



My Florida Regional Multiple Listing Service Internet Data Exchange – Broker Checklist

This document will help you with the steps required to sign up for IDX in our new IDX Processing System.

Login to the MFRMLS IDX Registration Website:

- The website is located at: <http://idx.mfrmls.com>
- Click the link that says Broker Login.
- Enter your Member ID and Password (this is the same ID and Password you use to access the MLXchange system).

Register for IDX:

- Click the fourth item – Broker Consultant Agreement.
- Select your Vendor/Consultant from the drop-down list. If your Vendor/Consultant is not listed (be sure to check the entire list carefully), click the “Click here” link to invite your Vendor to Register.
- Select either “Entire Office” or “Individual Agent(s).” If you chose the Individual Agents option, list the Agents by Name and Member ID (in the appropriate boxes). List the Agents one at a time and click the ‘Add Agent’ link for each additional Agent you need to add.
- Once you have selected your Vendor/Consultant, and Entire Office or Individual option, click the ‘Continue’ button.
- Read through the IDX Agreement. (There is nothing to enter until you get to the bottom of the agreement.)
- Enter your Name where it says ‘[Insert Name]’ and enter your Member ID where it says, ‘[Insert Agent ID].’ They should match your Name and Member ID as they appear right below these boxes.
- Click the ‘Sign Agreement’ button. By clicking on this button, you are digitally ‘signing’ and agreeing to the IDX Contract.
- Your Vendor/Consultant will be notified via email that they have a Pending Agreement to review. Once they Approve you and MFRMLS Approves you, you and your vendor will be notified via email.

Important Notes:

- Only brokers can login to the system.
- For **Point2 Agent**, select **WolfNet** as your consultant.
- For **Z57**, select **Onboard Informatics** as your consultant.
- If you are building your own website, using in-house staff, select the **In House** vendor at the top of the list. Do **not** select this option for downloading the data and then sending it to an outside vendor or web developer.

Please contact the MFRMLS IDX department for assistance at:

407-218-8607, option 4;
800-686-7451, option 4; or
idx@mfrmls.com