

Instructions for Completing your IDX/MLS Search Registration with the Bay County Assoc. of REALTORS® - Panama City MLS

The Panama City MLS requires its members to complete their online RETS Contract Form on their password-protected MLS website. Please contact your MLS directly for assistance in locating and completing the online form.

1. Please login to your Panama City MLS account online and locate the online RETS Contract Form
2. **Complete and submit the online agreement as directed. Please note that your IDX Vendor/ Consultant is Constellation Web Services or CWS.**
3. Please send an email confirmation once you have completed the online form to IDXAdmin@z57.com.

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 from your MLS during the process.

MLS approval of IDX an application typically takes 2-3 weeks, but varies by MLS.

Panama City MLS contact info: mlssupport@bcaor.com