



The MLS of Greenville, SC Inc.

Data Feed Services

Paragon Agreement Management (PAM)

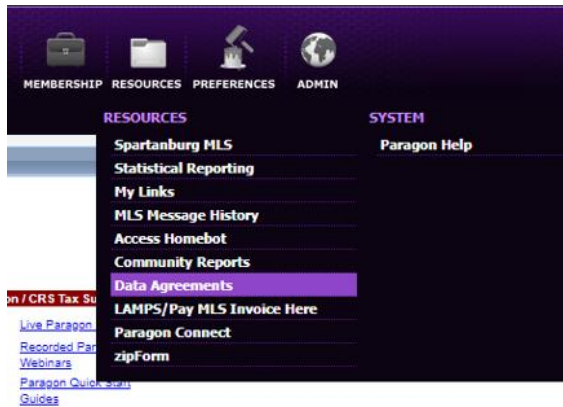
Member instructions for new Data Access agreements

This document outlines the custom workflow for The MLS of Greenville, SC members to initiate data access agreements with approved GGAR vendors in PIC 2.0 (PAM).

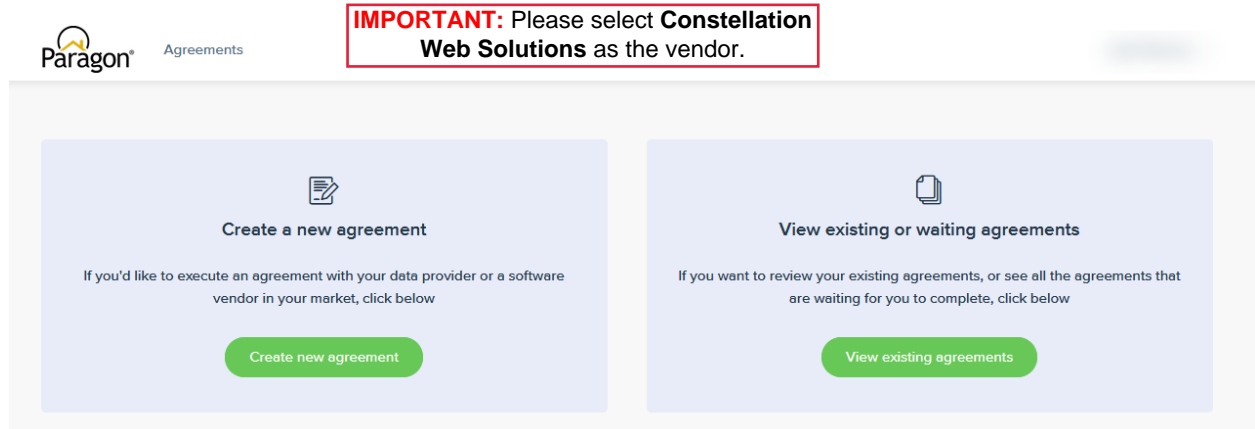
You will need to login to PAM to locate the vendor you would like to initiate a contract with.

1. Log into Paragon
2. Click Resources>Data Agreements. This will log you in to PAM
3. If this is your first time using PAM; you will be required to accept the Terms of Use agreement

PLEASE NOTE THAT THE DESIGNATED BROKER FOR YOUR OFFICE MUST FIRST LOGIN TO PAM TO ALLOW ACCESS TO AGENTS FROM YOUR OFFICE. THIS IS A ONE-TIME BROKER REQUIREMENT WHICH ALLOWS PAM TO ASSIGN YOUR BROKER AS A PARTY TO YOUR 4-WAY AGREEMENT FOR ANY AUTHORIZED VENDOR. IF YOUR DESIGNATED BROKER HAS NOT LOGGED IN TO PAM, YOU WILL RECEIVE A MESSAGE LETTING YOU KNOW THIS STEP MUST BE COMPLETE BEFORE YOU CAN LOGIN



4. Once logged in to PAM, you choose to **Create a New agreement** or view existing agreements. Available Agreements are lists of approved vendors for each data feed type. Be sure to select the agreement from the correct data feed type list.
5. Locate the vendor you would like to initiate an agreement with and click Agree to Terms



6. Click next to agree to the terms and complete the questionnaire form if required. Once complete, PAM will send a notification to the other parties in the agreement.

To view your agreements, simply click the Agreements link at the top of the page. Use the Filter option to filter agreements bases on status.

BROKERS – This is where you find waiting 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 edit and proceed to agree to the terms to approve. There will be a notification sent to the other parties once you have approved.

Need assistance: (Contact MLSSupport@ggar.com or by phone at 864-672-4657)