

Instructions for Completing your IDX/MLS Search Registration with the Garden State MLS

The Garden State MLS has an online IDX approval process.

GSMLS IDX Agent Application Setup:

1. Login to <https://mls.gsmls.com/member/>
2. Navigate to **AGENT MGMT > View Exports > View/Edit IDX Agreements**
3. Click on **MY IDX SITES** tab
4. Select One: **URL or APP**
5. Enter URL or APP: **Enter your website address or APP Name**
6. Select IDX Consultant: **from drop down list provided.** *(If not listed, follow instructions on screen)*
7. Click on the green **ACCEPT & SIGN** button.
8. Scroll to the bottom Type your **First/Last Name and Date**
9. Click **SAVE**
10. Now the Status should read **"Pending Broker Approval"**
11. **PLEASE CONTINUE TO READ THE BELOW ON APPROVAL PROCESS.**

**** Your Application now REQUIRES your BROKER OF RECORD to APPROVE. Once approved by the Broker of Record the status will read "Pending GSMLS Approval" once approved by GSMLS the IDX Consultant will be notified of approval and they then can implement GSMLS IDX to your website. You can follow the status of your application online under the "MY IDX SITES" tab. ****

Should you wish to notify your Broker of Record that you are awaiting his approval. Below are the directions you can forward to him for completion.

Approving Agent Applications for GSMLS IDX by the BROKER OF RECORD:

1. Login to <https://mls.gsmls.com/member/>

2. Navigate to **OFFICE MGMT > Manage Exports > View/Edit IDX Agreements**
3. Click on **APPLICATIONS** tab
4. There you will see a **list of agents who are awaiting your approval** for IDX.
5. **Check the box(es)** for those you wish to Approve. (you can also Reject an application, if needed)
6. Click on the green **ACCEPT & SIGN** button.
7. Type your **First/Last Name and Date**
8. Click **SAVE**
9. Now the Status should read **“Pending GSMLS Approval”**

CWS and Z57 will be notified when your IDX request is approved by your MLS, and your IDX will then be activated on your website. You will be notified via email once this process is complete, or if any additional information is requested by your MLS during the process.

MLS approval of IDX applications typically takes 2-3 weeks.

Garden State MLS contact information:

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