



Triangle MLS & Bridge

Member Instructions for new Data Access Agreements

Beginning on Tuesday August 16th, 2022, Triangle MLS Subscribers/Participants can now initiate Data Access Agreements with approved Vendors online using the Bridge Interactive platform.

Data Agreement Options: Please make sure to read the description of the agreement in the header before making your selection.

PLEASE NOTE: The designated Broker (BIC) for your office MUST first log into Bridge to allow access to agents from your office. This allows the platform to assign your Broker (BIC) as a signing party to your four-way data access agreement. If your designated Broker (BIC) has not yet logged into the system, you will see an error message explaining that this step must be completed before you can log in.

- 1. Log into the TMLS Portal at: <u>https://my.trianglemls.com</u>
- 2. Click on the Bridge Interactive tile on your SSO dashboard



Create new IDX Agreement **3.** Once logged in to Bridge, you will have the option to Create a new agreement or View an existing agreement. To create a new agreement, simply locate the type of data agreement you need (IDX or VOW), then select the Vendor you would like to initiate an agreement with and click "Agree to terms" The system will create the agreement and send a notification to all parties, to login and agree to the terms.



If you do not see your vendor, please have your Vendor email: <u>datafeeds@trianglemls.com</u> to become an approved Vendor.

IMPORTANT: Select Constellation Web Solutions as the vendor

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To view your agreements, click **Existing Agreements** in the top menu. Use the Filter option to filter agreements by status.

BROKERS (BICs): The **Existing Agreements** tab is where you can find agreements from your agents waiting for your approval. To approve a waiting agreement:

- 1. Locate the waiting agreement. You can use the search function to search for the agent's name.
- 2. Click the agreement to open and to agree to the terms to approve. There will be a notification sent to the other parties once you have approved.

For support using Bridge Agreement Management, please email: support@bridgeinteractive.com