

Instructions for Completing your IDX/MLS Search Registration with the Aspen Glenwood MLS

To complete your IDX Agreement, the Aspen Glenwood MLS requires digitally executing the IDX agreements with your IDX Vendors via Bridge's Cheque tool.

IMPORTANT TO NOTE:

- Your managing brokers will need to register their account in Cheque before you as an agent can register. You will receive a notification pop-up window in Cheque if your broker has not yet registered.
- If you receive this notification, please ask your Managing Broker to complete the Cheque registration process.
- **When asked for the IDX Vendor/Third Party Consultant please enter or choose Constellation Web Solutions (CWS). If Constellation Web Solutions is not selected as the IDX Vendor, your request WILL NOT be processed.**

To REGISTER for Cheque:

- Follow the link to Cheque: <https://cheque.retsiq.com> , Choose "AGSMLS" from the "Please choose the MLS or Association that you are a member of:" dropdown
- Once you select AGSMLS, additional windows will appear asking you to either log in, or to enter your MLS Login so we can email you a temporary password.
- Enter your MLS Login and click the "Send Email" button.
- Cheque will generate an email that contains the temporary password you will use to log in (you can change this later). **The email will come from donotreply@mailgun.retsiq.com. If you do not see it shortly, please check your Junk or Spam folders.**

For step by step instructions please click here or see below: [registration process](#)

Please contact the MLS with questions at agsmls@sopris.net



Bridge Interactive Group

Registration Process for Cheque

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- Choose "AGSMLS" from the "Please choose the MLS or Association that you are a member of:" dropdown.

The screenshot shows a web form with two main sections: "VENDOR" and "BROKER or AGENT". Below the "BROKER or AGENT" section, there is a text prompt: "Please choose the MLS or Association that you are a member of:". A dropdown menu is open, showing the following options: "--Choose MLS--", "ABOR", "AGSMLS" (highlighted in blue), "BAMLS", "CMLS", "CTMLS", "FMLS", "NALMLS", and "RMLS".

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Cheque will generate an email that contains the temporary password you will use to log in (you can change this later). **The email will come from donotreply@mailgun.retsia.com. If you do not see it shortly, please check your Junk or Spam folders.**