Request Listing Access / Listing Source Manager

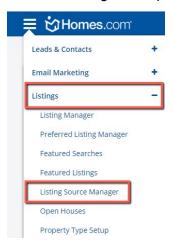
To make sure that you have the correct MLS provider for your listings coming into your Homes.com Account Dashboard, there are a few things that you must check first. To do so, go to the Listing Source Manager page.

To start, log into your Homes.com Account here: https://login.homesconnect.com/

Once in your Dashboard, click on the menu button in the top left.

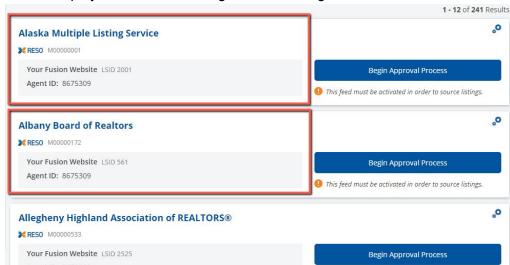


Click on "Listings" to expand the menu, then click on "Listing Source Manager".



What MLS Provider are you associated with?

First check to see if your MLS provider has already been associated by looking at the list of boards displayed within the Listing Source Manager.



If you do not see your board, then follow the steps below in order to begin the process of connecting your Homes.com Account to your MLS provider.

1. First, click on the "*Request Listings Access*" button under the Listing Source Manager Header.



2. You will be presented with three options which will help you with connecting with your MLS provider.



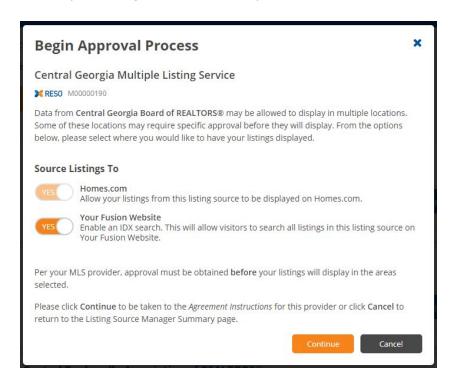
- Option 1: Agent ID
 - This option will allow you to connect to your listing source by using your MLS provided Agent ID.
- Option 2: MLS #
 - i. This option will allow you to connect to your listing source by using the MLS ID of one of your active listings.
- Option 3: Select Source (manual method)
 - i. This option will allow you to connect to your listing source by the state in which your MLS provider is located.
 - ii. Once you have located your MLS provider, you will then be able to enter your MLS Agent ID associated with that particular MLS provider.

3. Once you've selected an option, click Continue and then follow the instructions presented in order to connect a MLS provider to your Homes.com Account.

Some MLS providers may require additional steps in order to connect your listings. If it does you should see a "Begin Approval Process" button displayed on the Listing Source card.

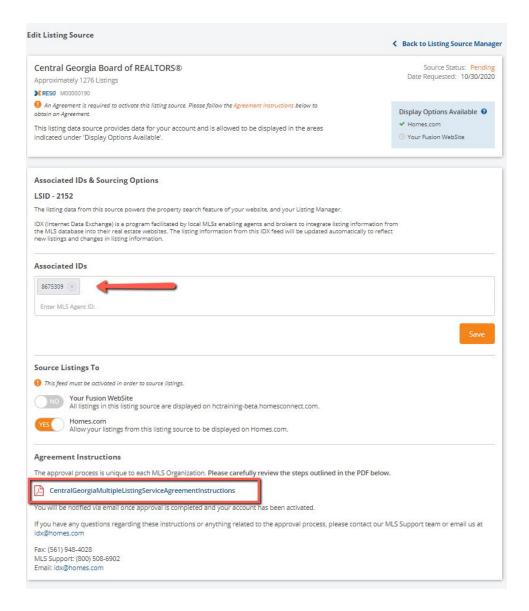


Click on "Begin Approval Process" and review the steps required by the MLS provider in order to have your listings associated with your Homes.com Account.



Additional approval may also be required in order for your listings to be displayed on your Homes.com Fusion Website or on Homes.com.

Approval processes are unique to each MLS organization. You will need to confirm that you have entered your correct MLS Agent ID and carefully review the steps outlined in the PDF file located within the Agreement Instructions section for that particular MLS provider.



The Listing Source Status will display as "Pending" until approval has been granted by your MLS provider.



Once approval has been obtained, the Source Status will display as "Active".



After the listing source has been connected, your listings should appear within your Homes.com Account Dashboard, usually within an hour.

***NOTE: Some MLS boards may require additional steps to connect your listings. Please reach out to our Customer Support team for additional information and help.