



## Assistant Information Sheet

The MATRIX MLS system, requires all assistants in our membership have their own unique user name and password. Please fill out the form below for **EACH** Assistant in your office. Please make sure the appropriate section is filled out according to the level of permissions you wish this user to have by referring to the definition assigned under the user level.

- Please note that there are two Assistant levels in Matrix with different permission levels in the system. Please read the two descriptions below and check the appropriate box.
- Assistants are not allowed a Supra Key, weather Licensed or Unlicensed. It is against the Rules and Regulations to share Supra Keys.
- **Licensed Assistants are subject to a NON-Member Licensee fee, this is an annual fee of \$645.00 to SAR and The Monthly MLS fee of \$50.00.**
- Admin are not members of the association, therefore they are not entitled to attend events, sign up for classes at the member rate.
- Access to Summit Association of REALTORS® and Summit MLS, is as an admin only, personal use is not allowed. (ex. SAR List Serve, Broker Tour, MLS)

### Office Assistant (O.A.)

- ☐ **Definition:** An Office Assistant is a clerical user who has access to all office listings with the authority to add/edit such listings in the MLS. Within their office, the O.A.: (i) has access to run reports, create CMA's (ii) works under the direct supervision of an MLS Participant that performs only administrative, clerical tasks which do not require a real estate license; and (iii) does not have access to SUPRA per Exhibit C of our the MLS Rules and Regulations. **\* Please note that each MLS user needs their own unique User Name and Password. Sharing is not permitted!**

### Personal Assistant (P.A.)

- ☐ **Definition:** A Personal Assistant is a clerical user who has permission to access certain limited brokers functions in the MLS within their office/firm. ***The P.A. will work solely as a Read Only account unless using the Team Function and acting under their assigned broker.*** Within their office, if allowed permission from their assigned broker, the P.A. can access reports, create CMA's, etc. This P.A. works under the direct supervision of an MLS Participant that performs only administrative, clerical tasks that do not require a real estate license. Does not have access to SUPRA per Exhibit C of our Rules and Regulations. **\* Please note that each MLS user needs their own unique User Name and Password. Sharing is not permitted!**

Submit to: Mikel Ziruolo, Membership Director,  
Summit Association of REALTORS® [mziruolo@sarsummit.com](mailto:mziruolo@sarsummit.com), 970-468-8711.

(Updated September 2016)



## Assistant Sign up Form:

Assistant Name: \_\_\_\_\_ Office Name: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_

Office Physical Address: \_\_\_\_\_

Assistant Phone#: \_\_\_\_\_ Cell #: \_\_\_\_\_

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

If you will be a PA, who is the Member or Members you will be working for: \_\_\_\_\_

Current MLS User Name (if there is one assigned to you already): \_\_\_\_\_

Are you Licensed or Unlicensed? ☐ Licensed ☐ Unlicensed

if licensed, please provide your license number: \_\_\_\_\_\*

The Assistant listed above is highly recommended to attend the MLS Training Class, if they are to access the MLS system. Classes include: input, edits, changes, adding photos, reports, and other relevant MLS functions which will help them to succeed as well as their broker!

*I acknowledge that I, the MLS Participant am responsible for the Assistant's confidentiality of the MLS information as outlined in the MLS Rules and Regulations and Policies.*

Employing Broker Signature (If for Office Assistant): \_\_\_\_\_

Broker Signature (If for Personal Assistant): \_\_\_\_\_

Date: \_\_\_\_\_

- *With your application please include a copy of a driver's license or official ID*
- *Once application is received the admin can expect an email welcoming them to the MLS, within 5 business days.*

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