS | BROKER | AGENT | Agreed | UPDATE |
| IDX Feed Type Broker | Pensacola Associa | ETHICAL REALTOR PENSACOLA ASSN OF REALTO | | Incomplete | 19 Oct 202 |
| Zillow Rental Opt - In | Pensacola Associa | ETHICAL REALTOR | | Declined | 26 Sep 202 |
| Commence and an and a second second second second | | PENSACOLA ASSN OF REALTO | | Cancelled | |

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.

| Existing Agreements | | | | | |
|-----------------------|--|-------------------|--|--|---|
| | | | | | |
| a waiting on your app | iroval | | | Search by Temple | ate, Party 🔍 |
| | | | Waiting on me | Filter by: All \lor | Export List |
| S | BROKER | AGENT | VENDOR | STATUS | |
| Pensacola Associa | ETHICAL REALTOR PENSACOLA ASSN OF REALTO | | 2K Web Group | Waiting | 19 Oct 2023 |
| Pensacola Associa | ETHICAL REALTOR PENSACOLA ASSN OF REALTO | | | Waiting | 26 Sep 2023 |
| s | s Iensacola Associa | Pensacola Associa | S BROKER AGENT Vensacola Associa e ETHICAL REALTOR PENSACOLA ASSN OF REALTO Vensacola Associa e ETHICAL REALTOR | BROKER AGENT VENDOR ensacola Associa eTHICAL REALTOR rensacola Associa eTHICAL REALTOR rensacola Associa eTHICAL REALTOR | Waiting on me Filter by: All S BROKER AGENT VENDOR STATUS Vensacola Associa • ETHICAL REALTOR • 2K Web Group Waiting vensacola Associa • ETHICAL REALTOR • 2K Web Group Waiting |

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 <u>www.parmls.com</u>.
- 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.

| Zillow Rental Opt-In Complete this agreement to Opt-In your Renta | al listings to display on Zillow com | |
|--|--------------------------------------|----------------|
| | | |
| Zillow Rental Opt - In | | View 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.

| BRIDGE Agreements | | ETHICAL REALTOR $~~$ |
|---------------------------------------|---|------------------------------------|
| Zillow Rental Opt - In | | Export Agreement Decline Agreement |
| 1 Agreement Parties 2 Agreement Terms | PARTIES TO THIS AGREEMENT | |
| | There are 2 parties to this agreement | |
| 3 Execute Agreement | MLS Pensacola Association of REALTORS This party has agreed automatically | |
| | Broker PENSACOLA ASSN OF REALTORS You must finish this agreement | |
| | | Next |
| | | |