

re|Data Vault

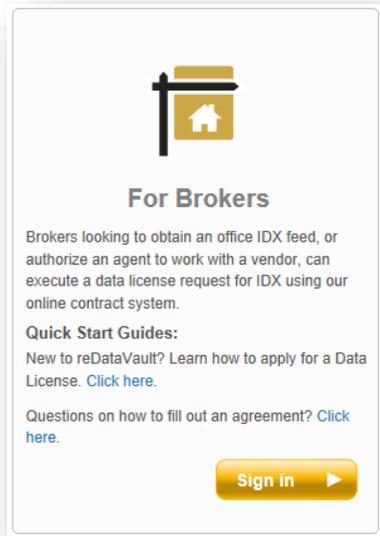
Visit re|Data Vault at <http://mfrmls.redatavault.com>

Next, you will need to sign in (see below screenshot), using the following information:

Username: Your NRDS ID

Password: Same password you currently use for Matrix

Don't know your NRDS ID? [Click here](#) to look it up.



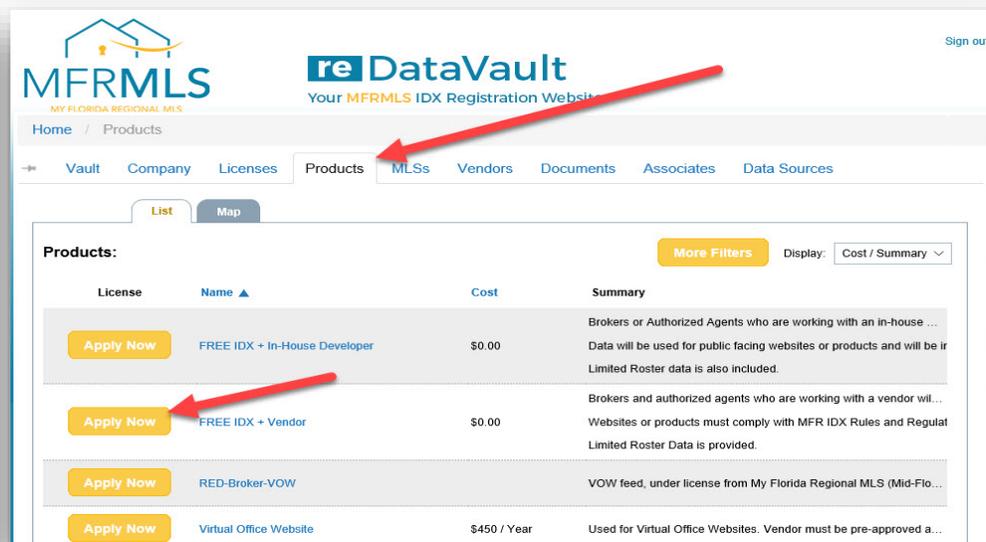
Upon Sign-In, click the **“Products”** tab. Once there, you will now select **“Apply Now”** for the appropriate product.

Product Description

FREE IDX + In House Developer: Associate within your brokerage will pull and maintain the data on your website.

FREE IDX + Vendor: You hired a 3rd Party IDX vendor to provide the IDX solution on your website.

Virtual Office Website: You are requesting a data feed for your VOW site. Cost is \$450/year.



License Request - Step 1: No action is needed at this point; simply click “Next Step”

The screenshot shows the reDataVault website interface. At the top left is the MFRMLS logo (My Florida Regional MLS). To the right is the reDataVault logo and the text "Your MFRMLS IDX Registration Website". The user "Kamen Barrios" is logged in, with a "Sign out" link. A navigation menu includes Home, Products, License Request, Vault, Company, Licenses, Products, MLSs, Vendors, Documents, Associates, and Data Sources. The main heading is "License Request: Make A Request To License This Product". A progress bar shows five steps: 1 (Review, highlighted in yellow), 2 (Choose), 3 (Refine), 4 (Verify), and 5 (Complete). The content area is split into two columns. The left column is titled "Step 1 - Check out the product" and includes the text "reDataVault helps you get the data you need." The right column is titled "Review the product you selected:" and contains the following information: "For Product: FREE IDX + Vendor", "Offered By: My Florida Regional MLS", "About This Product:" (with a description of broker and agent requirements), and "Cost: \$0.00".

License Request - Step 2: Select the vendor you will be working with from the drop down.

****If you are working with an In-House Developer you will select “In-House Developer” as your vendor.**

The screenshot shows the reDataVault website interface at Step 2. The layout is similar to Step 1. The progress bar now shows Step 1 as completed (with a checkmark) and Step 2 (Choose) as the current active step. The main heading is "Choose your options:". The left column is titled "Step 2 - Define Your License Request". The right column contains the same product information as in Step 1, plus a "Vendor" section. The "Vendor" section includes a label "Vendor" with a question mark icon, a "Select Vendor:" label, and a dropdown menu with "(Select one)" and a downward arrow. Below the dropdown, there is a note: "You MUST select a Vendor in order to proceed." followed by a warning: "If your Vendor is not in the drop down list above, you must STOP and re-initiate this application once your Vendor has registered with reDataVault." and a link: "CLICK HERE to send your Vendor a personal invitation to register."

re|Data Vault

“To Be Used For”: For an IDX feed, check the **“IDX”** and **“Lead Capture”** boxes.

“URLs”: Enter the appropriate URL that the MFRMLS data will be displayed on as well as the vendor’s URL.

Vendor URL: Enter your vendor’s URL (Their company website address)

Broker URL: Enter your URL as the broker (optional)

Sample URL: Enter the test or development URL if your vendor provided one.

“Licensed Agents”: Click on **“Look Up Agent”** to add the agent’s ID and URL.

Enter the agent’s MLSID then click on **“Find”**

Enter their URL then click on **“Apply”**

Click on **“Close”**

The screenshot shows a configuration form with the following sections:

- Term**: License Start Date: 11/11/2014; Renewal Period: Annually.
- To Be Used For**: Select All That Apply: IDX, Lead Capture; Entire Firm: For use by entire firm.
- URLs**: Please provide the URL of the website(s) that will display the IDX or VOW listing information: Vendor URL: vendorname.com; Broker URL: brokername.com; Sample URL: sampleurl.com.
- Licensed Agents**: Enter each Agent ID and URL: [Look up Agent...](#)

At the bottom right, there are buttons for Cancel, Previous Step, and Next Step.

Once this is complete, click **“Next Step”**.

Step 3: Verify that all information is correct, then click “Submit Request”

To Be Used For

- IDX
- Lead Capture

For Use By Entire Firm? No

Vendor

MLS-approved data vendor: approved vendor

URLs

Vendor URL vendorurl.com
Broker URL brokerurl.com
Sample URL sampleurl.com

Licensed Agents

Entered Agents: None

Cancel | Previous Step **Submit Request**

Click “Sign Document” button.

The screenshot shows a web browser window with the URL `mfrmls.redatavault.com/organizations/licenserequest.aspx?pid=407&oid=30847`. The page header includes the MFRMLS logo and the re|DataVault logo with the tagline "Your MFRMLS IDX Registration Website". A user named "Kamen Barrios" is logged in. A modal window is displayed in the center of the screen with the following content:

Your signature is required to complete this licensing process.
Please click the 'Sign Document' button below.

We have notified My Florida Regional MLS of your request.

Attention, the contract still requires your digital signature!

- Click the box below to navigate to the Documents page
- The first document labeled "Sign this agreement to obtain an IDX Data License" is the document requiring digital signature.

Digital Signatures in CHROME Browsers:

CHROME browsers by default open PDF forms within their browser. This does not support the digital signatures we use to submit electronic requests for data licensing.

As a CHROME user, you need to follow these steps to initialize your CHROME browser. You only need to do this ONCE.

1. When you select a form below, CHROME opens a small box in the lower left side of the

At the bottom of the modal, there is a yellow "Sign Document" button with a right-pointing arrow and a "Close" button.

Below the modal, there is a small text block: "Your portion will then be completed! A request will be sent from RE Data Vault to your vendor for their signature. After the vendor signs the contract, MFR will review the completed request to verify that everything is in order before granting final approval, for which you will be notified via email." At the very bottom, it says: "If you run into any issues or have questions, please call 800-686-7451, option 4."

*****ATTENTION GOOGLE CHROME BROWSER USERS – Please see following instructions*****

Digital Signatures in CHROME Browsers:

CHROME browsers by default open PDF forms within their browser. This does not support the digital signatures we use to submit electronic requests for data licensing.

As a CHROME user, you need to follow these steps to initialize your CHROME browser. You only need to do this ONCE.

1. When you select a form below, CHROME opens a small box in the lower left side of the screen, indicating that a form has been downloaded.
2. YOU NEED TO SELECT THE SMALL DOWN-ARROW ON THE RIGHT SIDE OF THIS SMALL BOX. This will open a small "pull-down" menu of options.
3. Click the line that says "Always Open in Adobe Reader."
4. Then simply click the DOWNLOAD box and the form will open in the ADOBE READER.

Note: You only need to set up CHROME once to use reDataVault. All subsequent forms should open automatically using CHROME.

Once the IDX agreement appears, scroll down to page 10.

*****Page 10 is the broker's responsibility. Page 11 is the vendor's responsibility*****

On page 10, it will ask you whether this request is for the **"Entire Office"**, or an **"Individual Agent(s)"**.

If you select **"Entire Office"** you can add future agents if they are requesting IDX from the same vendor.

If you select **"Individual Agent(s)"**, you will be required to go through this process again if you want to add an agent that is not listed.

File Edit View Window Help

Tools Fill & Sign Comment Extended

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

Highlight Existing Fields

Fill & Sign Tools

- Add Text
- Add Checkmark
- Place Initials
- Place Signature
- Send or Collect Signatures
- Work with Certificates

Company Information and Signature Page
(To be filled in by ONLY BY THE BROKER)

In granting authorization to my entire office (all office Subscribers) or to individual agents, I understand that I, as authorized broker of the Company, remain fully and personally responsible for the terms and conditions contained in this Agreement and for the data and services that are provided to the Subscribers in my office and to the individual agents and that this authorization does not transfer any of my responsibilities or liabilities as a broker under the Rules.

Please select only one of the options below:

Entire Office (all office Subscribers) -This authorization grants blanket IDX access to all Subscribers within my office to receive services from stated Consultant (if one is provided) and that they aren't required to frame back to the Company's Website (if a Subscriber uses the services of a third party that is not the Consultant, then such third party and the Company are required to execute a separate IDX Agreement):

Individuals Agent(s) -This is to certify that the following agent(s) is/are authorized to receive IDX services provided by stated Consultant (if one is provided) and that they aren't required to frame back to the Company's Website (if an agent uses the services of a third party that is not the Consultant, then such third party and the Company are required to execute a separate IDX Agreement):

MLS ID: _____
(Please Print Agent's First & Last Name)

MLS ID: _____
(Please Print Agent's First & Last Name)

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Please verify that the information that has populated is correct. Once verified, click on the “**Broker Signature**” button

File Edit View Window Help
Tools Fill & Sign Comment Extended

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

(Please Print Agent's First & Last Name) _____ MLS ID: _____
(Please Print Agent's First & Last Name) _____

NOTE: Please check here and attach additional pages if required.

Company Name: **RJDC Brokerage** Company MLS ID: _____
Office Manager Name (if applicable): **Rod Dela Cerna** Broker MLS ID: _____
E-mail address: **rod.delacerna@gmail.com**
Company Street Address: **555 Winderley Pl**
Company City, ST, ZIP: **32751**
Company Phone: **(777) 777-7777** Fax: _____

All Websites Must be Reviewed by MFRMLS for Compliance Prior to Launch

Entered into on behalf of Company by _____
Broker Signature: _____
Print Name: _____
Title: _____ Date: **11/11/2014**

10

If you have Adobe Reader X or higher installed, you will see the below box pop up on your screen.

Click on the drop-down and select “**New ID...**”

File Edit View Window Help
Tools Fill & Sign Comment Extended

This file includes fillable form fields.
You can print the completed form and save it to your device or Acrobat.com.

(Please Print Agent's First & Last Name) _____ MLS ID: _____
(Please Print Agent's First & Last Name) _____

NOTE: Please check here and attach additional pages if required.

Company Name: **RJDC Brokerage** Company MLS ID: _____
Office Manager Name (if applicable): **Rod Dela Cerna** Broker MLS ID: _____
E-mail address: **rod.delacerna@gmail.com**
Company Street Address: **555 Winderley Pl**
Company City, ST, ZIP: **32751**
Company Phone: **(777) 777-7777**

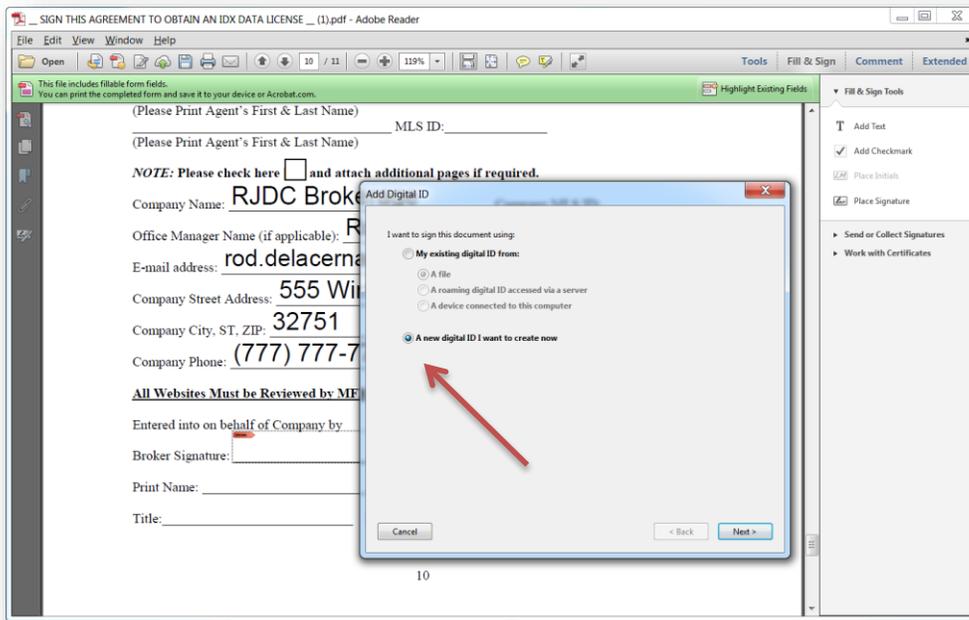
All Websites Must be Reviewed by MFRMLS for Compliance Prior to Launch

Entered into on behalf of Company by _____
Broker Signature: _____
Print Name: _____
Title: _____ Date: **11/11/2014**

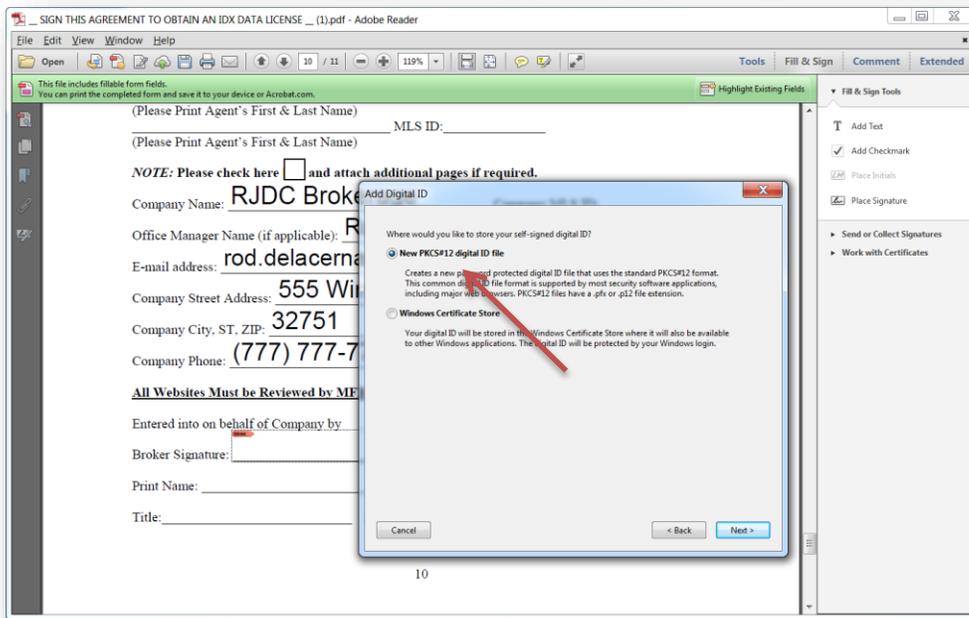
10

Sign Document
Sign As: New ID ...
Password: _____
Certificate Issuer: Rod Dela Cerna
Appearance: Created 2014.11.0
Digitally signed by Rod Dela Cerna
DN: cn=Rod Dela Cerna, o=RJDC Brokerage, ou, email=rod.delacerna@gmail.com, c=US
Date: 2014.11.11 16:28:48 -0500
Click Review to see if document content may affect signing
Sign Cancel

Select “A new digital ID I want to create now” then click “Next”



It will default to “New PKCS#12 digital ID file”. Click “Next”



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Populate requested fields. Required fields are: **Name, Organization Name, and Email Address.**
Once completed, click **“Next”**.

Adobe Reader window: _ SIGN THIS AGREEMENT TO OBTAIN AN IDX DATA LICENSE __ (1).pdf - Adobe Reader

Tools: Fill & Sign, Comment, Extended

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com.

(Please Print Agent's First & Last Name) _____

(Please Print Agent's First & Last Name) _____

NOTE: Please check here and attach additional pages if required.

Company Name: **RJDC Brokers**

Office Manager Name (if applicable): **Rod Delacerna**

E-mail address: **rod.delacerna@rjdc.com**

Company Street Address: **555 Wilshire Blvd**

Company City, ST, ZIP: **32751**

Company Phone: **(777) 777-7777**

All Websites Must be Reviewed by ME

Entered into on behalf of Company by _____

Broker Signature: _____

Print Name: _____

Title: _____

10

Add Digital ID dialog box:

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): _____

Organizational Unit: _____

Organization Name: _____

Email Address: _____

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Buttons: Cancel, < Back, Next >

Create a password. Please note that if you do not see 2 boxes like pictured below, you will need to type the password one time, hit tab, and type it again. Your key stroked will not display as you type. We strongly suggest using your Matrix Password. We do not have access to see your selected password. Click **“Finish”**.

Adobe Reader window: _ SIGN THIS AGREEMENT TO OBTAIN AN IDX DATA LICENSE __ (1).pdf - Adobe Reader

Tools: Fill & Sign, Comment, Extended

This file includes fillable form fields. You can print the completed form and save it to your device or Acrobat.com.

(Please Print Agent's First & Last Name) _____

(Please Print Agent's First & Last Name) _____

NOTE: Please check here and attach additional pages if required.

Company Name: **RJDC Brokers**

Office Manager Name (if applicable): **Rod Delacerna**

E-mail address: **rod.delacerna@rjdc.com**

Company Street Address: **555 Wilshire Blvd**

Company City, ST, ZIP: **32751**

Company Phone: **(777) 777-7777**

All Websites Must be Reviewed by ME

Entered into on behalf of Company by _____

Broker Signature: _____

Print Name: _____

Title: _____

10

Add Digital ID dialog box:

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: [C:\Users\rodacerna\AppData\Roaming\Adobe\Acrobat\11.0\Security\idtest#] **Browse...**

Password: _____

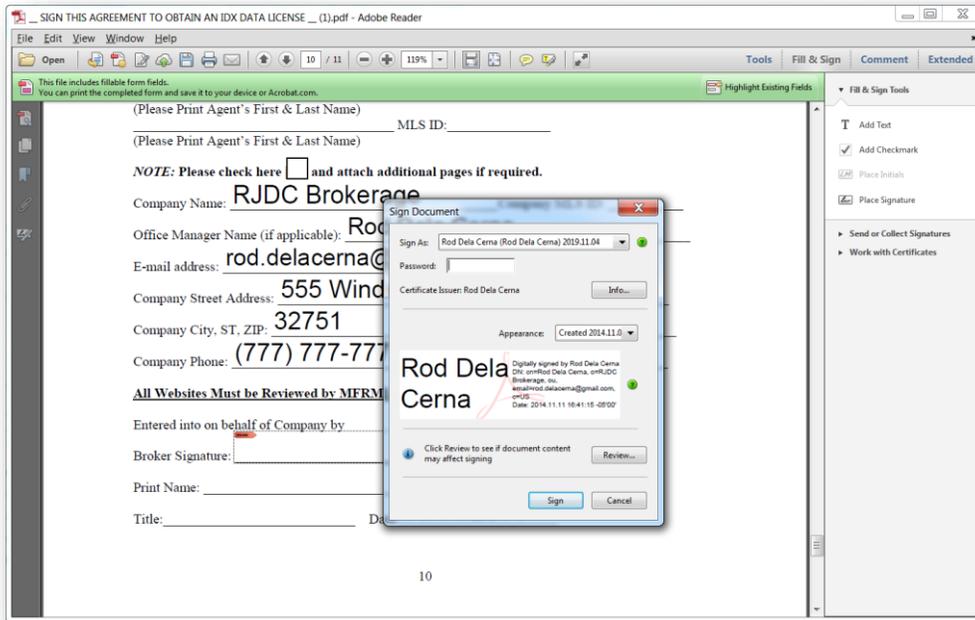
Not Rated

Confirm Password: _____

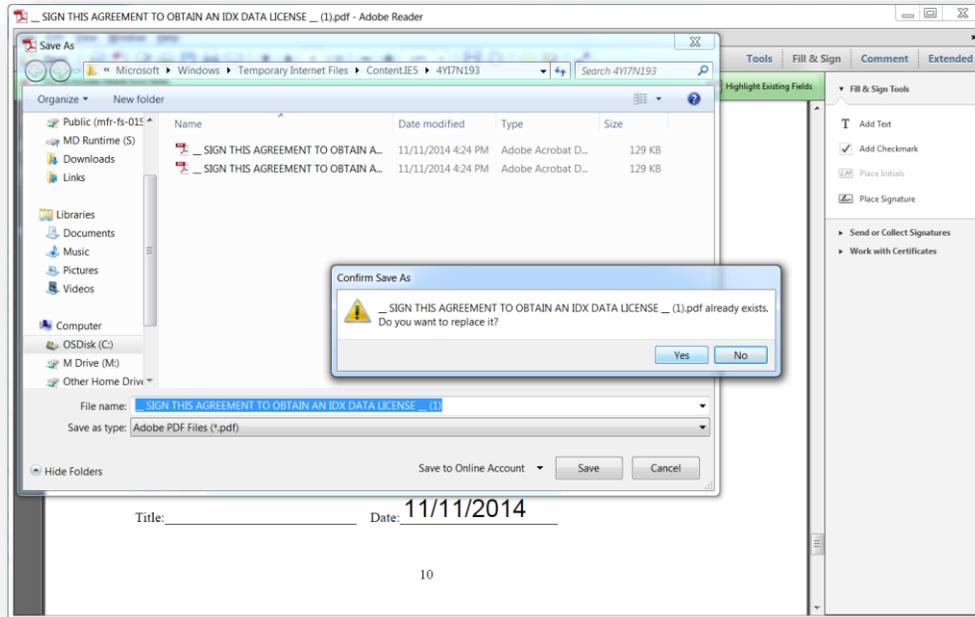
Buttons: Cancel, < Back, Finish

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The system will prompt you for your password one last time and click **“Sign”**.



Click **“Save”** then click **“Yes”**



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Once the agreement is uploaded, the status will change to **Vendor Signature Required** when using a Vendor or **Business Review** when using In-House Developer. The approval process can take approximately 2-3 business days. If you have any questions or concerns, please contact us.

Data Services

407-960-5300 Option #4

8:30am – 5:00pm Monday – Friday

rets@mfrmls.com

Rev. 1/18/17