

# Instructions for Completing your IDX/MLS Search Registration with the Traverse Area Association of REALTORS

The Traverse Area Association of REALTORS has requested that its members contact it directly for IDX forms.

1. Please contact your MLS at the contact information below.
2. Complete their IDX paperwork process to request that Z57's IDX provider (**Constellation Web Solutions or CWS**) be authorized to provide IDX listings to display on your website.
3. If a signature is needed from the IDX Provider or IDX Vendor, then please submit paperwork to [IDXAdmin@z57.com](mailto:IDXAdmin@z57.com) or fax to (858) 430-5599.

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.

## **TAAR contact info:**

Telephone: (231) 947-2050

FAX: (231) 947-1910

E-mail: [info@taar.com](mailto:info@taar.com)