

# IDX Paperwork Cover Sheet

## IMPORTANT

This cover sheet **MUST** be filled out and returned via Email or Fax with your IDX paperwork. If this cover sheet is not included your IDX may not be approved and set-up properly.

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### How To Return

*Scan & Email Cover Sheet & Paperwork to: [IDXAdmin@z57.com](mailto:IDXAdmin@z57.com)*

*Fax Cover Sheet and Paperwork to: (858) 430-5599*

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### Please Print Clearly

**First Name:** \_\_\_\_\_ (REQUIRED)

**Last Name:** \_\_\_\_\_ (REQUIRED)

**Email Address:** \_\_\_\_\_ (REQUIRED)

**Domain Name:** \_\_\_\_\_ (REQUIRED)

*IF FACEBOOK PREMIUM CLIENT, PLEASE USE YOUR FACEBOOK BUSINESS PAGE URL AS THE DOMAIN NAME*

**MLS Agent ID:** \_\_\_\_\_ (REQUIRED)

**Office ID:** \_\_\_\_\_

## INTERNET DATA EXCHANGE AGENT APPROVAL FORM

This form is required for each Participant or Subscriber requesting IDX, in order to have an IDX feed activated with the vendor. Vendors may not activate any feed on any website until MLS staff has granted the approval required via this form.

Both agent and  
broker must sign

Completed forms should be emailed to your home association:  
CSMAR at [mls@csmaor.com](mailto:mls@csmaor.com) or VCCAR at [mls@vchomefinders.com](mailto:mls@vchomefinders.com).

Agent's Name:

Agent Phone:

Agent Fax:

Agent's Signature:

Agent MLS ID#:

Agent's Office Name:

Broker Name:

Broker Signature:

Agent's URLs (website addresses):

1.

2.

3.

Vendor (company) Name: Constellation Web Solutions

Vendor E-mail address: [brokersolutions@constellationws.com](mailto:brokersolutions@constellationws.com)

STAFF ONLY:

Approved Date:

Approved By: