

# Spokane REALTORS®

## Staff Access & Listing Input Authorization

Authorization Grantee: \_\_\_\_\_

Grantee Email: \_\_\_\_\_ Grantee Phone: \_\_\_\_\_

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

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

**\*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.**

The Participating Broker signing and initialing below grants authorization for the person named above to access the Spokane REALTORS® Multiple Listing Service Online System and will be responsible for the monthly fees of the staff account, billed quarterly.

If "Add/Change Office Listings" is initialed, the staff person will be required to attend the SR Listing Input training class. On completion of class, the Spokane REALTORS® will permit this person to perform the functions marked below.

### **BROKER: INITIAL EACH ITEM TO INDICATE PRIVILEGES TO BE ALLOWED**

- \_\_\_\_ Access to the Paragon MLS System **ONLY**
- \_\_\_\_ Add/Change Office Listings
- \_\_\_\_ Add/Change All Branch Office Listings

**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® .**

\_\_\_\_\_  
Authorization Grantee Signature

\_\_\_\_\_  
Participant/Broker Signature

