Instructions for Completing your IDX/MLS Search Registration with First MLS

Please log on to your account at FMLS.com and follow the instructions that apply to you below.

FOR AGENTS
- Go to My FMLS
- Click FMLSWeb
- Click FMLSWeb Agent Elections
- Select the option to use an Approved Data Vendor
- Click "Update Election"
- Select Constellation Web Solutions from the list of vendors
- Click "Choose Election"

FOR PRINCIPAL BROKERS
- Go to My FMLS
- Click FMLSWeb
- Click FMLSWeb Company Elections
- Click link to create a new company election
- Select Constellation Web Solutions from the list of vendors
- Type the URL for the site the data will appear on
- Click the button to "Choose FMLS Approved Data Vendor"

How to update your URL for approval
If you need to update the URL that you submitted, kindly see the following instructions:
- Mouse over My FMLS and click on Edit my Roster
- Update the website address to the one your vendor will be using
- Click Save Changes
- Once you have done that, your profile will be updated, and you will then need to reselect Constellation Web Solutions as your vendor. This will resend the approval, with your updated website.

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.

First MLS Tech Support: 1 800 505 FMLS or 404 255-4219