

**TRANSFERRING MEMBER
LISTING INPUT SETUP INFORMATION**



This form shall be completed by the Managing Principal Broker ("Participant") or their designated Principal Broker to assign listing input privileges in the Oregon Data Share LLC. (ODS) system for new members of ODS.

There are four types of members you can authorize; (i) Managing Principal Broker/yourself (Participant), (ii) a broker (Subscriber) licensed with the firm, (iii) a (Clerical User) which is employed by the Participant/firm to work as office personnel for the firm, or (iv) a (Personal Assistant) who is employed by the Participant or Subscriber working on behalf of only one licensee or team. In the event a Clerical User or Personal Assistant obtains a real estate license, that is not being hung in a referral company, they will be billed as a REALTOR® member and Subscriber.

If the Participant is completing this form for their own Participation privileges in the system, you should check FULL OFFICE ACCESS or FULL COMPANY ACCESS below whichever applies.

LISTING INPUT LEVEL OF ACCESS SETUP & CHANGES

This section is to be used for Principal Brokers/Participants, Brokers/Subscribers and Clerical Users ONLY.

BROKER/SUBSCRIBER NAME: _____

CLERICAL USER NAME: _____

MANAGING PB & FIRM NAME: _____

- ☐ **FULL MEMBER ACCESS-** Ability to add and change listings for self.
- ☐ **FULL OFFICE ACCESS-** Ability to add and change listings for anyone in this office.
- ☐ **FULL COMPANY ACCESS-** Ability to add and change listings for anyone in this office and any branch offices associated with this office in FLEXMLS.
- ☐ **PARTIAL ACCESS-** Ability to change only the items selected below for the Broker/Subscriber

Select the partial rights for this access level:

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

Automatically approve Subscriber's new listings? NOTE: If you select NO below, Participant must manually approve the Subscriber's listings before it goes live.

- ☐ Yes
- ☐ No

Changes to, or Cancellation of Input Privileges: Please make the following changes to this individual's listing input privileges.

PERSONAL ASSISTANT ACCESS SETUP & CHANGES

This section is to be used for Personal Assistants ONLY.

PERSONAL ASSISTANT NAME: _____

PERSONAL ASSISTANT EMAIL ADDRESS: _____

EMPLOYING LICENSEE NAME OR TEAM: _____

MANAGING PB & FIRM NAME: _____

By signing below, Managing Principal Broker "Participant" is authorizing ODS to grant access to the ODS database and system and to "Work As" the individual or team members listed below. I understand that this will grant the Personal Assistant listed above all access rights I have previously authorized the individual or team members.

ADD PERSONAL ASSISTANT TO OUR FIRM

Has this individual previously had access to this MLS?

- ☐ Yes, If yes, which office: _____ Prev. User ID in FLEXMLS: _____
- ☐ No
- ☐ Allow this Personal Assistant to "Work As" the following individual or team members as listed below:

Individual Or Team Member	FLEXMLS ID

Changes to, or Cancellation of Work As/Super User Privileges: Please make the following changes to this individual's Work As/Super User privileges.

Broker/Subscriber Signature: _____ Date: _____

Clerical User Signature: _____ Date: _____

Personal Assistant Signature: _____ Date: _____

Managing Principal Broker/Participant Signature: _____ Date: _____