



SPOKANE ASSOCIATION OF REALTORS®

Multiple Listing Service Broker Assistant Online Access Agreement

ASSISTANT NAME \_\_\_\_\_ [Print name of person accessing MLS online system]

Licensed Broker - ID# \_\_\_\_\_  Unlicensed Assistant ID# \_\_\_\_\_ (1st & middle initial + first 3 letters of your last name)

for Broker: \_\_\_\_\_ ID# \_\_\_\_\_

Company # \_\_\_\_\_ Company Name: \_\_\_\_\_

Assistant Email Address: \_\_\_\_\_

Upon completion of this agreement, the SAR will create a Paragon account for the Assistant. This account will be unable to see/manage listings without the use of Assume Identity for the Broker(s) authorized. Broker will be responsible for Assistant's monthly fees, billed quarterly.

**NOTE:** The Assistant will have access to ALL of the Broker's listings (the same as the Broker's login) and the ability to perform any and all of the Paragon functions allowed the Broker. If the Broker wishes to withdraw "assumed identity" access from the Assistant or the Assistant is terminated for any reason, please notify the Association Office in writing immediately.

*If Assistant has access to a Broker Account with Listing Input authorization, Assistant must attend a Listing Input class at the SAR.*

The MLS Steering Committee has ruled that every individual that has access to the Spokane Association of REALTORS® Multiple Listing Service Online System, is required to attend a training class at the SAR and agrees:

**NOT TO DISCLOSE PASSWORD** As per Sec. 10, of the Rules and Regulations of the Spokane Association of REALTORS® Multiple Listing Service, user agrees not to disclose password to any third party whomever (including, but not limited to another user, a person associated with another user or any other person associated with the member's office) and acknowledge that any disclosure will seriously jeopardize the security of the entire system and may cause irreparable injury to the SAR, its members and all other Users.

In the event of disclosure and/or use of the password by anyone other than the above named user, a fine may be assessed as per Sec. 7, against the Participant. In addition, other disciplinary action may be taken against the Participant.

**Information obtained from the SAR Online will be used exclusively by authorized members in compliance with Rules and Regulations of the Spokane Association of REALTORS®.**

**REMINDER - Do not disclose passwords to anyone for any reason!**

Date \_\_\_\_\_ Assistant: \_\_\_\_\_ [Signature]

Broker: \_\_\_\_\_ [Signature]

Participating Broker: \_\_\_\_\_ [Signature]