



# Part-2: YOUR MLS Offers Account

At the request of the MIAMI Association of Realtors, MLS Offers accounts were created for all MIAMI members that did not already have one. Accounts were created using the email address you have on file with the MLS roster data.



It is possible that some accounts were unable to be auto-created by MLS Offers, so please double check that you have an account by attempting to login via the MIAMI Dashboard Single-Sign-On.



If you find you do not have an account yet, you can visit [www.mlsoffers.com](http://www.mlsoffers.com) and create YOUR free account. Once you create your account, be sure to visit the Settings area to set up your MLS Connection to allow your listings to be imported.

**Add MLS Connection:**

To enable importing your listings from the MLS, add your MLS and Agent ID below.

MLS	Agent ID
Miami Association of Realtors	<i>Add</i>





## MLS Offers Is Enabled by Default On ALL New Residential Listings:

MLS Offers submission service is **enabled** (turned on) by default on all new Residential for sale listings added to the MLS. You will see this in the Compensation and Misc. Information section of the add/edit process.

**Compensation and Misc Information**

<b>IDX</b> True	<b>Internet</b> [?] [dropdown]	<b>AVM</b> [?] [dropdown]	<b>Blogging</b> [?] [dropdown]	<b>Address on Internet</b> [?] [dropdown]
<b>Listing Type</b> [?] [dropdown]	<b>List Date</b> [?] [calendar]		<b>Owners Name</b> [?] [text]	
<b>Variable/Dual Rate</b> [?] [dropdown]	<b>Joint Agency</b> [?] [dropdown]	<b>Expiration Date</b> [?] [calendar]	<b>Owners Number</b> [?] [text]	
<b>Occupancy Information</b> [?] [dropdown]		<b>Showing Instructions (Max 3)</b> [?] [checkbox list]		
<b>MLS Offers</b> [?] <b>Enable</b> [dropdown] ←				

\*If you choose not to use MLS Offers to receive and manage offers, you can change this to "disable".



## Offer Link In Broker Remarks:

When MLS Offers is enabled (as shown above), a clickable offer submission hyperlink is automatically inserted into the Broker Remarks of your listing for buyer agents to click on to submit offers to you.

	Remarks
Remarks:	Gorgeous unit with amazing ocean view this 3 bed 2 bath in for occupancy. This unit offers spectacular ocean and intrac valet, concierge and full amenities.
Driving Directions:	
Broker Remarks:	<a href="#">Submit all offers via MLS Offers</a> for showings please contact
Office Remarks:	



## Receiving Email Notifications:

MLS Offers will send notifications for new offers, counteroffers, messages from the other agent(s), etc., to the email address in your profile.

\*On the "Settings" page in your account you can also add up to 6 additional email addresses to receive all notifications for your account.



Next week:

**Part-3 of YOUR MLS Offers Account**

Your Profile

Logging into YOUR Account

Automatic Listing Import