

**Attention All RE/MAX Associates:**

IDX (Internet Data Exchange) for the Garden State MLS (GSMLS) is finally here. In order for there to be a seamless flow of IDX listings to your agent site, all Associates who are members of the GSMLS must complete the “Agent Opt-In Agreement for IDX Program.”

**Instructions on How to Complete the IDX Agreement**

- A. Print out these instructions, and then go to: <http://forms.gsmls.com/IDX/OptIn-Subscriber.pdf> and print out the IDX Agreement.
- B. Take pages 1-4, titled “Opt-In Agreement for Garden State Multiple Listing Service, L.L.C. Internet Data Exchange Program,” and Appendix C and remove them from the packet. The remaining pages are for your review and records only.
- C. Instructions for Completing Page 1:
  - **Name** – this would be your first and last name
  - **GSMLS ID** – this would be the GSMLS public ID that you use to log in to the system
  - **Office ID** – this would be the office GSMLS ID
  - **Office** – Office Name
  - **Address** – the address of the office
  - **Phone No.** – the phone number for the office
  - **E-mail Address** – your email address
- D. Instructions for Completing Page 2:
  - Enter your website address where indicated under “Website URL; Choice of IDX Solution; Disclosure Statements” (Do not initial “framing solution”)
- E. Instructions for Completing Page 3:
  - Initial selection titled “The IDX FTP Download Solution”
- F. Instructions for Completing Page 4:
  - Sign your name and date where it reads “Agreed to on the date set forth below:”
  - Under Participant Consent, fill in your name, signature and date.
- G. Instructions for Completing Appendix C:
  - **REQUESTED BY:**
  - **Participant (print name):** Name of the Associate (“Participant”)
  - **Office:** Name of the Office
  - **IDX Consultant Information:**
  - **Name:** Reliance Network (“IDX Consultant”)
  - **Address:** 3633 - 136th PL SE, Suite 100, Bellevue, WA 98006
  - **Phone/Fax:** (425) 644-3533/(425) 644-9354
  - **E-mail Address:** [datasupport@reliancenetwork.com](mailto:datasupport@reliancenetwork.com)
  - The Associate MUST sign their name where it reads Participant’s Signature and Date it as well.
- H. **This four-page form and Appendix C MUST be faxed** to GSMLS at 973-984-1790