



# Assistant MLS Access Authorization

**Assistants with an active Mississippi Real Estate license must also join the MLS as an MLS User. This form should be completed by the Designated REALTOR®.**

I hereby authorize \_\_\_\_\_ to have access to the MLS for all our office functions.

This access will continue so long as the individual named below is employed with my firm as an Administrative Assistant performing MLS functions on my behalf. I understand that the individual will be assigned a unique password for their MLS access and that they will not gain access to the MLS by any other individual's password. Within 24 hours after the named individual is no longer performing MLS functions for me, I will notify MLS United to terminate the access and provide a new password to any subsequent Administrative Assistant that I may name. I understand that failing to notify the MLS United to terminate a previous Administrative Assistant's password is the same as providing MLS Access to unauthorized individuals which could subject me to an MLS Violation.

Please assign this individual an Administrative ID number and password. I certify that I am the Designated REALTOR® for the office listed below with full authority to assign this access. I understand that I will be notified of the ID number and password as soon as this individual is entered into the system.

### **Designated REALTOR® Information:**

Designated REALTOR® Name: \_\_\_\_\_

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

Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Assistant Information:**

**When changing assistants, fill out both of the following modifications.**

#### **\_\_\_ Add a New Assistant**

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

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

Phone Number: \_\_\_\_\_

#### **\_\_\_ Remove Existing Assistant**

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

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

Phone Number: \_\_\_\_\_

#### **\_\_\_ Choose Access Level**

\_\_\_ Allow access as Participant/Broker

\_\_\_ Allow access as Participant/Broker and all agents in the office

\_\_\_ Allow access only as to agent(s) listed below on the back of form

**Agent First Name**

**Agent Last Name**

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