

Greetings CincyMLS Member,

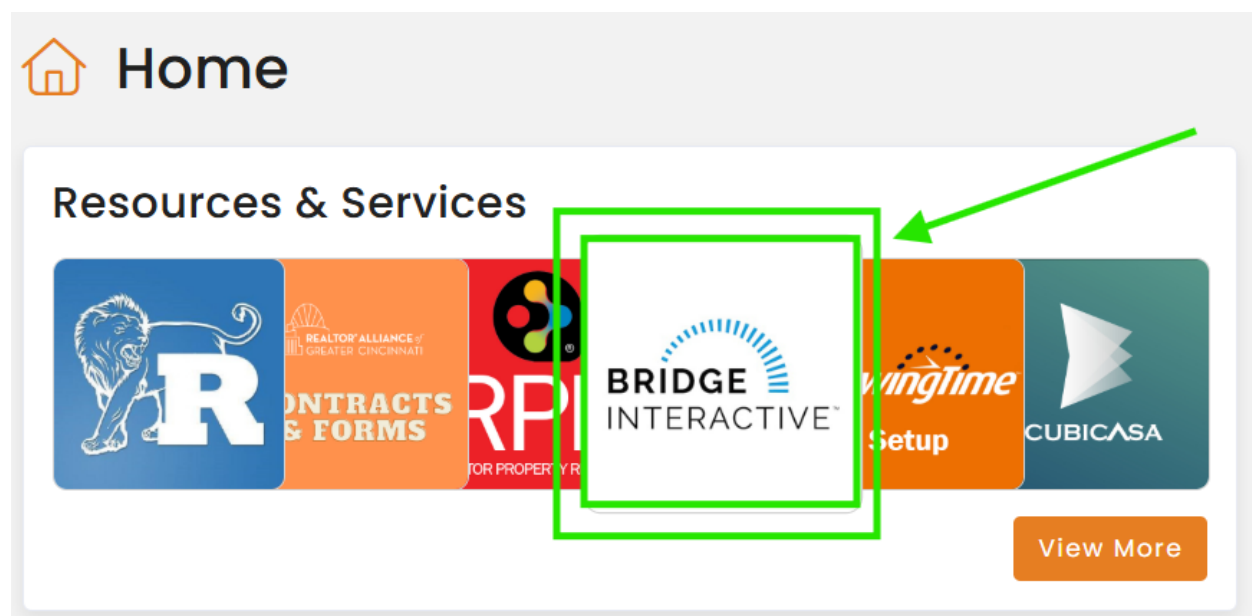
Thank you for your interest in requesting a Data Feed that will be used by a third-party vendor for use on your real estate website or for use with other products they offer.

The following are the requirements to process your Data Feed request:

- **Data Feed Agreement** – Executed **online** in the Bridge Agreement Management (BAM) system.
- **CE Certificate** for having completed “[Marketing, Advertising, and Social Media Compliance](#)”. This is a requirement for Agent members only.
 - This is required only for **Agent** members.
- **Administrative fee** of \$250 be paid, one time for each Data Feed Agreement. Some exceptions apply. **See the exceptions list at the bottom of these instructions.

CincyMLS provides an online system for members to request all Data Feed types, including IDX Data Feeds (go [here](#) for a list of Data Feed types). The system is *Bridge Agreement Management (BAM)*. A Data Feed Agreement, executed using BAM, is required to make your request and “agree to the terms” for use of our valuable CincyMLS listing data.

To access **BAM** and initiate a Data Feed Agreement, **sign-in to your member portal account** then click on the Bridge Interactive icon shown below. If the icon does not appear, click “View More” located at the lower right of the image where it can be found in the list on the right.



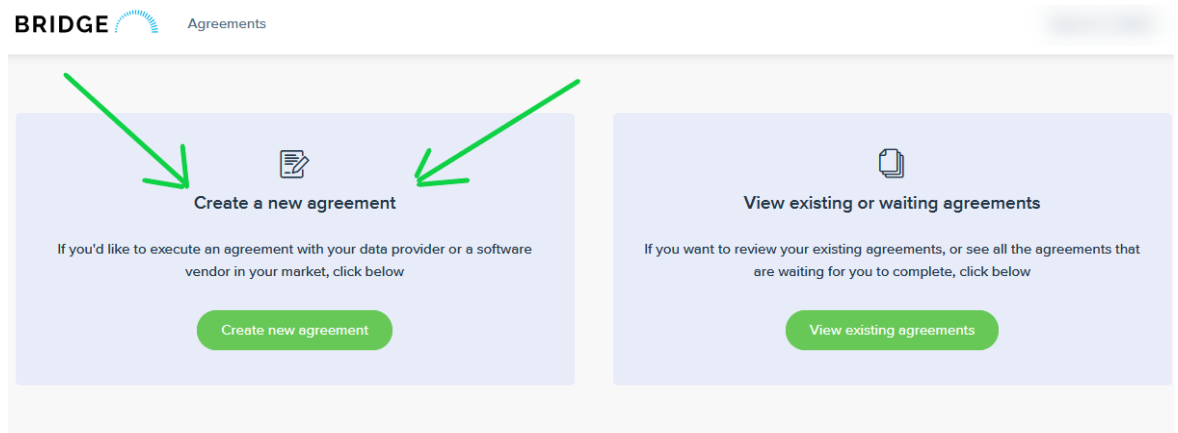
4 Step Process Summary:

1. Complete the BAM online request by executing the Data Feed Agreement. All other parties are notified by email of your waiting agreement. Please be sure to follow up with your Broker and vendor to ensure they also complete their portion once you have executed your agreement.
2. ***For Agent only IDX & VOW Data Feed requests.*** Provide the certificate that you have received for completing **The CE Shop** course “[Marketing, Advertising, and Social Media Compliance](#)”. Once the CE certificate has been received, it will be kept in file at the MLS.
3. ***For Agent only IDX & VOW Data Feed requests.*** Download the **IDX Rules Acknowledgement** form - Print, sign, and return. Download the form by clicking [here](#).
4. Pay the \$250 Administrative fee. You will be emailed an invoice for the fee which you can pay online on your portal’s dashboard, or over the phone. Please contact the MLS to pay over the phone. This fee is required for each new Data Feed request.

Instructions:

1. Select the Bridge Interactive tile from your member portal (image above). Once in Bridge, you will:

- a. **Select “Create a new agreement**



- b. **Click the appropriate choice for IDX, VOW, or Data Download (aka Broker Back Office). *If you are unsure which to select, contact your vendor or the CincyMLS.***

Cincy *IDX* Approved Vendors

PLEASE READ – THIS IS THE TYPE OF DATA FEED YOU ARE REQUESTING; Internet Data Exchange (IDX) or Broker Reciprocity is a program that provides mutually agreed-upon advertising *between member brokerages*. If you have an IDX search on your website, a visiting consumer can search through all IDX listings regardless of listing brokerage. Because it is mutually agreed-upon advertising, there are rules about what must be displayed and how it can be displayed. All listings are available for display except of those Brokers that have opted-out of IDX participation. One complimentary IDX feed is available for Broker websites. Additional Broker requests require an administrative fee of \$250 (per occurrence). All agent IDX feeds requires an administrative fee of \$250 (per occurrence). Agents must complete required Continuing Education prior to approval of data feed.

Cincy *VOW* Approved Vendors

PLEASE READ - THIS IS THE TYPE OF DATA FEED YOU ARE REQUESTING; Virtual Office Website (VOW) is for agents/brokers interacting with *registered clients* via their website. Consumers must first complete a specific type of registration before any listings can be displayed from your website. Once that is completed, the consumer has effectively become your client and may have access to search all listings. All VOW feeds require an administrative fee of \$250 (per occurrence). Agents must complete required Continuing Education prior to approval of data feed.

Cincy *Data Download* Approved Vendors

PLEASE READ - THIS IS THE TYPE OF DATA FEED YOU ARE REQUESTING; Data Download for **Office Listings** makes your company's (or office's) listing data available for use with back-office products for internal use. Examples of back-office products are Scheduling Software, Office Accounting or Marketing Tools. This request must be made by the Principal Broker of Record. There is no charge to the member Broker for this option.

Data Download - **Full Database** makes *ALL* listing data available for use with back-office products for internal use. Examples of back-office products are Scheduling Software, Office Accounting or Marketing Tools. This request must be made by the Principal Broker of Record. All Full Database Data Download feeds require an administrative fee of \$250 (per occurrence).

- c. In the alphabetically ordered vendor list, find your third-party vendor, and select “Agree to Terms” found to the far right of the vendor’s name.**
- d. Complete your portion of the agreement as indicated.**
- e. The remaining parties of the agreement are notified by email that they have a “waiting agreement” in BAM. The MLS will notify you when your request is confirmed or if additional information is needed.**

1. **For Agent only IDX and VOW Feed requests.** Provide the certificate from having completed **The CE Shop** course “[Marketing, Advertising, and Social Media Compliance](#)”. Email the certificate to: support@cincymls.com. **The CE Certificate is not required for Broker Data Feed Requests.**
2. Email the signed **IDX Rules Acknowledgement** form to: support@cincymls.com
3. There is a one-time, \$250 administrative fee per Data Feed Agreement. You will be invoiced once all parties have executed the agreement, and the MLS has received the required CE course certificate and signed IDX Rules Acknowledgement form.

*When entering into an agreement in BAM, you must click “**Execute**” to complete your portion of the agreement and allow the process to move forward to the next signing party.

Please send questions to: support@cincymls.com or bam@cincymls.com

**Exceptions to the \$250 Administrative Fee:

- Broker 1st IDX Data Feed for Brokerage website.
- Agent switches to a different Brokerage but continues with same vendor.