

## Online Datafeed Agreement Management

### Instructions for requesting new data access agreements

Do you need a data feed for your website? REALTORS® belonging to one of ITSO's Member Associations can now initiate data access agreements with approved vendors on ITSO's new data distribution and agreement management platform, Bridge Interactive.

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

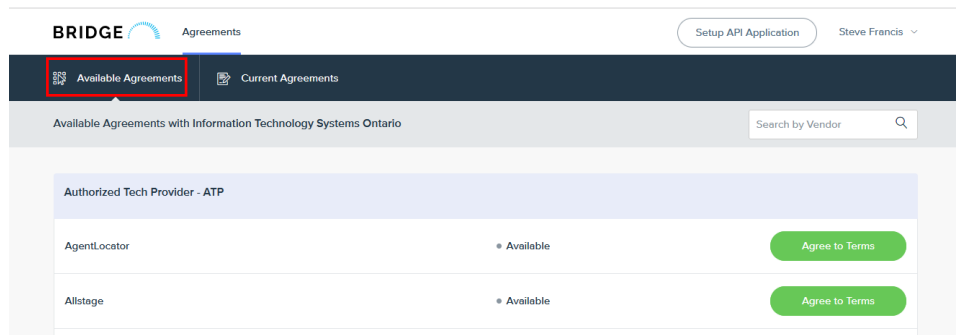


Clicking this icon will bring you into the agreement management platform. The new platform (or tool) replaces the current agreement management process of submitting your request in a PDF authorization form. The tool now provides all participants, (Brokers, Salespeople, and Vendors) with an account to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

**PLEASE NOTE:** The Broker of Record for your office MUST first log into their agreement management dashboard to allow access to the REALTORS® from your office. This allows the platform to assign your Broker of Record as a signing party to the four-way data access agreement. If your Broker of Record has not yet logged into their agreement management dashboard, you will see an error message explaining that this step must be completed before you can log in.

Should you be looking to apply for a datafeed for your website, please follow these instructions: (if you already have a datafeed for your website, you do not need to re-apply)

1. First, Log into your MLS® System Dashboard <http://itsorealestate.ca>
2. Then click the Bridge Agreement Management icon and (one time only) Agree to the Terms & Conditions for the platform. Once logged in, you will see this screen:

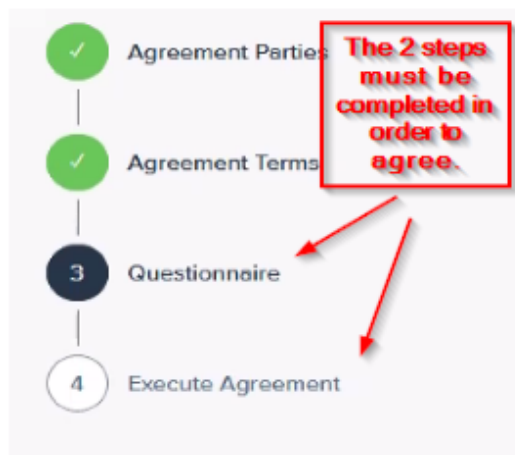


3. Once logged in, click Agreements, then Available Agreements to see a list of approved vendors. Locate the Agreement type and Vendor you would like to create an agreement with.

If you do not see your vendor, please have your vendor email [datafeeds@itsosystems.ca](mailto:datafeeds@itsosystems.ca) to become an approved vendor.

**Data Agreement Options:** Please make sure to read the description of the agreement in the header before making your selection.

4. Click Next to agree to the terms and complete the questionnaire. Once complete, the system will notify the other parties including your broker in the agreement to review and approve where necessary.
5. 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.



To view your agreements, click Current Agreements in the top menu. Use the Filter option to filter agreements by status.

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