

## Instructions for Completing your IDX/MLS Search Registration with the Omaha Area Board of Realtors (Great Plains)

The Omaha Area Board of Realtors (Great Plains) requires its members to have the Principal Broker email permission for the subscribing agent to have IDX with our IDX Vendor, Constellation Web Solutions, to the IDX Vendor and Cc the MLS:

- Send Email to:
  - Constellation Web Solutions – [brokersolutions@constellationws.com](mailto:brokersolutions@constellationws.com)
- Cc on email:
  - Omaha Board of Realtors – [mls@gprmls.com](mailto:mls@gprmls.com) AND [denise@omaharealtors.com](mailto:denise@omaharealtors.com)
  - Z57 IDX – [idxadmin@z57.com](mailto:idxadmin@z57.com)
- *Content of email if IDX site is for an agent or non-principal broker:*
  - I 'Principal Broker Name' grant permission to my agent 'agent name' to display the Omaha Area Board of Realtors RETS IDX using the third party IDX vendor Constellation Web Solutions on their website 'agent's domain name'.
- *Content of email if IDX site is for a Principal Broker:*
  - I, 'Principal Broker Name', the Principal Broker of 'office name' am granting myself permission to display the Omaha Area Board of Realtors RETS IDX using the third party IDX vendor Constellation Web Solutions on my website 'domain name'.

If you or your Principal Broker receives an approval email please forward it to [IDXAdmin@Z57.com](mailto:IDXAdmin@Z57.com).

If you have any questions please call Customer Service at 800.899.8148 Option 5 or email [idxadmin@z57.com](mailto:idxadmin@z57.com).

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