



## MIAMI Association of Realtors & Bridge

### Member instructions for new data access agreements

MIAMI members can now initiate data access agreements online using Bridge.

**Logging into Bridge:** You will need to log into Bridge to initiate a data access agreement.

**PLEASE NOTE:** The designated broker for your office **MUST** first log into Bridge to allow access to agents from your office. This allows Bridge to assign your broker as a signing party to your four-way data access agreement. If your designated broker has not yet logged into the system, you will see an error message explaining that this step must be completed.

1. Log into the Miami Gateway <https://www.miamirealtors.com/>
2. Click the Bridge icon.



3. Agree to the Terms & Conditions for the Bridge platform.
4. Once logged, click Agreements. To create a new agreement, click on Available agreements. If you would like to request your own API data feed without a vendor, select the IDX or VOW license agreement. If you would prefer to initiate an agreement with an approved MIAMI vendor, scroll down the page and select the vendor you would like to work with and click **Agree to Terms**.

The screenshot shows the Bridge Agreements interface. At the top, there is a navigation bar with the Bridge logo and a tab labeled 'Agreements'. Below this is a dark blue header with two tabs: 'Available Agreements' (highlighted with a red box) and 'Current Agreements'. The main content area is titled 'Available Agreements with MiamiRE' and includes a search bar labeled 'Search by Vendor'. There are three main sections:

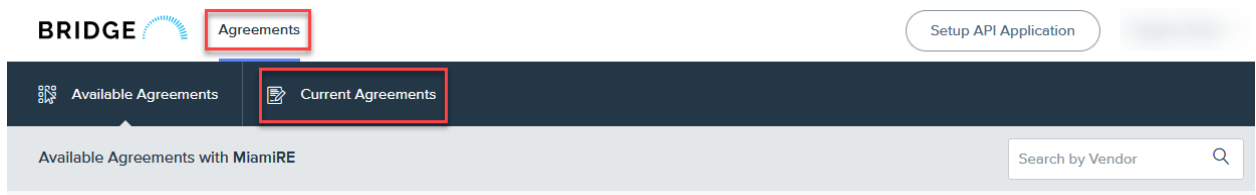
- Miami IDX License Agreement - Brokers sign-up:** This section includes a description, a table with one row: 'Miami IDX License Agreement - Broker sign-up' and 'You have created none of these agreements', and a green 'Create agreement' button.
- Miami VOW License Agreement - Brokers sign-up:** This section includes a description, a table with one row: 'Miami VOW License Agreement - Broker sign-up' and 'You have created 1 of these agreements', and a green 'Create agreement' button.
- API Vendors Broker:** This section includes a description: 'Agreeing to the terms of any agreement below will send a notification to the Approved MIAMI Vendor, that you are requesting services and will allow them to complete their portion of the agreement. You may cancel the agreement at any time by opening the agreement and clicking Cancel.'

5. Click **Next** to agree to the terms and complete the questionnaire if required. Once complete, Bridge will notify the other parties in the agreement to review.

To view your agreements, click **Current Agreements** in the top menu. Use the Filter option to filter agreements by status.

**BROKERS:** The **Current Agreements** tab is where you can find agreements from your agents waiting for your approval. To approve a waiting agreement:

1. Locate the waiting agreement. You can use the search function to search for the agent's name.
2. Click **Edit** and proceed to agree to the terms to approve. There will be a notification sent to the other parties once you have approved.



For support using Bridge Agreement Management,  
please email [support@bridgeinteractive.com](mailto:support@bridgeinteractive.com)