

Spokane REALTORS® Broker Assistant Access

Assistant Name: _____

Assistant Email: _____ Office Phone: _____

Office Name: _____ Office Number: _____

For Broker: _____

Staff Username: _____ (1st & middle initial + first 3 letters of your last name)

Already Licensed? Broker ID: _____

**Upon creation of the account, the MLS will notify the staff member of their temporary password **

PASSWORD REMINDER: DO NOT DISCLOSE YOUR PASSWORD TO ANYONE FOR ANY REASON! And don't use your agent ID, name/company name or initials or repeating characters, i.e. 11111.

Upon completion of this agreement, the SR 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.

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 REALTORS® Multiple Listing Service Online System, is required to attend a training class at the SR and agrees:

NOT TO DISCLOSE PASSWORD As per Sec. 10, of the Rules and Regulations of the Spokane REALTORS® Multiple Listing Service, member agrees not to disclose password to any third party whomever (including, but not limited to assistants, another member, a person associated with another member 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 S.R., its members and all other Users.

In the event of disclosure and/or use of the password by anyone other than the above named agent, 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 S.R. Online will be used exclusively by authorized members in compliance with Rules and Regulations of the Spokane REALTORS® .

Assistant Signature

Broker Signature

Participant/Broker Signature

