

**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:** 3326 160<sup>th</sup> Avenue SE, Suite 201, Bellevue, Washington 98001  
**Phone/Fax:** 425-562-6808/425-562-6802  
**E-mail Address:** [mikeb@reliancenetwork.com](mailto:mikeb@reliancenetwork.com)
- The Broker/Owner or Manager MUST sign their name where it reads Participant's Signature and Date it as well.
- I. **This five-page form and Appendix C MUST be faxed** to GSMLS at [973-984-1790](tel:973-984-1790)  
**You MUST also fax PAGE 1 ONLY** to the attention of Troy Murphy in the Regional Office at [856-722-1050](tel:856-722-1050).
- 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/gsmls/agent.htm](http://www.remax-nj.net/gsmls/agent.htm).