

## Online Datafeed Agreement Management

### Instructions for requesting new data access agreements

Do you need a data feed for your Brokerage VOW website, IDX website or for a back-office application? Welcome to ITSO's data distribution and agreement management platform, Bridge Interactive, where you can complete agreements online to initiate requests for data access, provide authorizations for, and manage them all within an online dashboard.

When logging into the ITSORealEstate.ca dashboard you will see this icon under the Applications section, the same section where you click on ITSO Matrix.



Clicking this icon will bring you into the agreement management platform. This new platform (or tool) replaces the current agreement management process of submitting your request in a PDF authorization form. This tool now provides all participants, (Brokers, Salespeople, and Vendors) with a dashboard to approve, cancel and store agreements in one location. Brokers of Record will be able to login and approve waiting agreements from REALTORS® in their brokerage office. And the best part is, all parties to an agreement can see the status of the agreements they are a part of.

Data Feeds available for request include IDX (Brokerage Reciprocity), VOW (Virtual Office Website), Office Active, or Brokerage Only (used for Brokerage back-office products/applications). Brokerages can also authorize consumer facing websites to display their listing content on public facing websites or if applicable, their franchisor's public facing website.

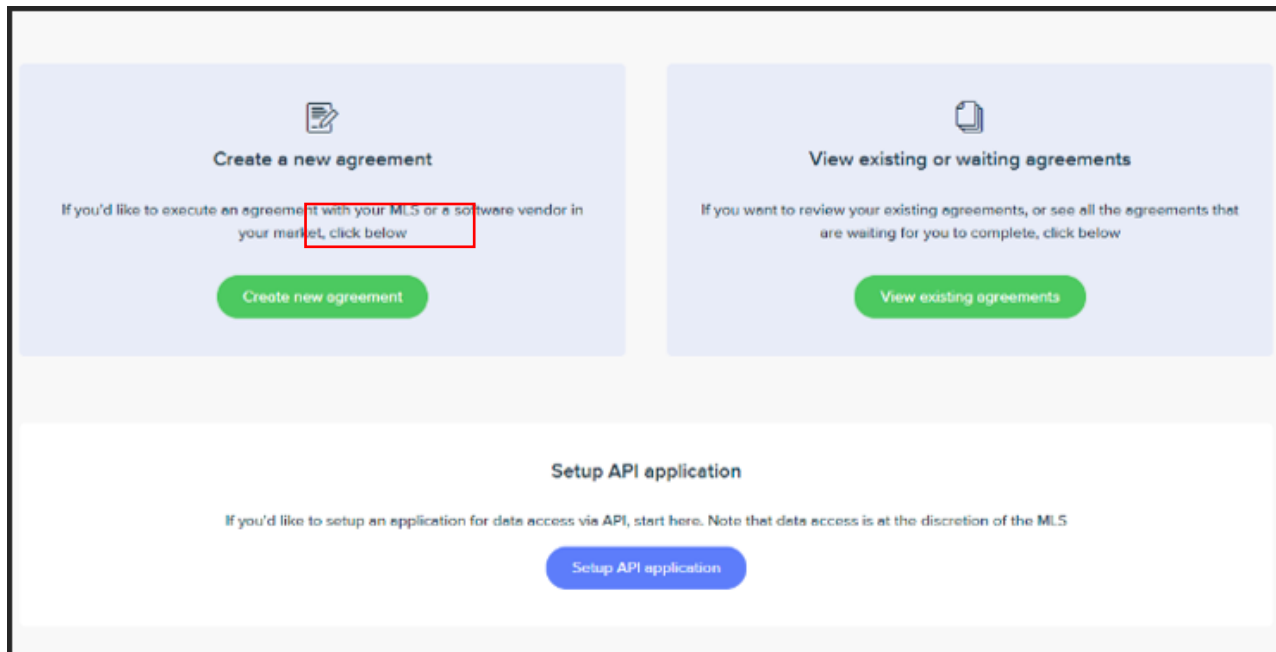
**PLEASE NOTE:** With this new tool, it is important to remind Brokers of Record that you are responsible for any website that displays MLS® Listing data and therefore, with this new tool, every data feed request from a REALTOR® MUST be approved by the Broker of Record. Before this approval can happen, the designated broker MUST first login to the agreement management dashboard and enable the ability for REALTORS® within your office to request a data feed. This allows the tool to assign the Broker of Record as a signing party to the four-way data access agreement. If the designated broker has not yet logged into the system and set these permissions, REALTORS® will see an error message explaining that this step must be completed.

To set these permissions, the Broker of Record will need to follow these instructions.

First, Log into the MLS® Systems Dashboard <http://itsorealestate.ca>.

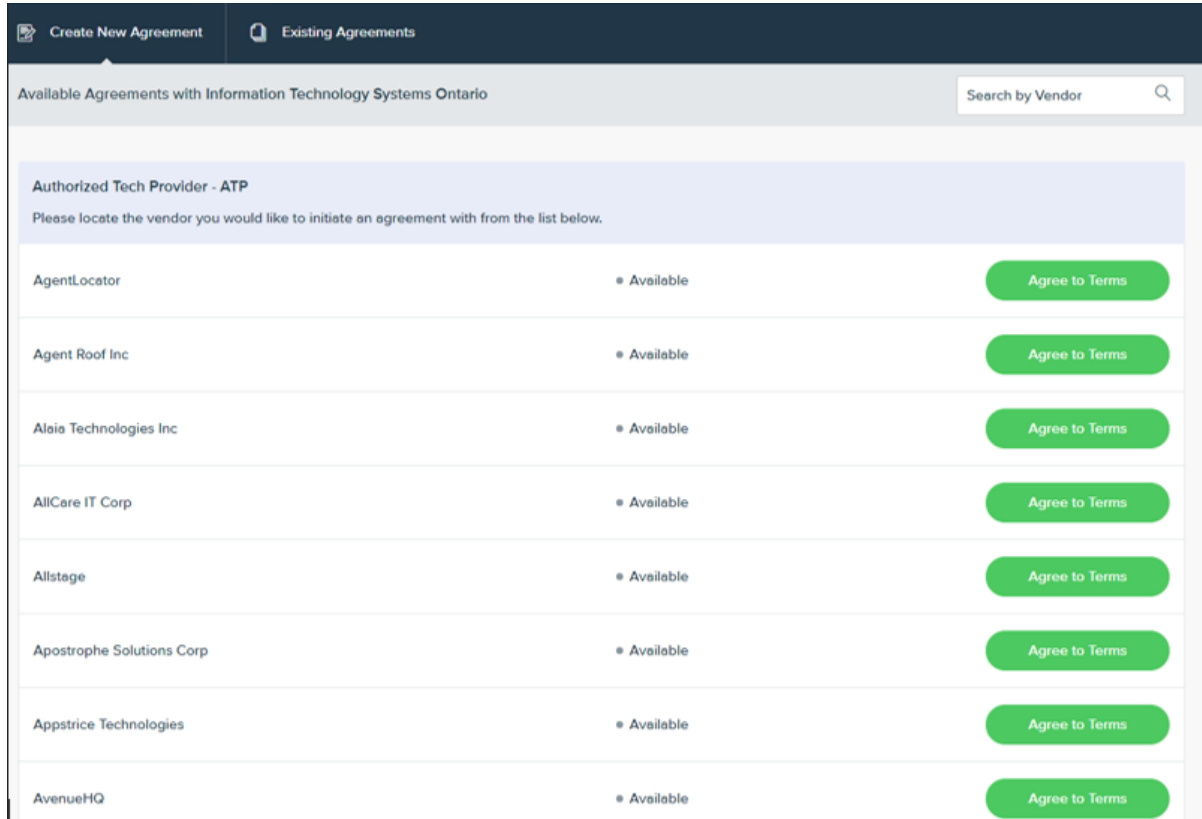
Then click the Bridge Agreement Management icon which will take you to the new tool where you will have to Agree to the Terms & Conditions. Once you have done this, the tool will now be available to you and your REALTORS® to request datafeeds.

After you have agreed to the Terms & Conditions, you will see this screen:



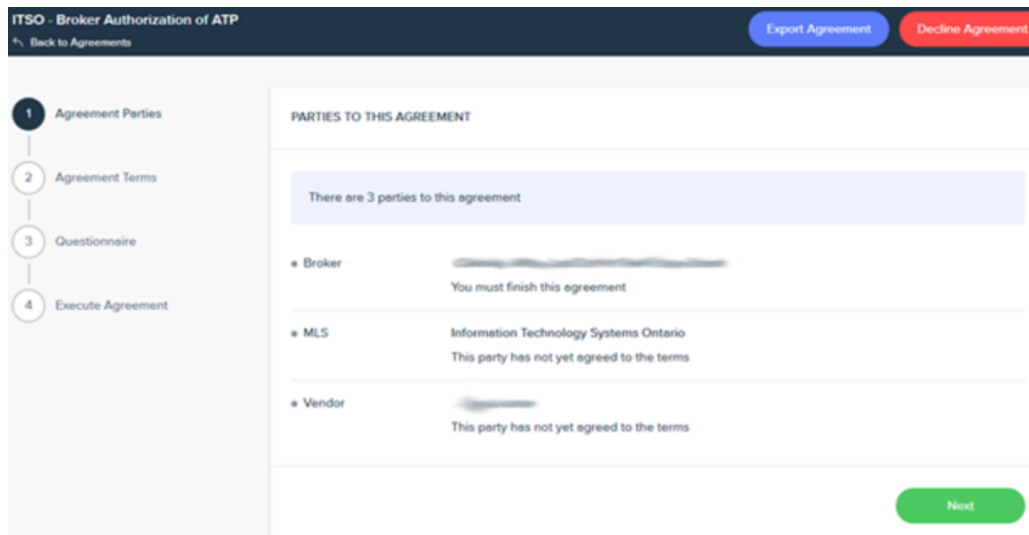
Here you can create a new agreement or manage existing ones. NOTE: If you would like to request your own API data feed **without** a vendor (example, you have an in-house tech department or team that will manage the website where the data will be displayed), select “Setup API Application”.

If you wish to initiate an agreement with an **approved** ITSO vendor, click on the green ‘Create new agreement’ button (shown above) than in the next screen (shown below) scroll down the page and select the vendor you would like to work with and click Agree to Terms.

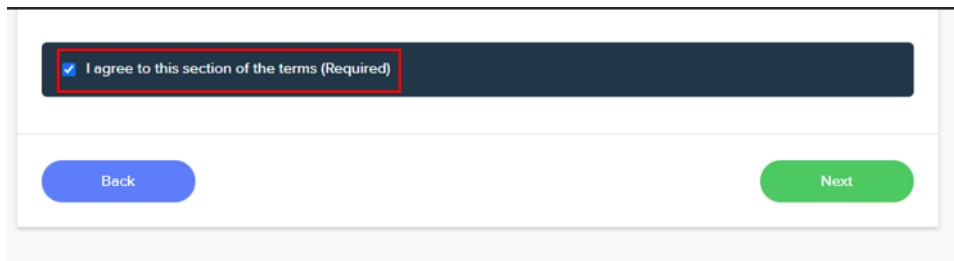


The agreement management tool will guide you through the process of selecting the specific agreement you require and will prompt you to fill in the other participants' information. The tool will take care of notifying the other parties letting them know an agreement is waiting for their approval. All parties must login and complete the agreement within this new tool. Agreements cannot be emailed out for signatures.

Agreements are specific to each datafeed type so please make sure you are selecting the right vendors from the correct list pertaining to the agreement you require. The illustration below contains an example of a 3-way approval request from a Broker or Record requesting the authorization of the vendor or Authorized Tech Provider (ATP) they wish to use.

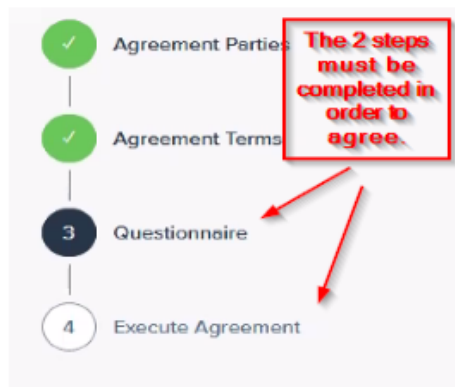


Please be sure you scroll to the bottom of the agreement page and agree to the terms to properly submit the application.



A screenshot of a web form. At the top, there is a dark blue bar containing a checked checkbox and the text "I agree to this section of the terms (Required)". Below this bar, there are two buttons: a blue "Back" button on the left and a green "Next" button on the right.

There are steps to finishing the agreement that require the completion of all steps for each party. The questionnaire step must not be skipped as there are required fields there. The final step, execution of the agreement is also a required step.



The Questionnaire is required entry in order for your section of the agreement to successfully complete. Not all fields are required, but the Association Name and Brokerage ID as well as the URL for the website are also necessary. (See example below)

#### AGREEMENT QUESTIONNAIRE

List your Association Name and Brokerage ID (As shown in Matrix Office Search) -

Example: GDAR and GU999

List any additional Association Name and Brokerage ID if applicable (As shown in Matrix Office Search) -

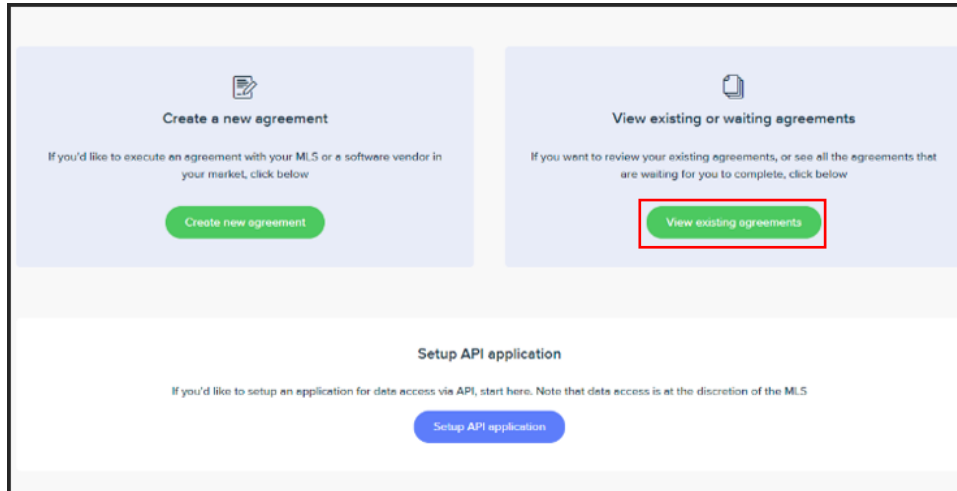
List the Website URL/Domain and app names where the Listing Content will be displayed. -

www.mybrokeragewebsite.ca

The Current Agreements tab or the 'View existing or waiting agreements' button from the home screen (illustrations below), is where you will find agreements from your REALTORS® waiting for your approval.

To approve a waiting agreement, follow these steps:

1. Locate the waiting agreement under view existing agreements (shown below). Please note you can use the search function within the agreement section to search for the REALTOR®'s name.



or



2. Click Edit and proceed to agree to the terms to approve, it's that simple. There will be a notification sent to the other parties once you have approved.

For support using the new agreement management platform, please email [datafeeds@itsosystems.ca](mailto:datafeeds@itsosystems.ca)