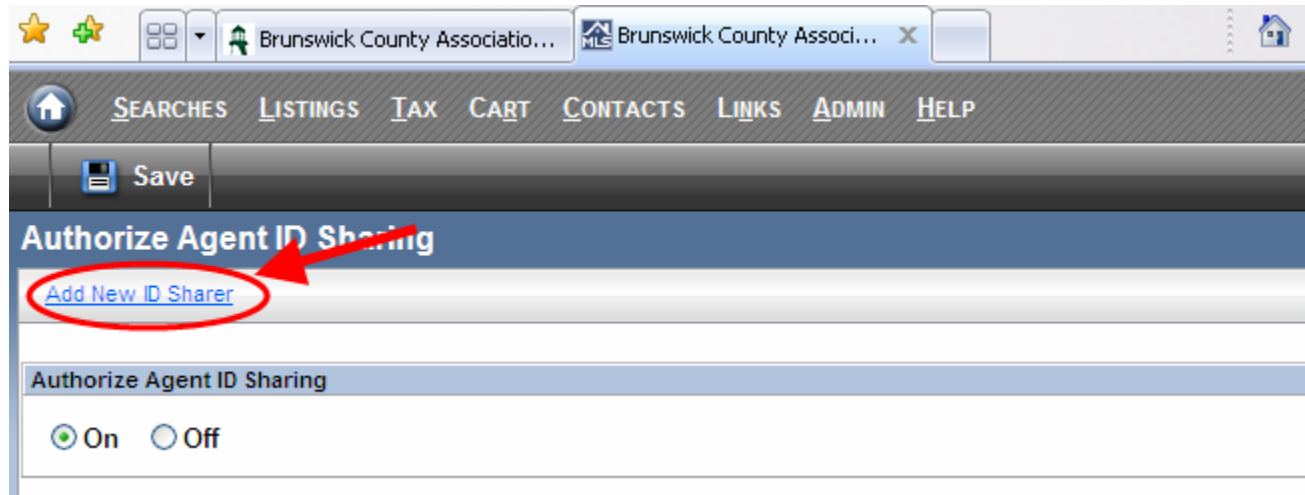


ID Sharing Setup

- 1) Person who wishes to share their access with others must log into the MLS. (For example, if *Tom Jones* wishes to share his ID with his office assistant *Sally*, *Tom* would log into the MLS and follow these instructions)
- 2) Select ADMIN then select **Authorize Agent ID Sharing**

The screenshot shows a web browser window with two tabs for 'Brunswick County Associatio...'. The website's navigation bar includes links for SEARCHES, LISTINGS, TAX, CART, CONTACTS, LINKS, ADMIN, and HELP. The ADMIN menu is open, displaying a list of options: Your Preferences, Modify Your Profile, Public Access Links, **Authorize Agent ID Sharing** (highlighted with a red arrow), Manage Saved Searches, Custom Search Setup, IDX Search Setup, One Line Grid Setup, Custom Report Writer, Custom Export Setup, CMA Document Setup, CMA Default Field Setup, View Broadcast Notices, View Agent Notices, View Sent E-mail, Agent Reports, Office Menu, Staff Menu, and Photographer Menu. The main content area features the Brunswick County Association of Realtors logo and a section titled 'RCASENC Commercial Day' with text about a Tuesday event on May 20th. Below this are sections for 'Staff Tools' and 'Your Saved Hotshots' with various links. A 'List Price' field is visible at the bottom right.

- 3) From the Authorize Agent ID Sharing screen, select **Add New ID Sharer** (look near the top right hand corner of the screen)



- 4) Look up the agent you would like to add, you only need to type in their last name
- 5) Select the agent you would like to grant sharing access to by clicking on the **Select** to the left of their name.
- 6) You should see the agent you just selected now appearing on the Authorize Agent ID Sharing screen (ensure that the **On** button is selected as well)
- 7) Select **SAVE** at the top of the screen.

You have now authorized another MLS ID to share your ID!!