



*****Complete and submit document via Online Portal. Once this has been completed please email confirmation of submittal to IDXAdmin@Z57.com to prevent delay in approval.*****

Signing up for IDX or VOW Online:

Go to <http://idx.trianglemls.com/setup>

Broker:

All of your choices are done under the link titled **Principal Brokers-In-Charge – Please DO NOT go into the Agent section-stay in the “left lane”.**

Click on **Online Signup** – This is the contract that must be signed by everyone even if you have signed an old one before. *If you have signed this new one in the last week, you do not need to click this link again.* The only time that you would need to resign this would be if your firm changes names.

Go to the link: **Vendors (under Principal Broker)** – Check the boxes of the vendors that are doing your IDX solution for your firm websites and the vendors that you will allow your agents to use. Please return to this section at any time that you need to change the vendor selections for your firm or agents.

Next go to **Firm choices for firm’s agents** – The choices that you made in the Vendor section show up here. Each choice is a ‘hot’ link. Click on the vendor that you would like to select for your agents/office.

Vendor = Constellation Web Solutions (CWS)

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Indicate how each vendor may be used by your firm and/or agents.

To add or remove a vendor, click [here](#).

[Dakno Marketing](#)

[Dominion](#)

[IDC Global, Inc.](#)

[MyBode](#)

[OnWire - Connect](#)

[TMLS SmartFrame](#)

[Zurple Inc.](#)

The choices that you made in the vendor section show up here. You must click on each vendor link to make choices for your agents.

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Once you click the link a list of the agents in your office will appear (this list comes from our membership database and takes approximately 24 hours to update into this solution). You may choose all of your agents to have the solution or only those that you wish to use it. *Don't forget to check if your office is using the solution.*

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Indicate what you approve **TMLS SmartFrame** for:

If you check this box it will check all of the boxes for you.

IDX

Check All

Firm/Office Site

Agent Sites

Agent#1, Demo

Agent#2, Demo

Here you may choose this solution for you own office as well as all of your agents or only a few. If your office is using this solution check this box.

Please Note: If you check all of your agents for a vendor and you get a new agent tomorrow; you will need to revisit this section and choose a selection for that new agent.

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Click on **Websites**;

Click Add New and add your firm website. If your firm is using the TMLS SmartFrame, you must put the firm address in this box for the SmartFrame to work.

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List Office Sites for Office demo

[Add new site](#)

If you are adding a new vendor that is not listed, or a new data type, click here to add your new selection.

Name	Site URL	Data Type	Vendor	Modify?	Remove?
Carol Hamrick Realty	www.yourfirm site.com	IDX	TMLS SmartFrame	Modify	Remove
Carol Hamrick Realty	www.yourfirm site.com	VOW	Dakno Marketing	Modify	Remove
Carol Hamrick Realty	www.yourfirm site.com	IDX	IDC Global, Inc.	Modify	Remove

Please make sure that your data type is correct for each site.

The Vendor section must be filled in with the correct vendor-the vendor listed here will receive your website address in his client list.

Once you have completed your choices **Logout**. This is important

Do not go from the BIC section to the agent section without logging out first.