TRIAD MLS & Bridge

User instructions for new data access agreements

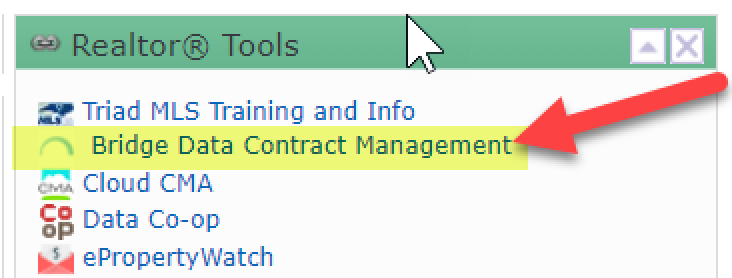
TRIAD MLS users can now initiate data access agreements with approved vendors online using our Bridge Interactive Platform.

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 Data Contract Management to allow access to agents from your office. This allows the platform to assign your broker-in-charge as a signing party to your four-way data access agreement. (Agent-Broker-Vendor-Triad MLS)

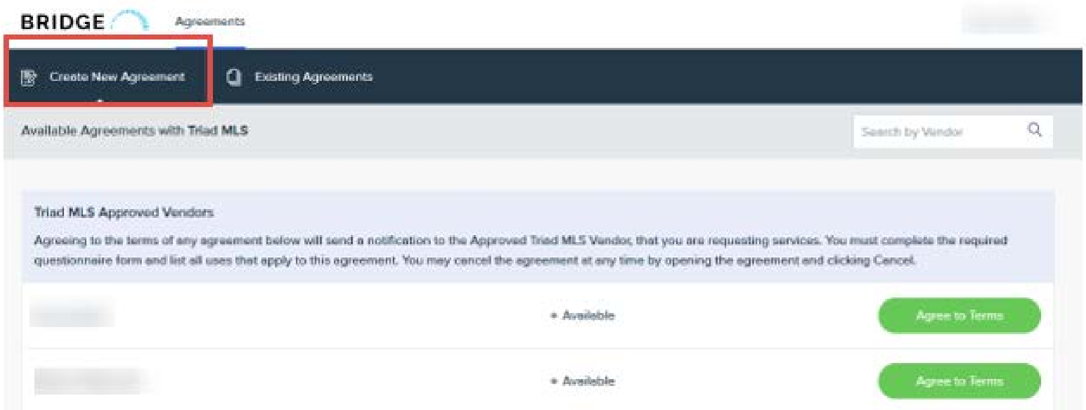
(If your designated broker has not yet logged into the system, you will see an error message explaining that this step must be completed before you can log in.)

1. Log into Matrix: (https://triad.matrixmls.com)
2. Locate the Bridge Data Contract Management link under Realtor Tools on your dashboard:



Creating A New Agreement

Once logged in to Bridge, you will have the option to **Create New Agreement** in the top menu:



To create a new agreement, locate the vendor you would like to initiate an agreement with and click "Agree to terms."

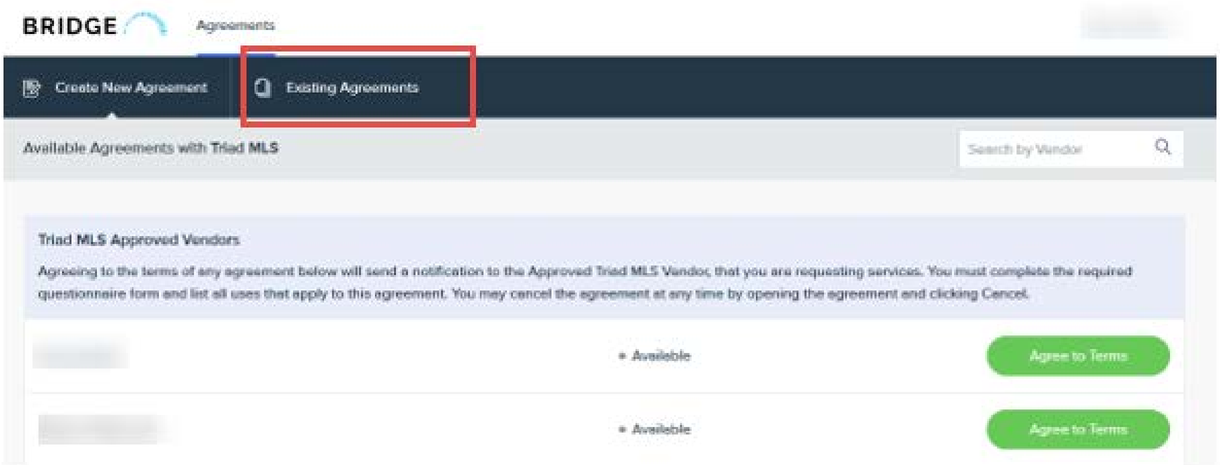
IMPORTANT: Please select Constellation Web Solutions from the vendor list

Once you click on this button, you'll need to fill out an application. Once submitted, the system will create the agreement and send a notification to all parties, to login and agree to the terms.

PLEASE NOTE: If you do not see your vendor, please have your vendor email rets@triadmls.com to become an approved vendor.

Existing Agreements *(these will appear once you have created in Bridge Contract Management– this will not include any previous contracts executed on paper)*

To view your agreements, click **Existing Agreements** in the top menu:



Use the Filter option to filter agreements by status.

BROKERS: 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