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

The Charlottesville Area AOR has an online IDX request process.

1. Please complete the MLS's online IDX paperwork process **on page 2 down below** to request that Z57's IDX vendor (listed as "Constellation Web Solutions" or "CWS") be authorized to provide IDX listings to display on your website.

2. 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.

CAAR-GAAR-HRAR

RE|DATAVAULT

Broker Instructions -*NEW* to reDataVault

STEP 1: Register

Visit re|DataVault at http://caar-gaar-hrar.redatavault.com

Next, create a reDataVault account.

For Real Estate Brokerages

Brokers have the ability to request a license to access IDX, Broker Only and VOW data products.

Customized data products are also available.

For Brokers that want to request a license and to learn more about CAAR-GAAR-HRAR Broker Data Products click on the Register Broker button below.

Register Broker ▶

To create a login, select Register Broker then click Next Step. You can use the **Find Me...** button on this page to lookup your information in the system.

Please enter the following information: (*) - required

Your Name

Want us to find you?	**Find Me...**
First Name:	_____ *
Middle Name:	_____
Last Name:	_____ *

In the window that opens, enter your SSO/Paragon username and click **Find** . The window will show your name and your brokerage name.

Select the **Apply** button that will auto fill your name and your Organization info.

Please enter your email address, choose a password, scroll to the bottom, and select **Next Step** .

The system is going to send you an enrollment confirmation email. That will look like this:
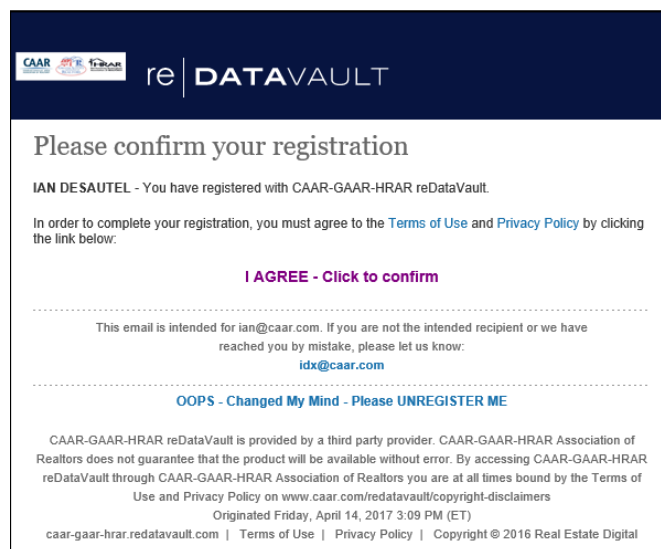
Click the "I AGREE – Click to confirm" your account.

You are now able to choose one or more data products to license.

STEP 2: Apply for a Data License

Upon Sign-In, select **Apply Now** for the appropriate product and follow the prompts to complete the license.

License	Name ▲	Cost	Summary
Apply Now	Back Office		Contact the MLS to discuss the data needs you may have.
Apply Now	Broker Only		For Brokers Only- Data to be defined
Apply Now	IDX		This is an IDX Data License, with pre-approved Vendor
Apply Now	IDX+		This is an IDX+ data license with pre-approved Vendor
Apply Now	VOW (Brokers)		This is a VOW data set and requires VOW rules be followed.

Products: view a list — Click the "Apply Now" button to obtain a Data License. — Export

After selecting your product, you will need to select the vendor you are working with from the "select Vendor:" drop-down list. If that vendor is not on the list, please use the link to invite your vendor to register to get a vendor data license.

Step 2 - Define Your License Request

For Product: IDX+
Offered By: CAAR-GAAR-HRAR Association of Realtors

Vendor

Select Vendor: (Select one) *

You MUST select a Vendor in order to proceed.

If your Vendor is not in the drop down list above, you must STOP and re-initiate this application once your Vendor has registered with reDataVault

CLICK HERE to send your Vendor a personal invitation to register.

*Each product requires you to provide a URL that will be associated to the license. If no URL is going to be used, just enter "fakeurl.com".