Connect and Logon to the Internet. Rapattoni MLS has been optimized to work with Microsoft **Internet Explorer 11** or **Edge** *(for PC),* **Mozilla Firefox**, **Safari,** and **Google Chrome** *(for Pc or Mac).*

1

Hint! A wide screen monitor is highly recommended.

Click in the "**Address**" bar. Change your Address (URL) to: **www.cincymls.net** Press ⌷Enter⌷. The CincyMLS.net "**Home Page**" and Rapattoni MLS logon screen will be displayed.

2

Click in the "**Agent ID**" typing box**,** type your MLS **Agent ID#.** *(assigned by CincyMLS)* Click or use the ⌷Tab⌷ key to go down to the "**Password**" box. Enter your Password. *(assigned by CincyMLS)*

3

4

Click on the "**Submit**" Button.

5

Note! The *first time* you logon, a certificate of acceptance will be displayed. Click "**Accept.**" *(not shown)*

6

Note! Once logged into Rapattoni MLS, you will be taken directly to the "**Change Password**" page where you must change your password to something other than the password assigned by CincyMLS. *(not shown)*

7

8

Changing Your Password

1) Enter "New Password". *(Up to 8 characters – letters or numbers – upper or lower case, in any combination)*
2) Click or ⌷Tab⌷ to "Confirm New Password" box. "Retype" your "New Password".
3) Click the "**Submit**" button.

Note! Please check the "System Status" message as you login.

▶ **Green** up arrow means the system is ready for use.
▶ **Yellow** up arrow means that the system is up but there are issues that you need to be aware of.
▶ A **red** down arrow means the Rapattoni system is unavailable for use.

New Users Quick Start Guide
Page **1**   Revised: **Monday, January 11, 2016**
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CincyMLS.net

E-mail CincyMLS | Membership Info | Agent/Office Search | Financial Tools

...ne or looking for other Greater Cincinnati information, visit any of our Broker Company W...

| REALTOR Associations | Local County Auditors | Other MLS Websites |

Supporting Boards and Associations

CINCINNATI AREA BOARD OF REALTORS Home Page   CABR News

Education   Gov-RPAC   Calendar

▶ Southern Ohio Association of REALTORS®
▶ Butler-Warren Association of REALTORS®
▶ Highland County Board of REALTORS®

Weather and Traffic

▶ Current Weather Conditions and Extended Forecast for Greater Cincinnati and Other Areas

▶ Ohio Department of Transportation

Calendar

◀   **May 2015**   ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Greater Cincinnati Links

▶ Ohio Dept of Ed Local Report Cards
▶ Cincinnati Public Schools
▶ CPS Elementary School Street Layout Guide
▶ Home Builders Asn of Gtr Cincy

▶ African American Chamber of Commerce
▶ Hispanic Chamber of Commerce
▶ European-American Chamber of Commerce
▶ Grt Cincinnati Chinese Chamber of Commerce
▶ Cincinnati USA Regional Chamber
▶ Cincinnati USA Regional Tourism Network

▶ City of Cincinnati Economic Development
▶ City of Cincinnati
▶ Cincinnati Citizen Service Request
▶ Hamilton County

▶ Grt Cincinnati / NKy International Airport
▶ SORTA - go METRO Bus

▶ Cincinnati Bell Local Phone Number Search
▶ Switchboard National Phone Number Search
▶ National Do Not Call Registry

▶ The Cincinnati Enquirer
▶ Cincinnati Business Courier
▶ Cincinnati Magazine
▶ CityBeat

Technology Links

▶ CincyMLS Business & Technology Resources
▶ SPEEDTEST.net
▶ Time Warner Speed Test

On-line Dues and Bill Pay

Click Here to Pay Your MLS Dues and MLS Monthly Bills

Rapattoni Mobile Edge MLS

Did you know that you can access CincyMLS Rapattoni from your iPhone, iPad, Android, Windows Phone or Tablet?

Available now! NEW mobile website optimized for smart phone & tablet devices!

Edge - Feature Tour

▶ Click here for several additional Rapattoni training videos.

▶ Click here for a printable PDF CincyMLS quick reference guide!

Note! Open your device Browser and go to cincy.rapmls.com to logon. Place ICON on your homescreen. *(Optional)*

NOTE! This is NOT an App. No App to download!

2014 MLS Year In Review

CincyMLS.net

Click here for CincyMLS 2014 Year In Review!

A look back at MLS accomplishments in 2014 and a look forward to 2015 and some of the new enhancements to come!

Download

▶ Microsoft Internet Explorer
▶ Mozilla Firefox
▶ Safari
▶ Adobe Acrobat Reader
▶ Macromedia Flash Player
▶ Java
▶ CCleaner
▶ Malwarebytes Anti-Malware
▶ Microsoft Windows Update
▶ Paint.NET
▶ Click Here for More Downloads

▶ This site is best viewed at 1024x768, minimum of 256 colors using Microsoft Internet Explorer.

Members Log On

Agent ID [   ]
Password [   ]
[Log In]

Help
Forgot your password?

System Status

⬆ **The System is Up & Available!**

Please go to http://cincy.rapmls.com to log on when this page is not available.

NOTE! MLS recommends that you clear your Pc's "Temporary Internet Files" (cache) before you log on to CincyMLS.

MLS Training Info

▶ Training Info & Schedule
▶ Quick Start Guide for New Users
▶ Time to FOCUS!
▶ Connecting with CincyMLS
▶ Rapattoni Training Videos
▶ MLS Mobile Phone/Table Interface
▶ FOCUS on Rapattoni Mobile MLS
▶ Areas/Suburbs (SIC)
▶ Forms & Documents
▶ Map to CincyMLS
▶ Realist2 ▶ Recorded Webinar!
▶ RPR ▶ RPR's New Member Orientation
▶ ShowingAssist Info & Tutorials
NEW ▶ ShowingAssist News Letter May 6, 2015
▶ Supra Links and Resources

EQUAL HOUSING OPPORTUNITY The MLS of Greater Cincinnati abides by Fair Housing Law.

Industry Links

▶ Supra eKEY   ▶ Supra Links and Resources
▶ Cincy Area Geographic Info System (CAGIS)

▶ Ohio Division of Real Estate
▶ Ohio Housing Finance Agency
▶ Home Builders Asn of Gtr Cincy
▶ Realtor.com Enhancement Products
▶ REALTOR® Team Store
▶ REALTOR® Store
▶ NAR Public Promotion Videos
▶ NAR On-Line Library

▶ Map/Directions to CincyMLS/CABR
▶ MLS Areas/Suburb (SIC) Indexes
▶ MLS Areas/Suburb (SIC) Maps
▶ MLS Forms and Documents
▶ Cincinnati/Dayton MLS Reciprocity

▶ HomePath.com by Fannie Mae
▶ Appraisal UAD Form www.OCAPWEB.org
▶ U.S. Census Bureau
▶ Federal Consumer Info Center
▶ Ohio HUD Information
▶ Ohio HUD
▶ FHA-approved Condominium Projects
▶ Haines & Company, Inc: Criss+Cross

▶ CincyMLS Calculator Page
▶ Realtor.com Financial Calculators
▶ Interest.com Calculator Page
▶ KJE Computer Solutions Calculator Page
▶ Microsoft Live Bing Search Maps
▶ Mapquest (Map an Address)

☛ **Note!** Click on "**Training Info & Schedule**" in the System Status Section for the CincyMLS Rapattoni class schedule.

☛ **Note!** If you suspect that someone else may be using your logon information, then **change your password** immediately. Sharing of your logon ID and Password is a clear violation of Article 3, Participation, and Article 5, MLS Property, of the Cincinnati MLS Rules and those users and their brokers may be subject to stiff punitive action taken by the MLS Committee and Directors, such as, but not limited to suspension of services, up to a $1,000 fine and even possible expulsion from the MLS.

Hint! If you have an un-licensed assistant, contact MLS and ask about Personal Assistant Access and Agent ID Sharing!
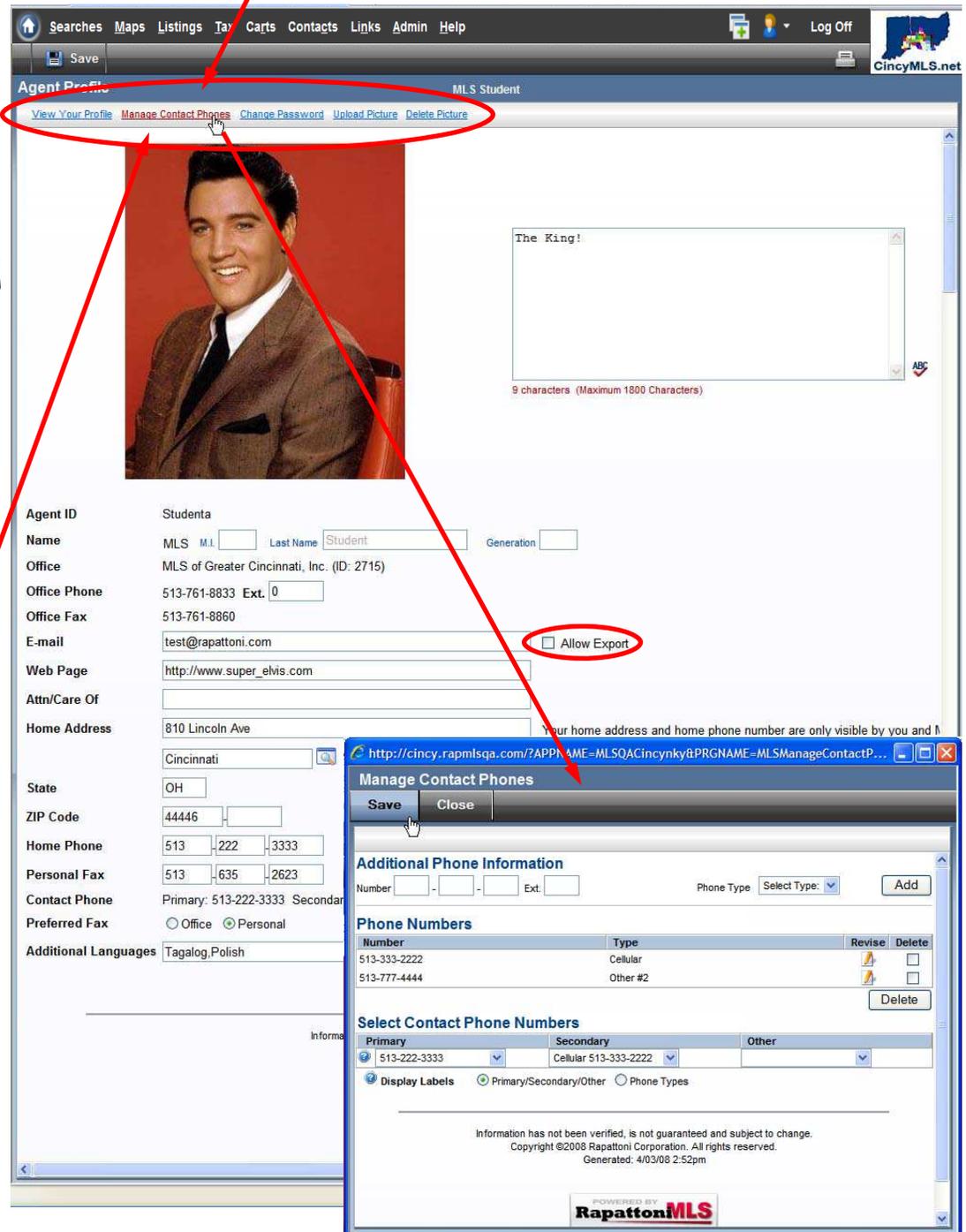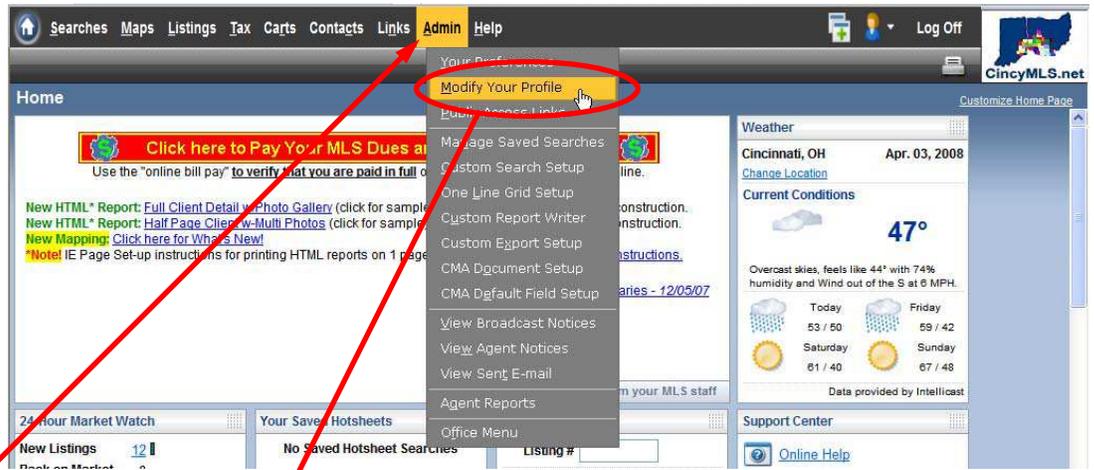
Your Personal Information

To modify or enhance your *Personal Information*, upload your personal *Picture*, change your *Password*, modify your *Agent Preferences*, display *Broadcast or Agent Notice History*, *View Sent E-mail*, run *Agent Reports*, manage *Saved Searches*, Add/Modify *Custom Search Preferences*, Setup *CMA Documents,* Set up *One Line Grid or* access the *Office Menu* (if authorized), begin by clicking on "**ADMIN**" from the "Menu Bar."

To change your Agent information, click "**Modify Your Profile**". *(Some of the information cannot be changed. To change this information, complete and FAX an "Agent Information" form to MLS.)*

Note! "**Additional Phone Set-up**" can be added. You can have up to 3 contact phone numbers. All 3 contact phones will be displayed on your personal "Agent Information" page. The primary phone will number will print on your reports. In addition, the "Client" reports have been designed to include your "Cell Phone" number. To add the additional contact phone numbers and "Cell Phone" information, click "**Manage Contact Phones**." Follow the instructions presented. Once the "Additional Phone Info" and "Select Contact Phone Numbers" has been added or modified, click "**Save.**" This will take you back to the "Agent Profile" page. click "**Save.**"

Hint! Your "Cell Phone" can be 1 of your 3 contact phone numbers, but does not have to be, to print on the "Client" reports. Your Office's phone number will always print next to your Office's name, and therefore, should not be 1 of your 3 contact phone numbers.

Beginning Class
Page **10**   Revised: **Friday, February 21, 2014**
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Home Page – www.CincyMLS.net   Wireless PDA Home Page – cincy.rapmls.com/pda
(Backup Home Page – cincy.rapmls.com)   (Public Home Page – www.CincyMLS.com)

Your Rapattoni MLS Home Page—Desk Top

Help is available! Just click "**HELP**" in the top "Menu Bar" to search for information in "Online Help," e-mail a question to support, watch multimedia tutorials that explain how to use the system, view and print "Printable Documentation," a full text of the "Online Help," "Tips for New Users," "What's New" or call toll-free **1-866-730-7114**, please refer to support ID **3675**. (Monday thru Friday 9am to 8pm, Saturday 10am thru 6pm, Cincinnati time.) Instant "Help": click on 🌐 through-out the MLS system for instant help and information without interrupting your work!

Each time you logon, any new "Broadcast" (sent to all Members from MLS) or "Agent" (sent to you only from MLS) notices will be displayed. Take a moment to read these important notices (or click "**Read Later**") then click "**Ok**" at the bottom of the page to go to the Rapattoni MLS "Home" page.

At any time you can display your "Broadcast" or "Agent" notice history. Click "**ADMIN**," then from the "ADMIN" menu, click "**View Broadcast Notices**" or "**View Agent Notices**."

You can return to the "Home" page at any time by clicking 🏠 in top "Menu Bar."

☞ **Note!** To exit the MLS, click "**LOG OFF**" in the right hand corner of the top "Menu Bar." *(Note! If you close your Browser or leave the MLS without clicking "LOG OFF," the system still thinks your are logged on. After a specific length of time, the system automatically terminates your session. However, if you attempt to logon during this period, you will receive a warning message before continuing to logon to the MLS. See previous pages.)*

☞ **Warning!** Always click "**LOG OFF**" when your MLS work is complete, otherwise someone could continue on with your current session! This is particularly important when logging on to Rapattoni MLS from a client's location. Also, when logging on to Rapattoni MLS from a client's location, make sure that Windows does not save *(memorize)* your Agent ID and Password, otherwise your clients could access Rapattoni MLS.

☞ **Note! Customize Home Page** – Click the "**Customize Home Page**" link (located on the Home page "**Title Bar**") to specify which modules you want to display on your Home page.

☞ **Note! Rearrange Modules –** Put the modules you use most often right at your fingertips! Just drag a module to a new location and it snaps into place in the column.

Home Page – www.CincyMLS.net   Wireless PDA Home Page – cincy.rapmls.com/pda
(Backup Home Page – cincy.rapmls.com)   (Public Home Page – www.CincyMLS.com)

Realist2 **Menu Bar** **Tool Bar** **Open a New MLS Window** **ID Sharing** **Minimize** **Maximize** **Close**

Cincinnati Multiple Listing Service - Windows Internet Explorer

http://loginlax.rapmls.com/WorkAsSelf.aspx?hidMLS=CIN&SID=fae683ab-8abc-4004-9f0b-31c8927e8d

Favorites | Cincinnati Multiple Listing Service

Page ▾ Safety ▾ Tools ▾

Searches Maps Listings Tax Carts Contacts Links Admin Help   Log Off   CincyMLS.net

Searches menu:
Saved Searches
Saved Hotsheets
Recent Searches
Hotsheet
School District
Standard
Custom
Radius
Map
Address
Listing #
Tax ID#
Open House
Realtor Tour
Agent/Office

Listings menu:
Enter New Listing
Copy Listing
View/Revise Your Listings
Quick Change
Incomplete Listings
Published Statistical Reports
Expiration Report

Map Explorer
Map Search

Contacts menu:
Contacts/Prospects
Manage Groups
Tasks
Reverse Prospecting

Links menu:
Financial Tools
Links & Documents

Admin menu:
Your Preferences
Modify Your Profile
Public Access Links
Authorize Agent ID Sharing
Email Alerts Setup
Alerts Report
Manage Saved Searches
Manage Saved Hotsheets
Custom Search Setup
IDX Search Setup
One Line Grid Setup
Custom Report Writer
Custom Export Setup
CMA Document Setup
CMA Default Field Setup
Seller's Net Sheet Setup
Find Comparables Setup
View Broadcast Notices
View Agent Notices
View Sent E-mail
Agent Reports
Office Menu

Help menu:
Online Help
Feature Spotlights
Getting Started Guide
Printable Documentation
What's New
PDA Interface Info
Diagnostic Center
Support Center

Note! Since this is an Internet-based system, the keystrokes and mouse actions that you use to get around on any Web site work the same way in the MLS. Note! Use your Tab [Tab] key or mouse to navigate the Rapattoni MLS pages! (Do NOT use the Enter [Enter] key.)

Note! Keyboard Shortcuts – You can make selections from the "Menu Bar" by typing keyboard shortcuts. As in many familiar Windows applications, simply press the Alt [Alt] key and then press an underlined letter from the "Menu Bar" to drop down the menu … then just type the underlined letter corresponding to the item you want.

Note! Tool Bar Puts Buttons Within Easy Reach (samples shown below) – The MLS toolbar offers Print as well as dynamic "action" buttons that display based on the area of the MLS you are working in.

Search—Criteria Input

Search | Exports | Statistics | Map | Options

Search—Results Page

CMA | Reports | Exports | E-mail | Map | Find Comparables | Add to Cart | Statistics | Options

Menu Bar "Home" – Returns you to the MLS Home page. (**Note!** Do NOT user the "Home" ICON in Internet Explorer!)

Searches Maps Listings Tax Carts Contacts Links Admin Help   **Opens Duplicate Session**   Log Off

"**Print**" – Prints the **Listing Detail** page with screen elements removed, to un-clutter the data. (**Hint!** Use the "**Reports**" Tool Bar button to print listing information formatted for printing onto paper: 1 listing per page, 2 listings per page, etc. in a variety of formats!)

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Home Page – www.CincyMLS.net   Wireless PDA Home Page – cincy.rapmls.com/pda
(Backup Home Page – cincy.rapmls.com)   (Public Home Page – www.CincyMLS.com)

Click here to Pay Your MLS Dues and MLS Monthly Bills

REALTORS*   Saturday, April 9 & Sunday, April 10 is REALTOR® Open House Weekend! We are

Links and Documents
Close

The following items are provided by MLS staff for your use

CincyMLS.net	Opens CincyMLS.net Home Page in New Browser Window
CincyMLS.com	Opens CincyMLS.com Public Web Site in New Browser Window
Ohio Division of Real Estate	License Center
Ohio Association of Realtors	
Northern Kentucky MLS	Member Login and Listing Search
Dayton MLS	Member Login and Listing Serach
Realtor.com	USA Home Search
Printable Forms & Documents	Printable Work Sheets, Addendums, Forms and Documents
Interactive Forms & Documents	Interactive PDF Work Sheets, Addendums, Forms and Documents
MLS Supplies	On-line Interactive Order Form
Training Information	Schedule and Training Materials
MLS Areas / Suburb (SIC)	Indexes: Revised: July 16, 2007
MLS Areas / Suburb (SIC)	Maps: Revised: July 16, 2007
Contact Information	MLS of Greater Cincinnati, Inc. Staff Contact Information
MLS Rules and Regulations	Revised: October 16, 2001
Broker Reciprocity Rules	MLS of Greater Cincinnati, Inc.
Cincinnati Dayton Reciprocity	Cincinnati & Dayton MLS Reciprocity Access
Lockbox Rules and Regulations	MLS of Greater Cincinnati, Inc. - Revised: February 20, 2004
MLS Committees & Directors	Contact Information

☑ **MLS Check List to Success!**

☑ *Remember:* To access "external links," from the "Menu Bar," click "**LINKS**," click "**Links & Documents**." Links to *Printable & Interactive Forms*, *MLS Supplies*, *Training Information and Documents*, *MLS Rules & Regulations, Committee and Director Information, MLS Staff Contact Information*, printable *Membership Roster, Monthly MLS Statistical* "snap shot," and *Area/Suburb Year-to-Year Comparison statistics* — and more!

☑ *Remember*: Access to "Enter New Listing," "Revise Listing Information," "Revise Status Information," "Manage Office Listings," "Manage Other Offices," and "Modify Office Information" is restricted. Brokers are granted access to all of the above. Managers and Office Administrators are granted access to all of the above except "Manage Other Offices." Personal Assistants and Realtor Associates are not granted any of the above access rights unless the Broker/Manager has authorized the access rights in writing to MLS. The request for these access rights *(Enter New Listing & Quick Change)* must come in writing from your Broker/Manager to MLS. To access the authorization form, click "**LINKS**" in the "Menu Bar," click "**Links & Documents**" click either "**Printable**" or "**Interactive MLS Forms & Documents**," click "**Administrator / Personal Assistant / Personal Add/Revise Listing Access Application Form**."

☑ *Remember*, the listing must be entered in MLS as a complete listing and a copy of the listing contract faxed or mailed to MLS, both within 72 workday hours of the list date on the listing contract, excluding weekends and holidays.

☑ *Remember to write the listing's MLS# and MLS Area Code and Suburb SIC Code on each page of the contract submitted to MLS.*

☑ *Remember,* there is no charge to enter a listing, however, the "late computer entry fine" and "late paper work fine" are $100 each.

☑ *Remember*, you are required to enter the listing into MLS and submit the contract paperwork for every **Single Family**, **Condominium** and **Multi-family 2-4 Unit** property listed that is located within one of our MLS designated Area Codes.

☑ *Remember*, if the sellers amend the listing contract or sign a contract addendum that with holds a **Single Family**, **Condominium** and **Multi-family 2-4 Unit** listing from MLS publication, you must send the contract and addendum to MLS within 72 workday hours of the list date on the listing contract.

☑ *Remember*, a listing cannot be entered until it can be shown. If the property is listed but not to be shown until a date in the future, you must send the contract and any addendum to MLS within 72 workday hours of the list date on the listing contract to hold on file until the listing is added as a complete listing. When the listing is added as complete, re-send the contract with the MLS# and MLS Area Code and Suburb SIC Code written at the top of every page and a note disclosing that this was a temporarily with held listing.

☑ *Remember*, Realtor owned listed property must be disclosed in the Marketing Remarks. "Agent Remarks" and "Showing Remarks" are optional.

☑ *Remember,* all photos or sketches must be supplied. The primary, exterior photo or sketch must be supplied within 5 business days of the list date on the listing contract. MLS excludes weekends and holidays. There is no charge to upload photo(s), however, the "incomplete information fine" *(late or missing primary, exterior photo or sketch)* is $100 each.

- Photographs *(interior or exterior)* must be of the subject property for sale only. Photographs of "similar" or "model" properties are not permitted.
- If your listing is "Under Construction" or "To Be Built," MLS can add the "Under Construction" or "To Be Built" insert logos.
- An "Under Renovation" insert logo can be added or a sketch can be supplied for listings that are "Under Renovation" *providing that a current picture of the listing is supplied as the second picture.*
- If your listing is vacant or "unimproved" land, MLS can add the "Land" insert logo.
- If the primary image supplied is an aerial photo, *then a "street level" exterior image of the actual structure for sale must be added as a multiple image.*
- *No company emblem, logo, or company / agent / seller self-promotion* (which includes "For Sale / Lease / etc." or **Company / Agent / Seller signage)** *may be shown on any MLS listing, which includes primary and multiple images, virtual tours, or in any MLS publication.*

☑ *Remember,* no form of agent, broker or seller promotion, such as E-mail and web addresses, names, or phone numbers may appear in any free form input field (e.g, directions, marketing remarks, special financing, picture descriptions, etc.) unless the field is specially designed for such input (e.g., agent remarks). Failure to comply could result in a $100 fine for each violation.

☑ *Remember*, always enter a "**%**" or "**$**" when entering the "**Sub Agency-Coop**" and "**Buyer Agency-Coop**." The listing broker shall specify on each property data form submitted to MLS *(if listing is entered by MLS)* and in the computer system under the feature names, a) "Sub-Coop" the compensation it will pay a subagent, and/or b) "Buy-Coop" the compensation it will pay a buyer agent, as either: 1) a percentage **%** of the gross selling price, or 2) a definitive **$** dollar amount which is applicable to such listing. If the listing broker chooses to cooperate and compensate one but not the other, a number "0%", "$0" or "0" shall be designated in the "Sub-Coop" or "Buy-Coop" feature of the Agency choice that is not to be compensated. Any entry (including no entry) other than a dollar amount, percentage or "0" is considered inappropriate and will result in an incomplete / inaccurate information fee.

RapattoniMLS
CincyMLS.net

Quick Start Guide
Page 5   Revised: **Thursday, March 17, 2011**
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Home Page – www.CincyMLS.net   Wireless PDA Home Page – cincy.rapmls.com/pda
(Backup Home Page – cincy.rapmls.com)   (Public Home Page – www.CincyMLS.com)

Realist2®

Realist2® links public record information with MLS data, providing property data, street and assessor maps, and market information. It integrates with the Rapattoni CincyMLS system.

The assessor's tax roll data makes up the core of the Realist2® property record. The Realist2® database is updated annually with certified assessment values and any other changes in the assessor's property characteristics

Realist2® is updated with deed and mortgage recordings as often as daily. But there may be a lag between the actual settlement of the sale or mortgage and our ability to access the recording information. The information will be made available through Realist2® as soon as practical after the recording information is available from the recorder.

Logon to Rapattoni CincyMLS. Click "**TAX**" in the Menu Bar. **First time users:** The Realist2® "END USER LICENSE AGREEMENT" will be displayed. *(not shown here)* Scroll down to the bottom of the page, click the pull-down selector button, click "**I Accept**" then click "**Submit**." The Realist2® "home page" will be displayed. **Note!** Some users may be prompted to download & install a newer version of Adobe "**Flash**." Follow the instructions to install this software upgrade.

Note! You can also link directly to Realist2® from the "One Line," "One Line and Hotsheet Grids," "With Pictures," "Without Pictures" and "Listing Detail Page" by clicking on the "**Scroll**" ICON or "**Tax ID**" information links.

On **Realist2's home page** you'll find a full set of searching and mapping tools, all contained within one interface where you'll perform searches and view and manage your results. Searching and mapping work together seamlessly, allowing you to drill down visually on the Map with road, aerial, and birdseye views, or view the information in the more traditional search results grid containing customizable columns of data.

Realist2®
CincyMLS.net

Quick Start Guide

Note! The following diagram walks you through each area of Realist2's main page and describes what you can do:

Region controls the county you search. **My Search** is where you perform you searches.

Navigate the main pages using the **menu bar**. The default view is the Search page.

Switch to "Realist Classic" for a more familiar scheme. *(temporary only)*

Map tools allow you to customize the map to give a holistic perspective on a search area.

Switch map views.

Zoom and move around the map.

Click a push pin to open the Property Detail hover/navigation box.

Add values to the attributes in the My Search Panel and click Search to execute your search. Click Edit Attributes to ass and remove fields for the current search.

The Search Results Grid shows all properties that meet your search criteria. Selected properties (those with a checkmark) appear on the map.
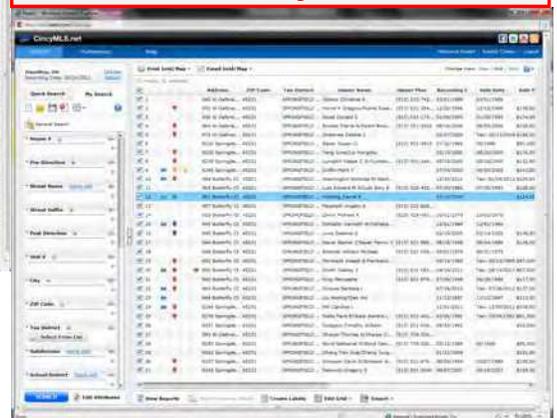
View reports, create and print labels, and export search results. You can also set the columns that appear on the grid.

Change the screen view to show the Map only, the Search Results Grid only, or both (Split). **(see below)**

Map Only view

Grid Only view

All Ohio Counties plus selected Southeastern Indiana Counties

Links

Agents
(see page 27 for more info)

You can offer a "real time" view of your MLS listings, your personal information page, and a IDX (*Broker Reciprocity*) search for MLS listings and open houses right on your agent's Web site.

From the "Menu Bar," click "**ADMIN**," then from the "ADMIN" menu, click "**Public Access Links**." Locate the "Hyperlinks." Click "**Copy Link to Clipboard**" and paste link text in an e-mail message to your Webmaster, or directly into your web site layout. Attach this link to a button, graphic or link. Repeat for all of the "Hyperlinks" that you wish to use. Alternatively you could simply "print" this page and give it to your Webmaster.

Note! **Links Available to Individual Listings! —**The "Listing Detail" page contains a live URL link to the listing detail *(public)* view, which you can copy and e-mail to someone or add to a Web page. This feature lets you link directly to an individual listing's public-viewable detail, complete with additional pictures, a map, virtual tour, etc.

Note! There is no charge to use these links!

Brokers
(see page 28 for more info)

You can offer a "real time" view of your office listings, your office open house listings, your company listings, your company open house listings, your agent roster, your office information, and a IDX (*Broker Reciprocity*) search for MLS listings and open houses right on your company's Web site.

From the "Menu Bar" click "**ADMIN**," then from the "ADMIN" menu, click "**Office Menu**," then from the "Office Page," "Office Settings," click "**Public Access Links**." Locate the "Hyperlinks." Click "**Copy Link to Clipboard**" and paste link text in an e-mail message to your Webmaster, or directly into your web site layout. Attach this link to a button, graphic or link. Repeat for all of the "Hyperlinks" that you wish to use. Alternatively you could simply "print" this page and give it to your Webmaster.

Note! There is no charge for these links!

RapattonMLS
CincyMLS.net

Quick Start Guide

Note! You can generate an IDX link from a Saved Search!

- Simply Click "**Copy Link to Clipboard**" and add the link to your webpage.
- Note! The Saved Search IDX link will follow all of the IDX rules for presentation and display
- Only on-market listings will be presented (Active and Pending)
- Saved Searches utilizing fields that are not public viewable (i.e. Short Sale, Property Ownership, Realist2 Bldg SqFt, etc.) will not generate an IDX link.
- A maximum of 150 listings will be shown on the results page
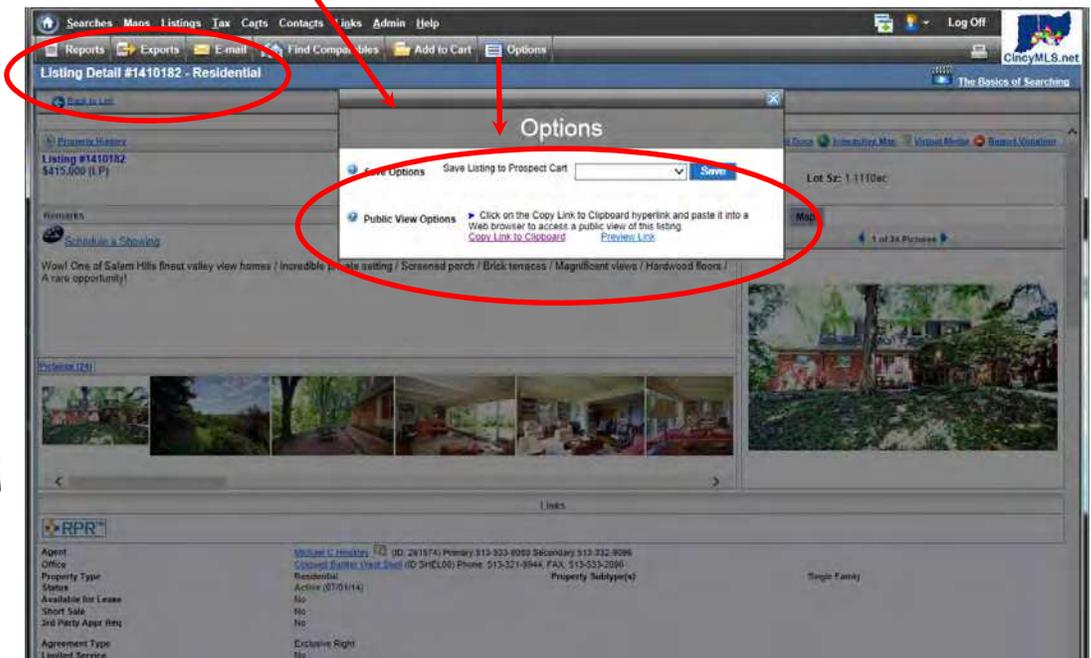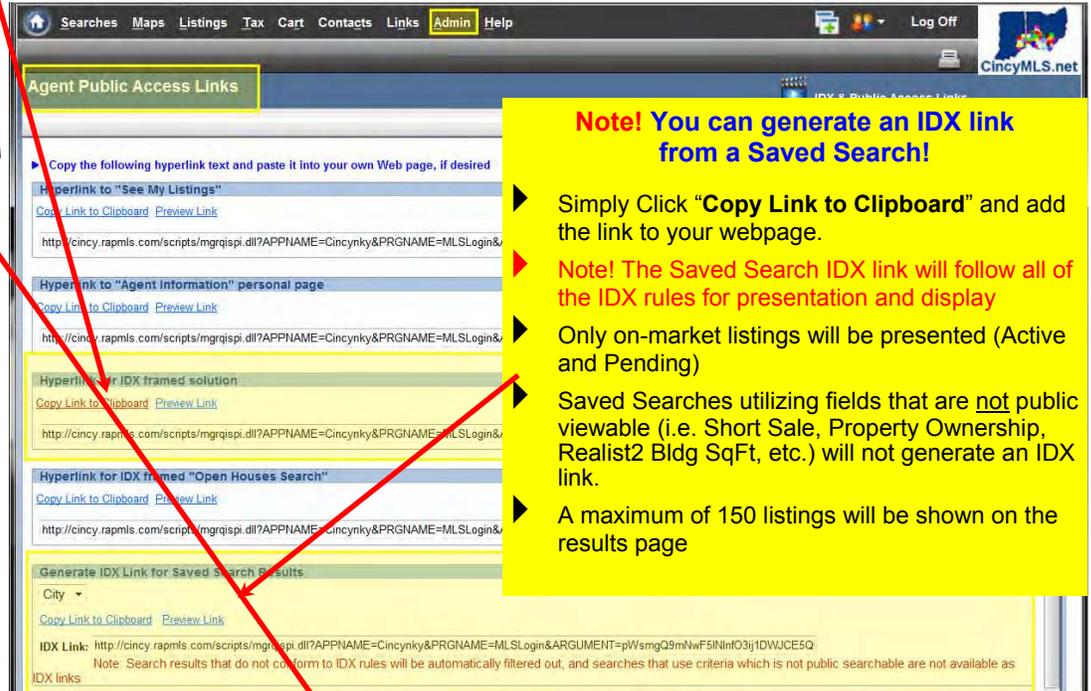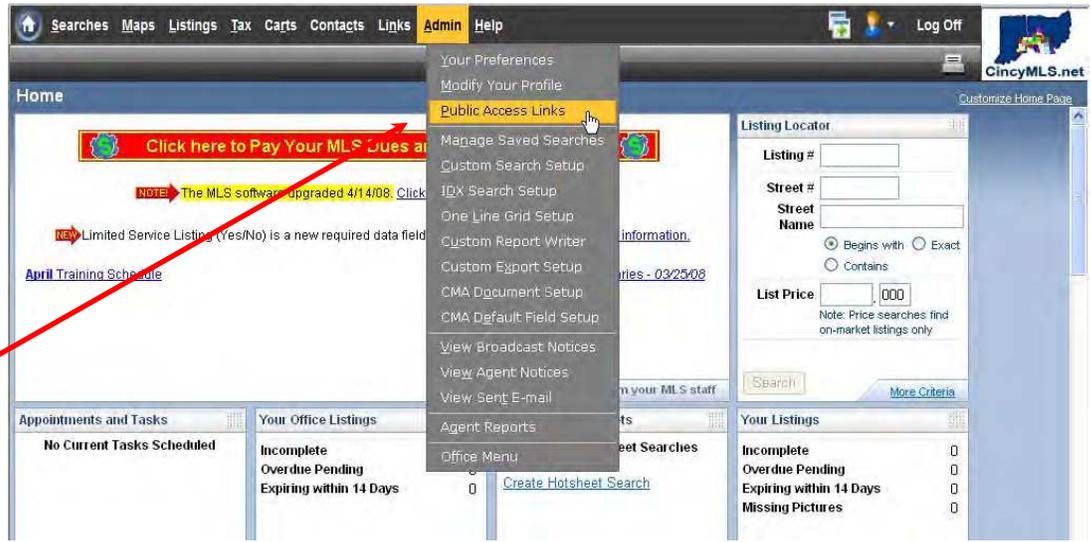
Agent IDX Search

IDX *("Internet Data Exchange")* or BR *("Broker Reciprocity")* allows member Agents to offer on their own agent web sites a "public search" of real-time MLS data, including their own listings and those of other IDX participants.

From the "Menu Bar," click "**ADMIN**," click "**IDX Search Setup**."

Setting up your "IDX Search" is a 3-step process.

Step 1: Select the Criteria for your IDX Search Page

"Available Fields" you can select from display on the left. Point and click to select the field you want, then click the "**Add**" button to move them into the "Selected Fields" on the right. **Hint!** Click and move one field at a time, or hold the "Control" key [Ctrl] down and click to select multiple fields. You can "**Remove**" "Selected Fields" in the same way. You can rearrange the fields using the "**Move**" buttons; just click on an item in the "Selected Fields" and click "**Move Up**" or "**Move Down**" as desired. Click "**Save**" in the "Tool Bar."

Step 2: Select the colors for the IDX elements in your IDX search page

To select the colors, in the "Custom Form Colors" section at the bottom of the page, click the color wheel ICON next to the desired web page component. In the "Color Chooser" window that displays, click directly on the desired color. A sample of the selected color automatically displays next to the appropriate web page component. Select the colors that "blend" with your web site. Click "**Save**" in the "Tool Bar."

Step 3: Connecting your web site to your IDX search

From the "Menu Bar" click "**ADMIN**," then from the "ADMIN" menu, click "**Public Access Links**." Locate the "Hyperlinks." Click "**Copy Link to Clipboard**" and paste link text in an e-mail message to your Webmaster, or directly into your web site layout. Attach this link to a button, graphic or link. Repeat for all of the "Hyperlinks" that you wish to use. You can offer a "real time" view of your listings, your contact information, and an IDX (*Broker Reciprocity*) search & IDX Open House search for MLS listings right on your Web site. Alternatively you could simply "print" this page and give it to your Webmaster.

Note! There is no charge for these links!

Note! Alternatively, you can frame your Company's web site IDX search or contract for an Agent level IDX feed for a custom consumer IDX search. Contact MLS for more information.

Recommended "Fields":
1) Property Type
2) Map
3) Suburbs
4) Zip Codes
5) Counties
6) Price
7) Beds/Baths
8) Lot Size (Acres)
9) Age
10) Listing Numbers
11) Address
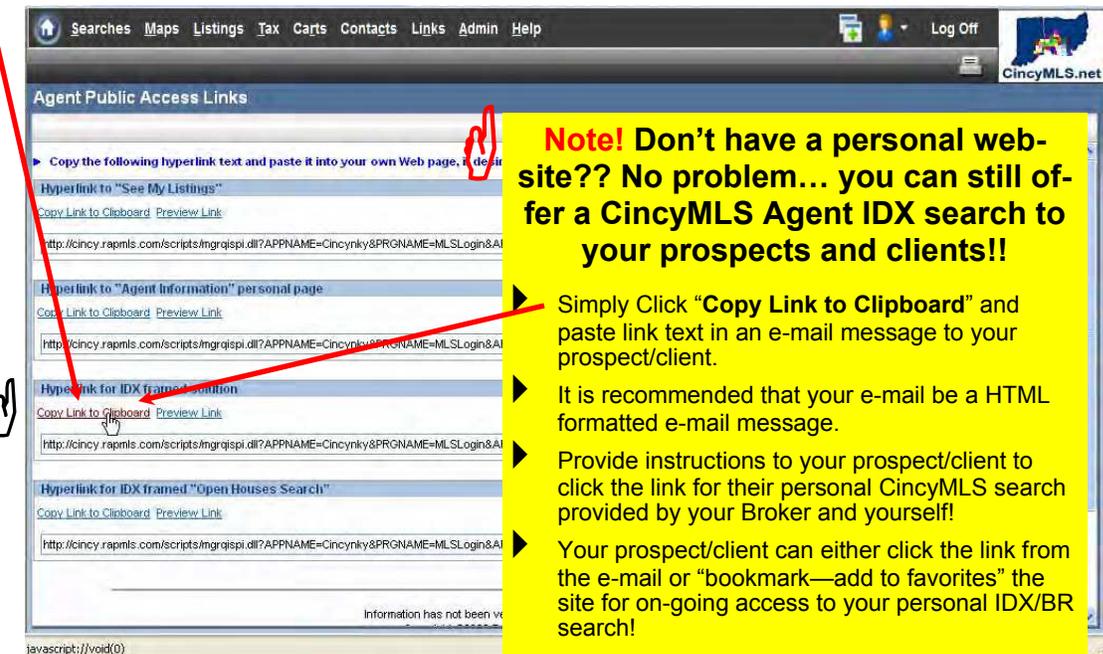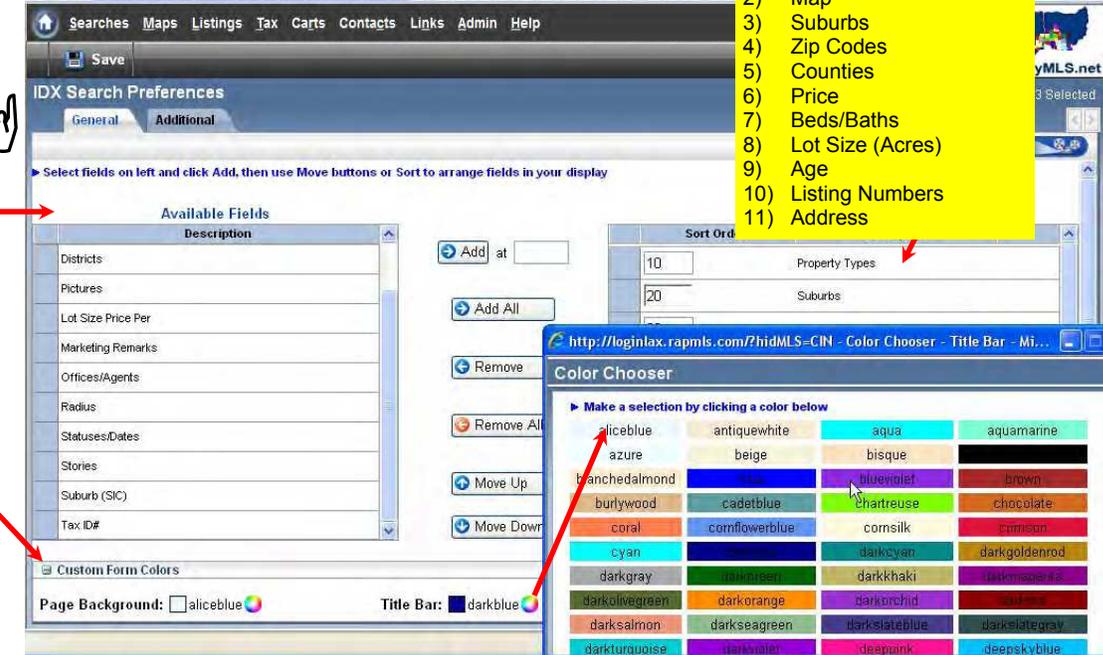
Note! Don't have a personal website?? No problem… you can still offer a CincyMLS Agent IDX search to your prospects and clients!!

▶ Simply Click "**Copy Link to Clipboard**" and paste link text in an e-mail message to your prospect/client.

▶ It is recommended that your e-mail be a HTML formatted e-mail message.

▶ Provide instructions to your prospect/client to click the link for their personal CincyMLS search provided by your Broker and yourself!

▶ Your prospect/client can either click the link from the e-mail or "bookmark—add to favorites" the site for on-going access to your personal IDX/BR search!

MLS of Greater Cincinnati, Inc.
LICENSEE APPLICATION FOR MEMBERSHIP
Please email to membership@cincymls.com or fax to (513)761-8860 / Revised 4/23/2015
14 Knollcrest Dr, Cincinnati OH 45237 / (513)761-8833
Form MUST be filled out completely

☐ New License ☐ Reinstated License ☐ License Transfer ☐ License Returned to State

Member Name: _____ State File #: _____
Print name as it appears on the State License

Member Home Address: _____ Zip Code: _____

Office Name: _____ Office ID: _____

Office Address: _____ Zip Code: _____

Email Address: _____
Mandatory for all members

Phone Number (to appear as your contact number on the roster and listings): (_____) _____
This number is: ☐ Home ☐ Cell ☐ Office ☐ Other

Primary Board of Realtors: _____ NRDS # _____
NAR ID # generated by your Local Board of Realtors

I am a member of the following Multiple Listing Service(s): ☐ NKYMLS ☐ DaytonMLS ☐ ColumbusMLS

I hereby apply for Subscription to CincyMLS and certify that the above is correct. I further certify that I am licensed as a real estate salesperson, broker or appraiser. I further acknowledge and understand that as a Subscriber/Member:

1. I agree to abide by the CincyMLS Rules and Regulations as well as administrative policies of the MLS. I will observe the Rules and Regulations as amended from time-to-time as long as I remain a Member. Initial _____

2. I agree to pay fees as may be determined for the use (and fines for the misuse) of the CincyMLS including, but not limited to, dues, late fees and/or fines. Initial _____

3. I understand the CincyMLS Dues are not refundable beyond thirty (30) days after the due date. Initial _____

4. I understand that I will receive correspondence and dues invoices via email. Initial _____

Member Signature: _____ Date: _____

The above licensee is affiliated with my office. This authorizes his/her access to the CincyMLS and Supra. Further, I understand that I am responsible for the applicant's use or misuse of the MLS in accordance with the Rules and Regulations.

Member is further authorized to have the following level of access to add/revise listings:
☐ Personal ☐ Office ☐ Company ☐ None (default)

Office Broker/Manager of Record Name: _____ Broker ID: _____

Office Broker/Manager of Record Signature: _____ Date: _____

Contact Email: _____

MLS Logon		MLS	Supra	Deposit Rec'd	CABR
_____					
Pro-rated Dues					
_____					