

The Roanoke Valley Multiple Listing Service
Broker Authorization Form for MLS User “Acting As” Authorization

Purpose: Valid reasons may exist for one MLS user to *act as* another MLS user within the same company when using the MLS system in performance of normal and legitimate duties. At the same time the sharing of MLS passwords are (or will be) either prohibited by the MLS Rules and Regulations or inhibited by technological security measures. To accommodate both legitimate business practice and MLS security requirements, the Roanoke Valley Association of REALTORS has authorized an MLS feature called *Acting As*. In simple terms, *Acting As* allows one MLS user to access the account of another MLS user without knowing that user’s password.

Scope: Those who are authorized to access the online MLS system (referred to in this document as “MLS users”) are eligible for *Acting As* privileges.

Application: Once the *Acting As* feature is enabled for **MLS user A** to *act as* **MLS user B**, when **MLS user A** logs into FlexMLS the user will notice the *Acting As* feature located at the top-center of the FlexMLS page. For **MLS user A** to begin *acting as* **MLS user B**, **MLS user A** will enter **MLS user B**’s User ID into the field and press Enter. FlexMLS will then indicate on the screen that **MLS user A** is now *acting as* **MLS user B**. While **MLS user A** is *acting as* **MLS user B**, all actions taken by **MLS user B** will appear as, and be recorded in listing history as actions taken by **MLS user A**.

Authorization: The broker / manager must authorize each *Acting As* relationship within the company by completing and submitting this form to RVAR. RVAR staff will then modify the MLS account of the MLS user who will be *acting as* another MLS user.

Cautions and Precautions

When an MLS user leaves the company: If an MLS user who has been granted *Acting As* privileges leaves the company (either by transferring to another company or by going inactive), FlexMLS will automatically terminate the *Acting As* privileges for that MLS user.

When a valid reason no longer exists for an MLS user to have *Acting As* privileges: If an *Acting As* MLS user no longer has a valid reason to continue the *Acting As* relationship, the broker / manager must promptly notify RVAR in writing of the need to terminate *Acting As* privileges for that MLS user.

I, _____ of _____ hereby authorize
Broker / Manager Full Name (printed) Company Name (printed)
MLS user _____ to *act as* MLS user _____.
User’s Full Name (printed) User’s Full Name (printed)

Broker / Manager Signature
_____/_____/_____
Date