

Attention Broker/Owners and Managers:

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 office site all Broker/Owners and Managers, of offices that are members of the GSMLS, complete the "Office Opt-In Agreement for IDX Program".

Instructions on How To Complete the IDX Agreement

- A. Print out these instructions., then go to: <http://forms.gsmls.com/IDX/OptIn-Participant.pdf> and print out the IDX Agreement.
- B. Take pages 1-5 titled "Participant 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 the name of the Broker/Owner or Manager
GSMLS ID – this would be the ID for the Broker/Owner or Manager
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 – the email address for the Broker/Owner or Manager
- D. Instructions for Completing Page 2:
Initial the Third Option under "Scope of IDX Participation" that reads:
"_____(initial) IDX User hereby authorizes the display of his/her IDX Listings by his/her own IDX Subscribers"

Initial the First Option under "Please complete the following..." that reads:
"_____(initial) IDX User requires the display of his/her Listing Office Identification on all of his/her listings on GSMLS IDX websites."

Enter your office website address where indicated under "Website URL; Choice of IDX Solution; Disclosure Statements"
- E. Instructions for Completing Page 3:
Initial selection titled "The IDX FTP Download Solution"
- F. On Page 5, the Broker/Owner or Manager MUST sign and date where it reads IDX User.
- G. Instructions for Completing Appendix C:
REQUESTED BY:
Participant (print name): Name of the Broker/Owner or Manager ("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
- The Broker/Owner or Manager MUST sign their name where it reads Participant's Signature and Date it as well.
- I. **This four-page form and Appendix C MUST be faxed** to GSMLS at 973-984-1790
- J. Once you have sent in your Opt-In Agreement for the office, you will then need to have your Agents sign and return to the GSMLS the Opt-In Agreement for Agents. This form is available at:
<http://forms.gsmls.com/IDX/OptIn-Subscriber.pdf> and instructions for your agents is available at:
www.remax-nj.net/regional/mls-information/