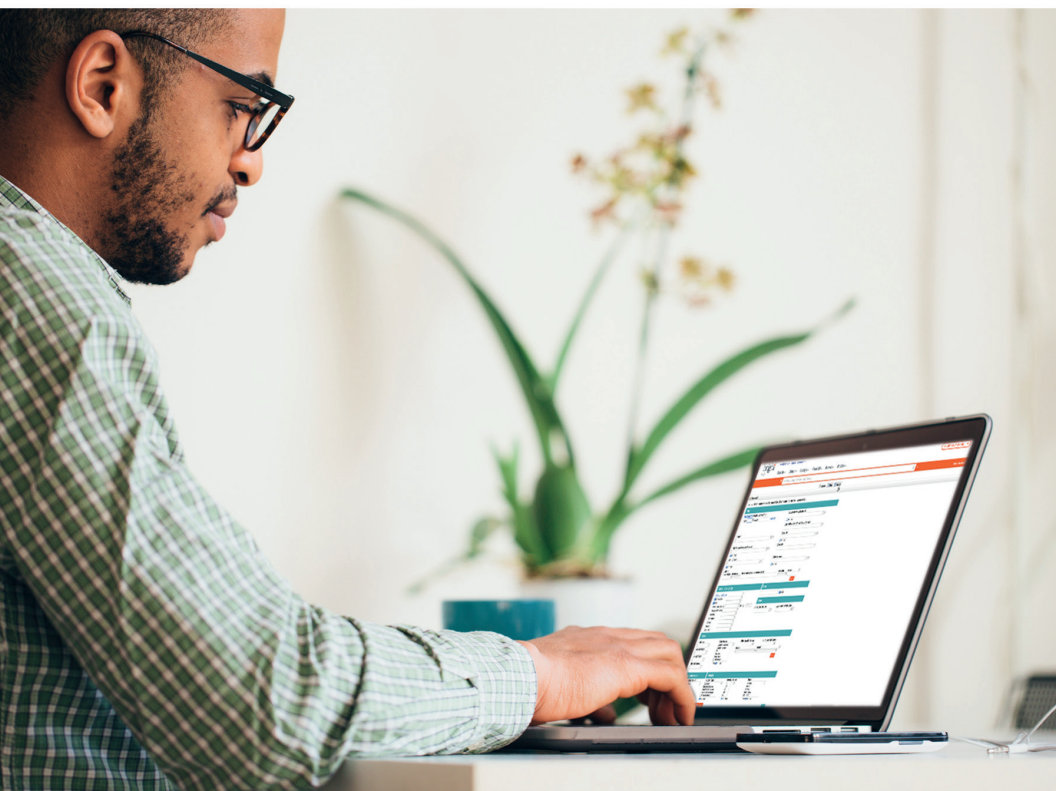




Getting Started

Your MLS Quick Reference Guide

Contents

BrightMLS.com	4
The Workspace	4
The Main Navigation	5
Account & Settings	6
Setting Up Your Branding	7
Searching	11
Customizing the Criteria Page	12
Map Searching and Filtering	13
Accessing Parcel Details	14
Customizing Your One-Line Display	15
Interacting with Listings	16
Printing	17
Emailing Listings and Public Records	17
Setting Up an Auto Email	18
Creating a New Contact	19
Accessing and Adding Contacts	19
Customizing Market Watch	20
Adding Hot Sheets	21
Creating a CMA	22
Adding a Listing in Listing Management	23
Initial Listing Setup	23
Full Edit Form	24
Adding Photos	26
Uploading Documents	27
Managing Listings	28
Setting Up Showings	29
Appendix: MLS Status Definitions and Quick Rules to Know	31

Hello!

This helpful guide was created just for you! It provides step-by-step instructions on how to perform basic tasks in Bright. Use it to get started.

Looking for more? Helpful information about Bright does not stop here! Informative guides and helpful videos and instruction are built right into the screens, using the

❓ ⓘ buttons. Ask questions, get answers and learn more about the Bright system:

- Visit our Getting Started page for a central reference for actions and resources to help you hit the ground running: **Brightmls.com/GettingStarted**
- Take one of our training classes: **BrightMLS.com/Education**
- Access information 24/7 in Online Support: **BrightMLS.com/Support**
- Call or chat to talk to one of our knowledgeable Customer Support Specialists: **BrightMLS.com/bright-support**
1.844.552.7444
- Follow us on social media to stay in the know:
Facebook **[@BrightMLSCommunity](https://www.facebook.com/BrightMLSCommunity)** and **[@BrightMLS](https://www.facebook.com/BrightMLS)**
LinkedIn **[@BrightMLS](https://www.linkedin.com/company/BrightMLS)**
Twitter **[@Bright_MLS](https://twitter.com/Bright_MLS)**
IG **[@BrightMLS](https://www.instagram.com/BrightMLS)**



The Bright website is where you log in to access the MLS system.
Visit **BrightMLS.com** and click the Log In button in the top right corner.

The image shows the top section of the Bright MLS website. On the left is the Bright MLS logo. To the right is a navigation menu with links for Support, Join, LOG IN (highlighted in red), Products, Training, Research (with a dropdown arrow), News, and Benefits (with a dropdown arrow). Below the navigation menu is a large hero section. On the left, the text reads 'Driving your business forward' in a large font, followed by 'We are building a great Multiple Listing Service experience for you.' Below this is a red button with the text 'HOW WE DO THIS'. On the right, there is a blue box containing the title 'June 2023 Market Report' and a paragraph of text: 'The number of available homes for sale in the Mid-Atlantic has fallen to historic lows, and home prices are once again at record highs.' Below this text is a 'READ MORE' link. At the bottom of the blue box is another title, 'The Value of the Open Marketplace'. The background of the hero section is a blurred image of a smiling woman in an office setting.

THE WORKSPACE

After you log in, you'll see the Bright MLS Workspace. You'll have direct access to the most used services, Hot Sheets and Market Watch reports, Alerts & Notifications, Listing Activity, and Concierge listing matches for your clients.

Bright News will display on the Workspace based on your license and location. RISMedia Premier, the leading source for residential real estate news, is available directly from your Workspace.



[PRODUCTS](#)
[NEWS](#)
[SUPPORT](#)
[EDUCATION](#)

[Search](#)
[Clients](#)
[Listings](#)
[Financial](#)
[Market](#)
[Brokerage](#)
[Policies](#)

[KENDYL MOUNCE](#)


Workspace

[Take a Tour](#)
[Feedback](#)
[Terms By Bright](#)


[Residential Sale](#)


[Public Records](#)


[Saved Searches](#)


[Address Search](#)


[Carts & Favorites...](#)

Hi Kendyl, here are some things you need to know...


Listing Activity

[Go to Listing Management](#)

Review Your Listing Activity

1 Office Pending Listings

1 Brokerage Pending Listings

1 Multi Office Pending Listings


Market Watch

[Manage](#)

Residential

24 Hour

Conciling Soon

New Active

Back to Active

Price Decrease

Price Increase

Active Under Contract

Pending Closed

Temporary Off Market

Withdrawn

Cancelled

Expired


Concierge


Hot Sheets

[Manage](#)

24 Hour

Residential

Residential Lease

MultiFamily

Land

Farm

Commercial Sale

Commercial Lease

Available Source Updates to Your Client Activity Tools

A fresh new interface will make it easier to manage and review your Auto Emails, Saved Searches, and Carts & Favorites Search pages.

[Read More](#)

News Headlines

[Bright News](#)
[Office](#)
[Association](#)



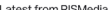
Manage Rental Documents More Efficiently with RentPages PRO



Rule Refresher: Your Guide to Top ASP Questions



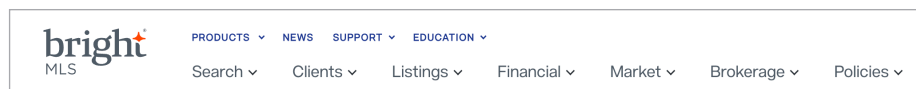
The Value of the Open Marketplace





The Main Navigation

The main navigation menu makes access to the tools available in Bright easy:



- **Search:** offers options for you to find everything from listings to public records.
 - **Search by Property** lets you search for every Property Type.
 - **Create Your Own** lets you create custom search forms.
 - **More Searches** includes access to the Public Records, Saved Searches, directory information for Agents and Offices, access to Inventory, Public Open Houses, History (By Status Change), Address Search, Appraisal Search (1004 MC), Broker Tours, and a custom Public Records Search through My PR Search Form.
 - **Additional Resources** includes free add-ons to enhance your business: MLS-Touch, NewHomeSource Pro, and Nestfully. Premium foreclosure searches through RealtyTrac are also available here.
- **Clients:** gives you everything you need to collaborate with your clients in the MLS:
 - **Manage Clients** provides access to your Concierge, Carts & Favorite Searches, Contacts, Auto Email, Sent Email, My Showings (set up information and preferences for the online showing tool ShowingTime), My CMA's (Access to your saved CMAs).
 - **Additional Resources** lets you access Nestfully, your source for cost-free leads. RentSpree is available for online tenant verification, and Cloud CMA is a premium CMA product.
- **Listings:** Add & Edit Listings and View Listings in Search are available from under the My Listings heading. You can also view and download Profile Sheets.
 - **Additional Resources** includes access to sign up for CubiCasa to scan listing floor plans for free and online tenant verification through RentSpree.
- **Financial:** Buyer Closing Costs and Seller Net Sheet calculators, along with County Tax Rates, are available under Closing. Amortization Schedule and Financial Calculators can be accessed under Financing.
- **Market:** Access or create a host of statistical reports under Market Resources, notably the Home Demand Index and others available based on your office role. Prospecting Tools include Create Custom Reports, access to RE Technology, Postal CASS Forms, and premium product SmartCharts Pro.
- **Brokerage:** (Accessible only to Brokers) Gives access to Manage Employees Permissions, MarketView 360, and Additional Resources Premium Product Elevate Boss.
- **Policies:** Access Bright's Rules and Regulations, various policies, Terms of Use and Accessibility information.

Account & Settings

Account & Settings is where you'll pay your bill, set up your payment methods, customize your MLS branding and more!

 Account & Settings



Home

My Subscription

My Support

Knowledge Articles

Logout

Want to change your contact information or add, edit or remove a payment method? Need to pay a current invoice or view your Statement of Account? Can't recall all of the products to which you're currently subscribed? You've come to the right place!

Manage your MLS account by selecting from the options below.



Contact Information

Have your contact details recently changed? Update the contact information for your MLS Subscription.



Statement of Account

Curious about an invoice, payment or credit? You can view your MLS Statement of Account anytime.



Pay My Balances

Time to pay your quarterly fees? Pay your fees and any outstanding balances.



My Payment Methods

Is your card expiring soon or do you have a new card you'd like to use? Manage your payment methods.



Subscribed Products

When are your subscriptions going to renew? View a list of all products you're subscribed to and their renewal dates.



License Associations MLS

Need to update your license expiration date, Associations you belong to, or provide the MLSs you subscribe to in addition to Bright? Make these changes here.



Agent Transfer

This is your request to transfer Broker office.



Communication Preferences

Manage the emails you receive from Bright.



MLS Settings

Want to customize your Client Portal, report headers, email signature, custom exports, and displays?

To access this screen from the Workspace:

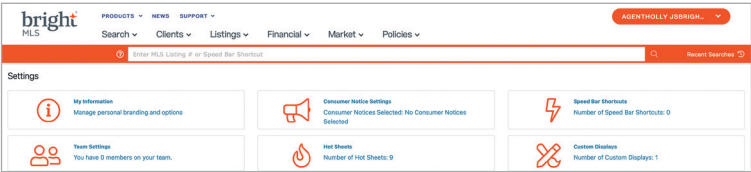
1. Click on the account dropdown (with your name) in the top right-hand corner.
2. Click on **Account & Settings**.
3. From here, you can view and update the following items:
 - **Contact Information:** Confirm and update your email, phone and more.
 - **Statement of Account:** Access your Bright invoice or view payments and credits.
 - **Pay My Balances:** Easily pay your fees or other outstanding balances.
 - **My Payment Methods:** Add payment methods. While you're there, set up auto pay so you never have to worry about a late fee.
 - **Subscribed Products:** View a list of all the products you are subscribed to and their renewal information.
 - **License Associations MLS:** Manage your license, associations and designations.
 - **Agent Transfer:** Request to transfer broker offices.
 - **Communication Preferences:** Select the types of emails you want to receive from Bright.
 - **MLS Settings:** Customize your branding and notifications. More details on how to do this are available on page 7.

Additional options may appear based on role, including Manage Act As, Permissions, Data Licensing, Agent Listing Transfer, Agent Accuracy Notifications, IDX and VOW Licensing Request, Office Exclusive Certification and Office Exclusives.

SETTING UP YOUR BRANDING

This is the information that will display in your sent emails, at the top of the Client Portal and printed reports, including CMAs. Before sending emails or printing from the search system, set up your branding preferences:

- 1. Click on the account dropdown (with your name) in the top right-hand corner.
- 2. Click on **Account & Settings**.
- 3. Select **MLS Settings**.
- 4. Choose **My Information**.



Information

This is your basic information in the MLS including your name, email address, and phone number. It will auto-populate into the **Header & Footer**, **CMA Cover Sheet**, **Email Signature**, and **Portal Profile**. These details are pulled from the Contact Information section of your Account & Settings (on the previous page).

Additional fields you can add to this section include: Team Name, a Job Title, Tag Line (Slogan), Website, and other social media links.

Header & Footer

Portal and Print Header:

Click the Header & Footer tab to customize your options. A personalized header will be displayed at the top of the Client Portal and can also be displayed on printed materials. You can customize this header through the available options.

- **Banner Image:** Click **Select a different banner image/theme** to choose a design template. Choose the desired template and click Save. You can also upload a custom header by clicking **Upload a Custom Banner Image**.
- **Photo:** To add a headshot, select **Use Custom Photo** and click **Upload Photo**.
- **Branding:** Click the dropdown menus to select the contact information you would like displayed on your header.
- **Colors:** You can change the branding background (the section behind the contact information), text, link and background colors of the header by typing in the color hex color code or clicking the color box and dragging the color wheel/triangle.

Use custom colors.



Print Footer:

- 1. Click **Yes, I want a Print Footer.**
- 2. Click the dropdown menus to choose which branding details you want displayed.
- 3. Select **Colors.**
- 4. Click **Save.**

Print Footer:

481 Running Pump RD | Lancaster | PA | 17601

CMA Cover Sheet

InformationHeader & FooterCMA Cover SheetEmail SignaturePortal Profile

The following fields are used on your CMA Cover Sheet. For each field you can either use the value defined on the Information tab, or override it with a value which is specific to the CMA Cover Sheet.

Click F5 to refresh the screen to see the newly uploaded photo



Change photo

Name:

Company:

Address Line 1:

Address Line 2:

City:

State or Province:

Postal Code:

Phone:

Email:

Office Site:

Lark Real Estate

9707 Key West Ave

Rockville

MD

20850

(111) 111-3333

Override?

☐

☒

☐

☐

☐

☒

☐

Save

When creating your CMA reports, you can add a custom branded cover sheet.
To customize this sheet:

- 1. Click **CMA Cover Sheet** tab.
- 2. Add your photo by selecting **Upload your photo.**
- 3. If you want to change or remove something already listed, select **Override.** Update the information you want to appear.
- 4. Click **Save.**

Email Signature

[illegible] Save

An email signature is automatically included on every email you send from Bright. Customize this signature to showcase you and your business with your photo, hyperlinks and more.

1. Click the **Email Signature** tab.
2. Add your desired signature in the **Email Signature box**. Remember to make sure your signature complies with State Law.
3. Use the rich text editor to add images, links, colors, etc.
4. Click **Save**.

Tip: To add the registered trademark symbol ® after the word REALTOR, place your cursor wherever you would like it to appear, use the Insert special character icon, locate, and insert it into the signature.

Portal Profile

The Client Portal includes a customizable page to give your clients more information about you. You can turn each of the available sections on or off by clicking the circle to the far right, edit the content in them, and drag them into the order you want.

1. Select the **Portal Profile** tab.
2. Click on the **Contact Information** heading to access which contact details you want displayed in the client portal. Use the dropdown boxes to select the information you want your clients to see.
3. Click **Portal Greeting** and input the desired Title and Text information.
4. If you would like to display a YouTube Video, click on Video and give the video a title and add the YouTube URL.

- Click the **Photo** heading to open this section and click **Upload Photo**. Click **Browse** to locate your photo and then click **Save**. After one image is uploaded, the link will say **Change Photo**. The system will hold up to 3 images for you to choose from when working with branding.
- Click **Save**.

Portal Notification Settings

Portal Activity Notification Settings

Use this page to control how and when you would like to be notified of activity performed by your contacts.

When a contact does this...	Notify me ASAP via Email	Notify me ASAP via Text	Notify me via Daily Summary Email
Visits Portal	☒	☐	☐
Saves a Favorite	☒	☒	☒
Removes a Favorite	☐	☐	☐
Saves a Possibility	☐	☐	☐
Removes a Possibility	☐	☐	☐
Discards a Listing	☐	☐	☐
Un-discards a Listing	☐	☐	☐
Adds Notes	☒	☒	☒
Saves a Search	☐	☐	☐
Visits Portal First Time	☐	☐	☐

Text Notification Settings

Text notifications are sent as emails to your phone's MMS address and will display on your phone as text messages from bright@mbmsmg.brightmls.com
 Mobile Phone Number:
 Cellular Provider:
[Click here to edit your cellular information](#)

Back to Settings
 Save

These settings allow you to determine why and how you'd like to be notified of buyer activity regarding listings you send to them.

- From the MLS Settings screen, select **Portal Notification Settings**.
- From the resulting Portal Activity Notification Settings screen, select how and when you would like to be notified of activity performed by your contacts by placing checkmarks in the desired columns.
- If you select Notify me ASAP via Text, select **Click here to edit your cellular information** under **Text Notification Settings**. Once your Mobile Phone Number and Cellular Provider is entered, click **Send me a verification code**. Enter the resulting code to ensure function of this feature.
- Click **Save**.

Searching

Search provides the important fields you need with the option to add more fields using the Additional Fields section at the bottom of the page. The most common searches are Residential Property Type and Public Records, and you'll find the search tips and navigation similar. The search page is broken up into 3 tabs, Criteria, Map and Results. Quickly jump from section to section using the tabs at the top or buttons at the bottom of the page.

The screenshot shows the Bright MLS search interface. At the top, there's a navigation bar with the 'bright MLS' logo and several menu items: PRODUCTS, NEWS, SUPPORT, EDUCATION, Search, Clients, Listings, Financial, Market, Brokerage, and Policies. Below this is a 'Concierge Alert' banner indicating '2 auto email, 53 listings'. The main search area features a search bar with the placeholder text 'Enter MLS Listing # or Speed Bar Shortcut' and a 'Recent Searches' button. The search criteria are categorized under 'Residential'. The interface includes various filters and search options: 'Map Search' (No Map Selected), 'Subdivision/Neighborhood', 'Legal Subdivision (DE, MD, VA, and DC only)', 'Postal City', 'Zip Code', 'Building Name', 'Address' (Street, City, State, Zip), 'MLS Area (Municipality in PA and NJ)', 'School District', 'Status - Dates or Days', and 'Price'. A 'Submit' button is located at the bottom right of the search criteria section.

1. Click **Search** from the main navigation.
2. Select your desired property type of MLS search under **Search by Property** or **Public Records** under **More Searches**.
3. Enter your search criteria. No fields are required.
4. As you enter your criteria, you will see the number of matches at the bottom of the page update. Add, edit, or remove criteria until a desired number is reached.
5. Click on the **Map** or **Results** tab or button to view matches.

MLS Search Tips:

- Enter a – between numbers to indicate a range (Ex: 600-700) for price, beds, garage spaces, etc.
- Use the + or > or - or < symbols for dates, price, beds, baths, acres, etc. to set a minimum (Ex: 3+ bedrooms) or maximum (Ex: 350- price).
- Use the asterisk * as a wildcard to replace missing or unknown information. (Ex: Enter 199* for zip code to get 19930, 19933, etc.)
- Searching by MLS #: Use the **Search by MLS#** Number box in the Search menu or Workspace to show results of a single MLS number search. Use the Search Bar at the top of any Search screen for multiple MLS number searches. **Note:** Do not use commas or extra spaces in the Search Bar when looking for multiple MLS numbers.
- Use the CTRL key (or Command on Mac) for multi-select or deselect.
- Use the exclamation point ! to exclude a certain value. (Ex: !Main) will exclude all listings containing Main in the street name.
- Do not include commas or dollar signs in your criteria.
- Quickly access your latest searches by selecting the **Recent Searches** option.

CUSTOMIZE THE CRITERIA PAGE

Everyone searches differently for properties. In Bright, you can customize the criteria page and set default criteria to meet your business needs. The most commonly used fields appear by default, but you can add additional fields you want to search by.

- 1. Scroll to the bottom of the page.
- 2. Click **Add/Remove** next to **Additional Fields**.
- 3. On the Frequently Used Fields page, find the fields that you want to add either by scrolling through the **Available Fields** list or using the **Search** field.
- 4. Select the fields that you want to use. To make multiple selections, hold down **CTRL** (Command on a Mac) on your keyboard and click each selection you want.
- 5. Click **Add**.
 - o You can change the order of the fields by selecting them and then using the **Move Up** and **Move Down** buttons.
 - o You can remove fields by highlighting them in the Selected Fields list and then clicking on the **Remove** button.
- 6. Click **Back** to return to your search and add the selected fields to your criteria page.
- 7. Fill in your desired criteria.
- 8. Click the gear  icon on the Search screen and click **Set currently selected search criteria as my starting default**.

Frequently Used Fields

These are the frequently used search fields; you can add them to your search page to create customized searches.

Available Fields

Above Grade Finished SQFT

Above Grade Finished SQFT Source

Above Grade Unfinished SQFT

Above Grade Unfinished SQFT Source

Acceptable Financing

Accessibility Features

Additional Parcels YN

Age

Agreement Of Sale/Signed Lease Date

Agricultural District

Agricultural Tax Due YN

Annual Rental Income

Search:

Add ->

Remove <-

Selected Fields

Remarks (Public and Private)

Remarks - Public

Heating Type

Heating Fuel

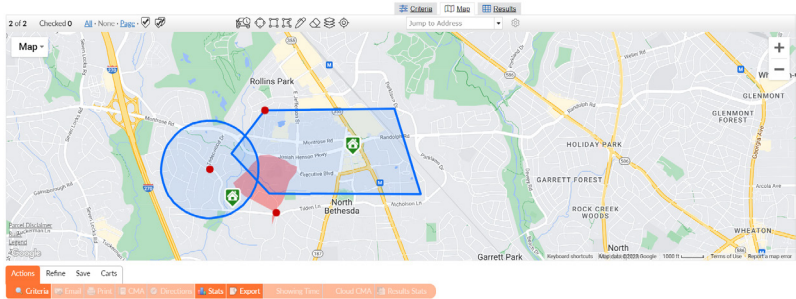
Move Up

Move Down

Back

Map Searching and Filtering

It's easy to search for listings and view the results right from the map. Take advantage of this powerful search and filtering tool!



1. From the **Search** menu, select the desired search.
2. Optionally enter search criteria.
3. Click on the **Map Search** link, the **Map** tab, or the **Map** button.
4. If no geographic information had been added, enter a starting location by typing it into the **Jump to Address box** – either an Address, Zip Code, or Landmark.

You can also pan and zoom within the map to find your desired location. Use the  **Recenter** to reset your map view, if needed.

5. If desired, you can create a shape to include or exclude any results that match your search criteria within that shape. By default, results will be included. Hovering on the shape's red dot will allow you to select to: Include this Shape, Exclude this Shape, Delete Shape, or Change DriveTime™ Info based on the situation. If you have two intersecting shapes, you'll also have the option to Include Intersection Only. Shape options include:

-  **INRIX™ DriveTime:** DriveTime offers the average commuting time to get to a particular location. Click to enter your location, choose the direction, length of time and day of the week. Then click Add.
-  **Draw Radius:** Click once to start your shape and hold button to draw. Release button to close it.
-  **Draw Rectangle:** Click once to start your shape and once to close it.
-  **Draw Polygon:** Click to create each point. To close the shape, connect the first and last points.
-  **Freehand Polygon:** Click, hold, and drag to draw your shape. Release button to close it.

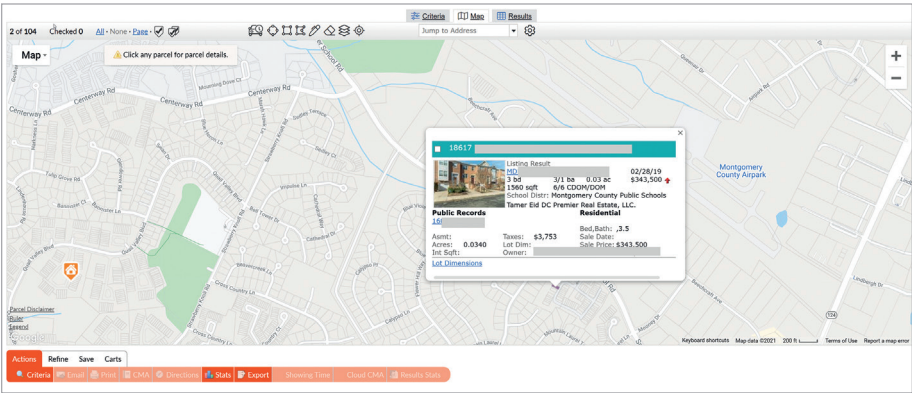
Click  Clear All Shapes to remove shapes from the map.

Click  Layers to add Boundaries, MLS Status, Parcel Characteristics, Trends and/ or Points of Interest to the map to aid in searching or filtering results. **Note:** Layer options will appear in red if a closer zoom is required to access these features. Use the + to zoom in and access these layers.

- 6. If desired, you may access additional information about specific listings and parcels from the map. Zoom in using the + until the parcel outlines display. Hover over a  map pin to see price and bed/bath information. Click  on a parcel or map pin to see a pop-up with additional information. Click the MLS number to open a new tab and view an Agent Full report. Click the **Public Records ID** to open a new tab and view a Public Records Full report. Click **Lot Dimensions** to view the perimeter measurements and total square footage on the map. Select a listing by clicking in the box in the top left of the pop-up. Selecting a listing allows use of actions in the toolbars at the bottom of the screen. Click the School District name to open a new tab with the school district's website.
- 7. View a list of the results by clicking on the **Results** Tab.

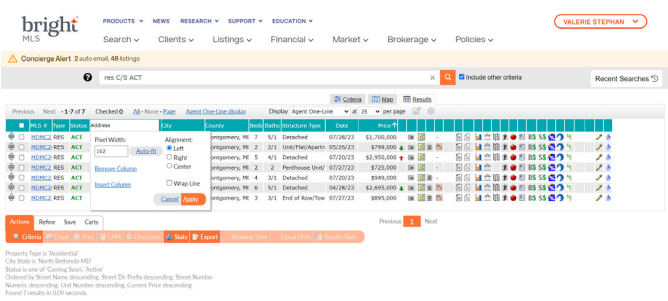
ACCESS PARCEL DETAILS

- Once zoomed in, click inside the parcel to launch the pop-up for that property.
- Click **Lot Dimensions** to view the perimeter measurements and total square footage.



Customizing Your One-Line Display

The Agent One-Line Display is the default report display on the Results tab and offers basic listing details, making it easy for you to scan through listings and narrow down your results.



Customize this display to include the information that means the most to you and your clients. Once customized, click the gear  icon and **Set current display, sort order and count per page as my starting default**. Or, click the  Manage Display to name and save multiple personalized displays. These personalized displays will be available under the Display dropdown with the prefix “My:” for future display use, and available as options under the Print menu.

Add a column

1. Click on the blank space (not the header title) in any column heading.
2. Click **Insert Column**.
3. Select the columns that you want to add from the list. Hold down CTRL (on PC) or Command (on Mac) as you select to choose multiple columns.
4. Click **Apply**.

Remove a column

1. Click on the blank space in any column heading.
2. Choose **Remove Column**.

Change the order of the columns

1. Place your cursor over the heading of the column you want to move.
2. Hold down the left mouse button.
3. Drag the column to its new position and release the button.

Edit column properties

1. Click on the blank space in any column heading.
2. Rename the column by typing a new name.
3. Enter a **Pixel Width**, set the **Alignment** and/or **Wrap Line**.
4. Click **Apply**.

Interacting with Listings

Quickly navigate listings to access information important to your clients.

Previous - Next1-12 of 12Checked 0All - Name - DateAgent One-Line displayDisplaymy:Display with Souall 25per page

MLS #	Type	Status	Address	City	Absorb Grade Finished S/F	Block	my:Photo and Building Name
1000222838	RES	ACT	2659 Ewerly Drive Unit#7-12	Frederick	0	3	my:Display with Square Feet
1000227778	RES	ACT	3402 Every Rose Court Unit#	Frederick	0	3	my:Agent One-Line w/o agency
1000224580	RES	ACT	411 Himes Avenue Unit#106	Frederick	1,074	2	my:Condo/Coop Display
10005211921	RES	ACT	1345 David Lane	Frederick		3	my:ML# Only
10002081958	RES	ACT	2125 Walwright Court Unit#	Frederick	1,000	2	Agent One-Line
10002030910	RES	ACT	5482 Heather Ridge Court	Frederick		3	Agent Thumbnail
1001050884	RES	ACT	15 Bentz Street S	Frederick	710	1	Agent Full
1001033604	RES	ACT	545 Fairfield Drive	Frederick		3	Agent One-Page
1000472608	RES	ACT	3450 Colonial Way	Frederick		3	Appraiser Report
1000117714	RES	ACT	900 Walnut Street	Frederick		3	Agent 360 Property Report
1005466769	RES	ACT	598 Cascade Way	Frederick		2	Client One-Line
1004380521	RES	ACT	4520 Mountville Road	Frederick		3	Client Thumbnail
							Client Full w/Mortgage Info
							Client One-Page
							Year
							HotSheet
							Open House

ActionsRefineSaveCarts

11 - Previous - Next

- **Sort** listing order by clicking the column heading. Add up to three levels of sort this way for a primary, secondary, and tertiary sort. An arrow will indicate that column's sort. Hover over the arrow to see the label. An upward pointing arrow indicates ascending order, a downward pointing arrow indicates descending. Click on the arrow to flip between those options.
- Change your view by selecting a new display from the **Display** dropdown list. Commonly used displays include Agent Full and Agent 360. **Note:** Custom displays use the prefix My, agent-specific displays use the prefix Agent, and client-specific displays use the prefix Client.
- Select or deselect listings individually by clicking in the box on the far left on the Agent One-Line display or top left from other displays.
- Click **Previous** or **Next** to view additional listing results. If multiple pages of results are present, **Previous**, **[Page Number]** and **Next** links will be available at the bottom of the page to navigate.
- Return to your original search results by clicking the "[default name] display" link.
- Once listings are selected, access additional functions to interact with listings using the **Actions**, **Refine**, **Save**, and **Carts** tabs at the bottom of the page to utilize the options in those toolbars. Available options will be based on subscriber, number of results selected, and features utilized.

ActionsRefineSaveCartsPrevious12345Next

CriteriaEmailPrintCMADirectionsStatsExportShowing TimeCloud CMAResults Stats

ActionsRefineSaveCartsPrevious12345Next

View asSelect a ContactNarrowDiscardSortSearch selected for

ActionsRefineSaveCarts

New Saved SearchNew Auto EmailNew Speed Bar Shortcut

ActionsRefineSaveCarts

Select Cart: 19147 (16)Add toViewNew Cart

Printing

Standard printing and print to PDF options are available for all listing and public records results.

1. On the **Map** or **Results** tab, select the results you want to print, up to 2000.
2. Click **Print** at the bottom of the screen.
3. Select the PDF and/or HTML reports you want to print. Use the CTRL key (or Command on a Mac) to select more than one report. When printing HTML reports, select one of the following additional options:
 - **Print:** Dropdown includes: without header or footer, header and footer, header only, and footer only. Then select: **First Page Header**, **Last Page Footer** or **Every page**.
 - **Print all listing photos:** Print all photos on Full or One-Page displays.
Note: There may be up to 150 photos per listing.
 - **Print search criteria:** Print your criteria along with your results.
 - **Ink saver:** Exclude photos from printing. This will override the selection for printing all photos.
4. Select one of the following options from the bottom of the page:
 - **Email PDF:** Opens a new email window. Once you are finished filling out the email, hit **Send**. The email will send a hyperlink to view a PDF of the results.
 - **Print to PDF:** Click **Print** to open a new tab or window with a PDF of the results. Select the **Save as PDF** option and then **Save**.
 - **Preview:** Click **Preview** to see what the display will look like. Then click **Close** or **Print**.
 - **Print:** Click **Print** to send to the printer.

Emailing

You can email properties from Listing and Public Records search results.

1. Select the listing(s) or public records you want to email.
2. Click the **Email** button at the bottom of the page.
3. Click the **To:** button and select the contact or **Create a New Contact**. Click **CC** and repeat process (carbon copy) if desired.
4. If you want to receive a blind carbon copy, check the **Bcc me a copy of this message**.
5. All customer reports or displays are automatically available to your contact. Click **Additional** for more display options.
6. To send a **Consumer Notice** to a client, click the Edit link to choose options for each applicable state.
7. Enter a **Subject** for your email.
8. Enter a message for your email in the **Email Body** field.
9. If needed, click to **Edit Your Signature**.
10. **Preview** the message, or just click the **Send** button to deliver the email.

Setting up an Auto Email

An Auto Email is a listing search that automatically finds matching listings and emails those matches. You can save an auto email with up to 250 listing matches.

1. Run a search and view the results in either the **Map** or **Results** tab.
2. Click the **Save** button toolbar at the bottom of the screen.
3. Click **New Auto Email**, and the Save a New Auto Email screen will appear.
4. Select a saved contact, or **Create a New Contact**. (required) (For more information, see page 18. If desired, add a CC: (carbon copy) and select BCC (blind carbon copy) me a copy of all emails.
5. Enter a Subject for your email (required).
6. If you would like to edit your Salutation, click **Edit**.
7. You can view and edit two messages for each Auto Email. Use the tabs to switch between the two.
 - **Welcome Email:** The welcome email will be the initial email.
 - **Recurring Email:** This is what your clients will receive for each subsequent email.
8. If needed, click **Edit Your Signature** to make changes.
9. If needed, click **Edit** to add or edit a **Consumer Notice** for the contact.
10. The search criteria created will display in the Criteria section.
11. There are additional options found within the **Settings** section.
 - **Enable concierge mode:** Notifies you of listing matches instead of sending directly to the client. Concierge on the workspace will let you know when there are matches for you to approve (send to client) or reject (remove from the list). When selected, you have the option to Also send me the alert notifications by email.
 - **Show this contact in Reverse Prospecting results:** Reverse prospecting allows listing agents to see that their listing has been matched to an auto search and contact you, if desired.
 - **Display:** All customer displays are automatically available to your contact. Click the **Additional link** to choose an additional custom display that you have previously created from your One-Line Display.
 - **Enable as a Favorite Search on Carts & Favorite Searches:** Favorite Searches may be found in the menu under Clients/Carts & Favorite Searches.
 - Select a **Schedule** for the search to run and emails to be sent out to clients.

- **ASAP:** Listings will be sent immediately upon matching the saved search criteria.
- **Daily:** Emails will be sent daily, or, on the days you choose. Make your selections on the schedule. AM will be sent in the early morning, and PM will be sent in the evening.
- **Monthly:** Emails will be sent on the first of the month at midnight.

Tip: When concierge mode is enabled, no schedule is needed. Search will notify you ASAP.

12. Click **Save**.

If Enable Concierge Mode is selected, you'll be taken to the Approvals screen where you may review and either approve or reject matches.

Creating a New Contact

Contacts come with many benefits for your clients, like access to the full Client Portal, notes, advanced search options, and saved information. You benefit from the use of contacts by being able to collaborate more fully with your client and seeing when they've accessed the portal. You can create a contact on any page where you're emailing something to your client from under the To and CC boxes.

TO ACCESS OR ADD CONTACTS FROM THE CLIENTS MENU:

1. Open the **Clients** menu.
2. Click **Contacts**.
3. From the contacts screen, click the **Add** button. Enter your client's first name, last name and email address (required).
Note: Enter multiple email addresses separated by a comma.
4. Click **Save**.
5. You can scroll, search, or filter to locate an existing contact. To the right of the contact, you will see activities such as notes, favorites, possibilities, and discards.
6. Click the contact name to view details and access assigned Auto Emails, CMAs, and other activity details. Click the edit icon to make changes.

Customizing Market Watch

Market Watch may be accessed from your Workspace and under the **Clients** menu by clicking on **Carts & Favorite Searches**. It automatically shows a high-level view of all changes in the Bright market. Use the **Property Type** and **timeframe** dropdowns to update the view. Click on the desired link to view listings. For example, **New Active** or **Price Decrease**.

You can also customize these to a market of your choice:

1. Click **Manage** on the Market Watch widget from Workspace to update your search criteria.
2. Enter your criteria. For example, the county or zip code you are watching, or perhaps specific structure types or MLS Areas.
3. Click **Save**.

Adding Hot Sheets

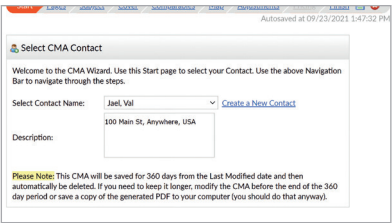
Adding Hot Sheets enables you to create market segments for you to follow changes in status, price, and inventory for your area. You may have 25 Hot Sheets. Hot Sheets may be accessed from your Workspace and under the Clients menu by clicking on Carts & Favorite Searches. Use the time frame dropdown to update the view. Click on the desired hot sheet to view listings. To set up a new Hot Sheet:

1. Click **Manage** on the Hot Sheets widget from your Workspace.
2. Click **Add**, then Select the **Hot Sheet Type** from the dropdown and name the Hot Sheet.
3. Click **Save**.
4. From the Manage Hot Sheets page, click **Edit Criteria**.
5. Add any desired criteria.
6. Click **Save**.



Creating a CMA

There are several areas to add CMAs: from a contact's details, from Clients/My CMAs, and from a search results CMA. Create the best CMA possible by providing a list of the most applicable comparable properties from both listings and Public Records searches.



1. Search for your desired comparable properties (reference pg. 10-13 on Searching).
2. Select the results you'd like to include in your CMA.
3. From the **Map** or **Results** screen, click **CMA** from the **Actions** menu.
4. Navigate through the CMA wizard by using the tabs at the top of the page.
5. From **Start**, if desired, select a contact from the dropdown or use the provided link to create a contact. Add an optional description.
6. Click **Pages** and add desired pages by clicking on the options from the **Available Pages** column to move them to the **Selected Pages** column. You may remove them by clicking on them and clicking the X. You may also click the **Manage Custom Pages** link to add a PDF to the Available Pages options. **Note:** The pages selected will determine what other tabs appear in the CMA wizard tabs.
7. Click **Subject** to optionally add details of a subject property. You may choose to Type in the subject property fields manually, Enter a Cross Property Listing ID to autofill from (click Fill, Enter a Public Records Tax ID Unformatted to autofill from, then click Fill), Search for a Cross Property listing to autofill from, or Search for a Public Records parcel to autofill from.
8. Click **Comparables** to view previously selected comparable properties. These may be selected and removed or repositioned by clicking and dragging on the . You may also add additional comparables by clicking **Add from Listings**, **Add from Tax** or **Add From Cart**. You may also Print using the button provided.
9. Click the other tabs to fill in other optional pages, following the directions on-screen.
10. You may use the Save CMA icon  or Discard CMA and Quit CMA wizard icon  at any point.
11. When finished, click **Finish**. You may choose to click **View CMA** to open a PDF of the completed CMA and print if desired, or click **Email CMA** to send a copy. **Note:** Once either function is performed, your CMA will be saved and accessible under Clients/My CMAs for 360 days.

Adding a Listing in Listing Management

Listing Management is the tool used to add or edit listings, upload photos and documents, input showing instructions and virtual tours, and schedule open houses.

- Select **Listings**
- Select **Add & Edit Listings**

INITIAL LISTING SETUP

Before you begin: If you are assisting an agent or a broker, you will be asked to enter the listing agent ID of the subscriber for whom you are entering the listing before you can proceed. You may want to have a completed profile sheet on hand so your information for the new listing is readily available.

1. Select the **New Listing** button.
2. Select the type of **Property** you're listing then click **Next**. **Note:** You may select **Listing Defaults** to set preferences for listing information and speed the entry of later listings.
3. Enter the complete property address and select from the options presented.
 - If you do not see the correct address appear, use the **Advanced Search** option and enter in more details such as owner name, subdivision, etc.
 - If no tax record exists, select the **Proceed without Tax Record** option and follow the on-screen directions.
4. Select up to 4 options from the tax record and previous listings.
 - Tax record should be selected for the most up-to-date tax options.
 - Select a starred listing if present, as that indicates a listing that you previously had and will give you access to copy options such as photos or remarks that you otherwise will not have access to copy.
 - Select more recent listings so that you have access to more recent data.

Click **Proceed** to **Compare**.

5. My New Listing column will display information for the listing you are creating. Tax records and previous listings will be displayed in separate columns. Move data individually by clicking the arrow beside the data or as a complete record by clicking **Copy All Data**. **Note:** Data may be overwritten multiple times. For instance, copying all data from a listing and then copying all data from the tax record will only overwrite data in tax specific fields. The system will automatically save the last data copied. Remove data by clicking on the X by an individual field, or as a unit by clicking the **Clear All Data** link.
6. Review all data, especially the data called out in the Conflicts section. When complete, click **Add Values to Listing**.

FULL EDIT FORM

← Add Photos

8377 DISCOVERY BLVD

PRICE: \$595,800 EXPIRES: Apr 20, 2019 ■ CLOSED

LISTING AGREEMENT

TRANSACTION PARTICIPANTS

LOCATION

ASSOCIATION/COMMUNITY

TAXES

BUILDING & UTILITIES

FEATURES & ROOMS

Levels & Room Details

Interior Features

Exterior Features

Green Features

LOT & PARKING

WATER / SHORE

PHOTOS & TOURS

REMARKS & INTERNET SETTINGS

DOCUMENTS

SHOWING

OPEN HOUSES

7

FEATURES & ROOMS

Levels & Room Details

It is required that you add at least 1 Bedroom and 1 Full Bath on any level. The exception is if you choose either "Cabin/Lodge" in Style, "Garage/Parking Space" in Structure Type, "Efficiency or Studio" in Interior Features, or "Shell" in Property Condition. Add the appropriate level, then state how many bedrooms and bathrooms are on that level, if any.

Levels and Rooms

ADD UPPER LEVEL

MAIN LEVEL

Beds

Full Baths

Half Baths

+

ADD ROOM DETAILS

ADD LOWER LEVEL

Bedrooms Count

Bathrooms Full

Bathrooms Half

Bathrooms Total Count

You must add at least 1 Total Bedroom. Select 'Add Upper Level' or 'Add Lower Level' to add Bedrooms on other levels.

The number of bedrooms located on the main or entry level of the property.

Now that your customized full edit form has been created, you can start entering all of the listing information that will help you market your property. Here are some things to note:

- As you enter listing information, useful on-screen tips will display to the right of the field you're working on to help you understand any fields you may not know.
- In any multi-select field, you can start typing the name of the item you want. As you type, relevant results will start to display. Use the arrow keys to toggle through options. Hit **Enter** to select these items quickly.
- There are 3 different types of Remarks: Office Private, Agent Private and Public. Total characters for each type of remarks are shown at the top left of each entry field. **Note:** No agent or office identifying information, phone numbers, email addresses, or URLs are permitted in the Public Remarks.
- The gray left navigation will show you where you are in the form as you scroll down. For quick access to a specific section, simply click that section name.

Need help? 1-844-552-7444 24

- If you are having trouble finding a specific field or picklist item, use the **Find a Field** search bar in the top right corner and begin typing in the name of the field or item you want. Once what you're looking for displays, click on it to be taken to the field where it can be found.

Tip: Fields will stay highlighted in yellow on the form until you clear the Find a Field search bar.

1864 MAIN STREET EXT
No List Price No Expiration Date No Listing Status

← PUBLISH

Your broker has not granted you access to Publish New Listings.

LISTING AGREEMENT 14
TRANSACTION PARTICIPANTS
LOCATION 2
ASSOCIATION/COMMUNITY 4
TAXES 1
BUILDING & UTILITIES
Construction Details 4
Manufactured/Mobile Home
Utilities 4
Basement and Foundation 1
Measurements
FEATURES & ROOMS 5
LOT & PARKING 2
WATER / SHORE
PHOTOS & TOURS 1
REMARKS & INTERNET SETTINGS
DOCUMENTS
SHOWING 5
OPEN HOUSES

BUILDING & UTILITIES style

* Style
Ranch/Rambler

A list describing the style of the structure. For example, Victorian, Ranch, Craftsman, etc.
Hide Options Help

slung and asymmetrical, marked by horizontal lines, roofs are often low pitched with broad overhanging eaves and windows grouped in horizontal bands.

Raised Ranch/Rambler
A long single story home with the main living space and bedrooms on the main floor, raised above ground level by a basement or crawlspace.

Ranch/Rambler
A one story home with a long, pitched roof, built-in garage, sliding and picture windows, sliding doors leading to patio and may be built on a crawlspace or slab.

Flooring Type

R-Factor Ceilings

- **Mandatory Fields:** Any fields where text color is **red** with an asterisk * are mandatory fields and must have information entered. Once the information is entered, the red color will be removed but the asterisk will still appear.
 - When entering information for your listings, you'll notice circles with numbers in them on the left side of your screen. These numbers indicate how many mandatory fields you have to fill in for each section. Clicking on these circles will take you to the fields that need to be entered. Every time you fill in one of these fields, the number will go down or disappear.
 - Use CTRL+ I (for Invalid) to quickly jump to the next mandatory field.
- The system will automatically save your listing as an unpublished draft every minute.
- To share a draft of your residential sale or lease listing with a client or member of your office all required fields must be complete. Be sure to add **Listing Preview Participants**. Select **Listing Options**, Select **Share Draft**, select desired participants, and click **Send**
- Once you have completed all of the required and optional fields to market your listing, hit **Publish** to immediately submit your listing to the MLS.
- To save as an unpublished draft and return to your Manage Listings Dashboard, use the arrow to the left of the property address.

ADDING PHOTOS

You can add up to 150 photos to a listing in JPEG format with the recommended photo size of 1024 x 768 pixels or larger. **Note:** One exterior photo is required. Photos may not contain agent or office identifying information, including logos or recognizable people.

1. From within the full edit form, click on the Photos & Tours option in the left navigation menu, or from the Manage Listings Screen, select **More**, then **Photos**.
2. When accessing from More, if no photos are included in the listing, you'll immediately be prompted to click **ACCEPT** from the Notice screen.
3. If accessing from the full edit form, click on the **ADD PHOTOS** button or on an individual photo block. You'll be prompted to click **ACCEPT** from the Notice screen from the Photo Option dropdown.
4. There are three ways to upload photos:
 - Drag or drop photos onto the next screen
 - Click to upload from your device
 - Download from Dropbox, Google Drive or OneDrive
5. From the Media Center screen, you'll have options to click and drag your photos to your desired order, edit, and delete your photos.
6. Type a caption, if desired. Captions may be toggled on and off for easier viewing. **Note:** There is a 50-character limit.
7. Use the back arrow to return to the full edit form. Your photos will automatically be saved.

UPLOADING DOCUMENTS

You can add up to 20 documents to a listing. Documents must be in the PDF format and 20 MB or less.

- 1. From the full edit form, select **DOCUMENTS**, or from the Manage Listings screen, select **More**, then **Documents**.
- 2. Select the applicable option from the **Documents Available** dropdown.
- 3. If accessing from the full edit form, click **Upload Documents**.
- 4. If accessing from the Manage Listings screen, you'll proceed to this step. Select the document type from the **Add Document** dropdown.
- 5. Accept the terms of use.
- 6. There are three ways to upload documents:
 - Drag or drop documents onto the next screen
 - Click to upload from your device
 - Download from Dropbox, Google Drive or OneDrive
- 7. Enter a description for each document (50-character maximum).
- 8. Save when finished.

Tip: You can change the view permission at any time making it available to agent only, or agents and clients. Floor plans are always viewable by Agents and Clients.

← 329 S 8TH ST

3 / 20 documents

ADD DOCUMENT

AGENTS & CLIENTS

AGENTS ONLY

FLOOR PLAN

Use the dropdown to choose your document type.

View permission at any time.

View Terms of Use

tion_Report (1).pdf

Agents & Clients

☐

MREC - Residential Property Disclosure and Disclaimer Statement (1015) (1) (1).pdf

Agents Only

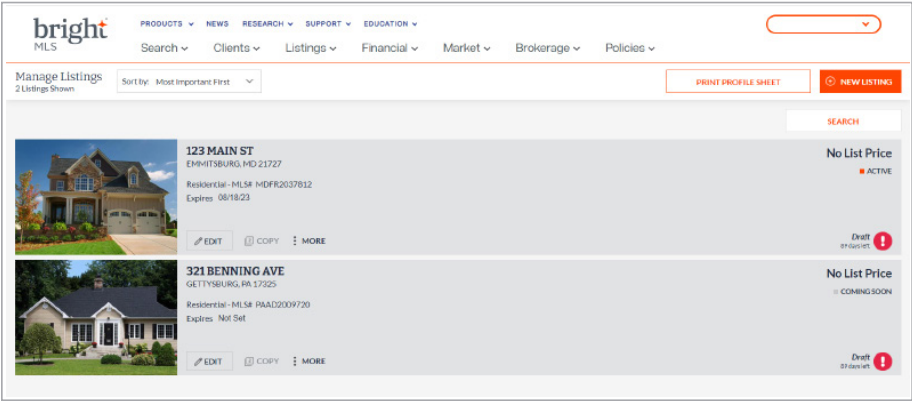
☐

RadonDisclosure.pdf

Agents Only

MANAGING LISTINGS

There is a lot you can do right from the Manage Listings Dashboard. Remember that all changes to agreements of sale and listing agreements must be updated within 2 calendar days.



- Search for specific listings using the Search bar.
- Sort listings using the **Sort by:** dropdown.
- Listing current price, status, and draft status (with expiration countdown) are indicated on the page. To reset the count on a draft listing, simply click **Edit** and **Save**.
- Remember changes to listing status, agreement, dates, and details must be kept current and updated within 2 calendar days. See Bright Rules for more details: Brightmls.com/rules
- To make changes to an existing listing, select the **Edit** button located on the listing.
- To copy an existing listing, select the **Copy** button on the listing.
- Select the **More** button to Delete, View History, or Print the listing. In addition, this displays quick links to Photos, Documents, Showing details, Open Houses, and the Location and Lockbox.
- **Print Profile Sheet** enables you to print a form that contains the fields located in Listing Management so that you can gather all of the details to complete the full entry.

Tip: Any functionality that your Broker has not granted you access to will have a lock icon next to it. Only your broker can grant this kind of access, so please contact him/her directly to discuss.

Setting Up ShowingTime

ShowingTime is integrated throughout the Bright system, making it easy for a buyer's agent to schedule showings and provide feedback quickly and efficiently.

AGENT PREFERENCES

Confirm your ShowingTime preferences are set up correctly. This ensures a smooth showing process on all ends.

1. Click **My Showings** under the **Clients** menu.
2. Click **Edit Profile** from the left **Home** menu and make desired updates.
3. Click **Save Changes** if changes were made.

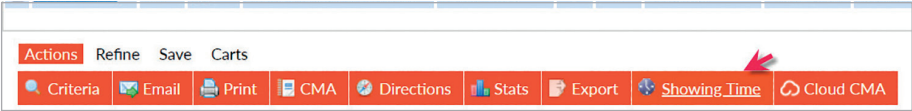
LISTING SHOWING PREFERENCES

Individual listings will require individual consideration. For example, one listing may be an unoccupied dwelling where no appointments are necessary. Another might have occupants and some very specific time restrictions. ShowingTime allows agents to configure settings on each of their individual listings.

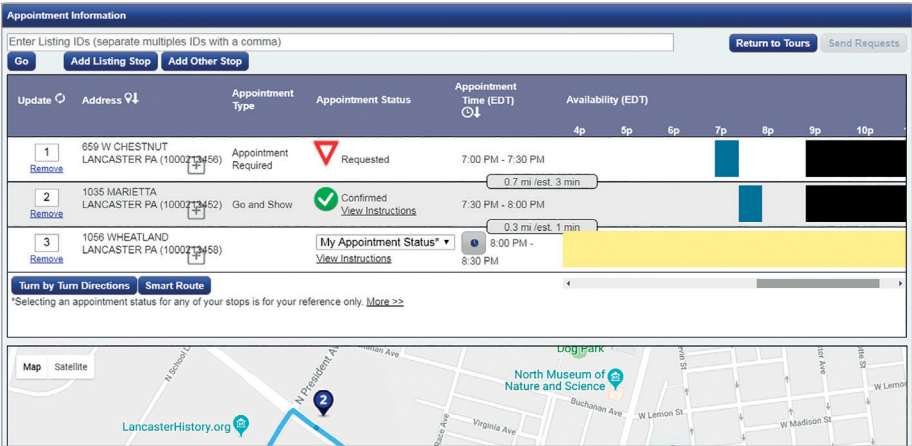
1. Click the **Clients** menu.
2. Under Showings, click **My Showings**.
3. Click on **Listing Setup**.
4. Select the listing you wish to review.
5. Choose **Yes** or **No** to allow showing agents to request appointments online.
 - o Set up your listing's Appointment Type, showing restrictions, contacts, notifications and feedback preferences.
6. Click **Save Changes**.

SCHEDULING SHOWINGS USING SHOWINGCART

Schedule several showings quickly by selecting those listings and clicking the **Showing Time** button.



- Click **Add** to ShowingCart, select the date for your tour and buyer name and description, and click **OK**. Choose your appointment times for each listing.
 - Add any additional stops by clicking **Adding Listing Stop** (for additional listings not using Showing Time), or **Add Other Stop** (to input an address).
- Organize your buyer's tour by one of three ways:
 - **SmartRoute**: Automatically sorts your showings in the most logical order.
 - **Appointment Time**: Organizes all showings by confirmed appointment times.
 - **Drag & Drop**: Manually sort the route according to your preferences.
- Submit all showing requests at one time by clicking **Send Requests**.
- Click **Turn by Turn Directions** for a printable set of directions.
- Email or Print by clicking the icons at the top right of the screen.
- Return to your ShowingCart to monitor your appointment requests.



MLS Status Definitions and Quick Rules to Know

Visit Brightmls.com/rules for complete access to Bright's Rules & Regulations.

Listing Status Definitions

Please note that status definitions are consistent across Property Types (Residential Sale, Residential Lease, etc.) and refer to the contract status.

ACTIVE

Properties currently subject to a listing contract and reported to Bright MLS in which the Participant has been directed by the Seller to: Set appointments for showings (new construction may not qualify), AND Seek agreements of sale to present to the Seller; AND The listing is on the market and a written offer has not been accepted. Active status will start at 1 DOM. CDOM count will be based upon the listings' previous marketing periods.

ACTIVE UNDER CONTRACT

Properties in which Listing has an accepted contract (Agreement of Sale) with contingencies. Property is available to show and accept backup offers with contingencies. DOM/CDOM does not accumulate.

CLOSED

Properties in which:
The settlement has concluded or the lease agreement has been executed. DOM/CDOM has stopped and reset immediately.

COMING SOON

Properties currently subject to a listing contract and reported to Bright MLS in which the Participant has been directed by the Seller: To share the property for purposes of cooperation. But not to

set appointments for showings during a current, specified time period. No agreement of sale is currently in effect.

This listing has not yet been on the market but will be on the market soon. A listing contract has been executed but the property cannot be shown. Listings are limited to 21 days in the Coming Soon status except for New Construction and Major Rehab listings which can be placed in the Coming Soon status for up to 2 years. New construction/condo conversions/major renovations for which there is no occupancy (e.g. no active certificate of occupancy) and no showing, may remain in Coming Soon status until the earlier of (a) the first date the property may be shown: or (b) 21 days after a certificate of occupancy or similar permit is obtained.

When a listing's status is reported as Coming Soon, the showing appointment prohibition is deemed to apply to all Subscribers, including those affiliated with the listing broker. If a listing with a showing prohibition may be shown by at least one licensee affiliated with the listing office or listing company, the Coming Soon status may not be applied to the listing. Such a property must be submitted to Bright MLS as an Exempted Listing.

During the specified period the status of a property is Coming Soon, if the Participant receives an agreement of sale (whether solicited or not), it must be presented to the Seller in accordance with all applicable laws and regulations.

EXPIRED

Listings of property in which:
The expiration date on the Listing Agreement has passed and an extension has not been secured. DOM/CDOM has stopped and will reset when re-listed on or after the 61st day.

TEMPORARILY OFF MARKET

Listings of property in which the Seller has requested the Participant to: The seller has requested that showings be temporarily suspended. No appointments are scheduled, even though the listing contract between the Participant and the Seller remains in effect. DOM/CDOM is paused and will not accumulate while in this status. DOM/CDOM will NOT reset on or after the 61st day.

PENDING

Listings of property in which: Listing has an accepted contract (Agreement of Sale) and has not closed. Seller does not want any more showings or backup offers. DOM/CDOM is paused and will not accumulate while in this status.

WITHDRAWN

Listings of property in which: Marketing has ceased, but the Listing Agreement is still in effect. DOM/CDOM is paused and will not accumulate while in this status. It will reset when a new listing is added after the previous listing has been in Withdrawn status for at least 61 days and no other listings for the same property have been created.

CANCELED

Listings of property in which: Seller and listing broker have terminated the Listing Agreement prior to its expiration date. DOM/CDOM has stopped and will reset on or after the 61st day.

Quick Rules to Know

1. Every listing must include at least one curbside listing photo.
2. All changes to listings, including initial entry, must be completed within 2 calendar days.
3. If requested, please provide copies of listing agreements and all related addenda to Bright within 1 calendar day.
4. Bright reserves the right to edit listing content for clarity and compliance with rules and policies.
5. A listing that is not marketed in Bright prior to the execution of an Agreement of Sale may be added to the MLS after it's sold as a comparable listing.
6. Cooperative Compensation can be listed as a percentage of the Gross Sales price, percentage of the "base sales price" for new construction, any dollar amount, or as a combination of the two.
7. Licensed non-REALTOR participants are required to participate in the REALTOR complaint and arbitration process.
8. Bright offers two calculations that share the days a property is marketed on the MLS: Days on Market (DOM) and Cumulative Days on Market (CDOM).



Customer Support Center

1-844-552-7444

Monday - Friday: 8AM - 8PM

Saturday - Sunday: 9AM - 6PM

www.brightmls.com