
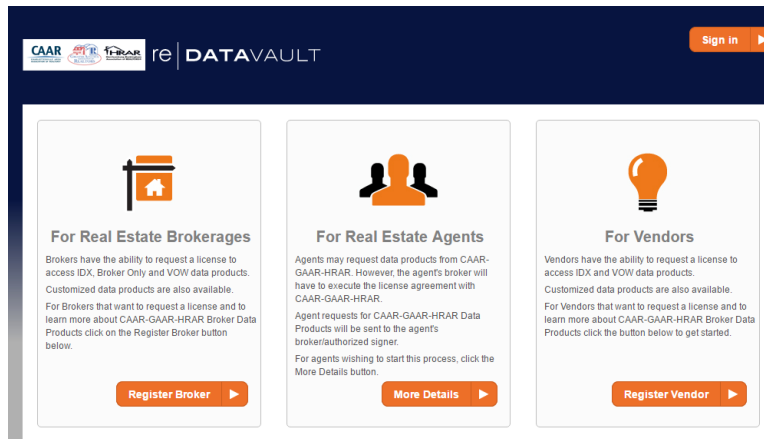


Broker Instructions – Current reDataVault User


STEP 1: Sign in

Visit re|Data Vault at <http://caar-gaar-hrar.redatavault.com>

Next,  to your reDataVault account.



STEP 2: Adding CAAR-GAAR-HRAR Association of Realtors

Upon Sign-In, you will now select the “Products” tab. You may need to select  to expand your search options. In the “Organization Name” search box enter “CAAR-GAAR-HRAR Association of Realtors”. Check the Box to the left of “CAAR-GAAR-HRAR Association of Realtors”

and click .

Organization Name: Clear Find

City:

State:

Currently Showing:

Primary Contact:

List Map

MLSs / Franchises: Less Filters Display: Save

<input type="checkbox"/>	Name ▲	City	State	Status	Member Since
<input checked="" type="checkbox"/>	CAAR-GAAR-HRAR Association of Realtors	Charlottesville	VA	Approved	April 27, 2011

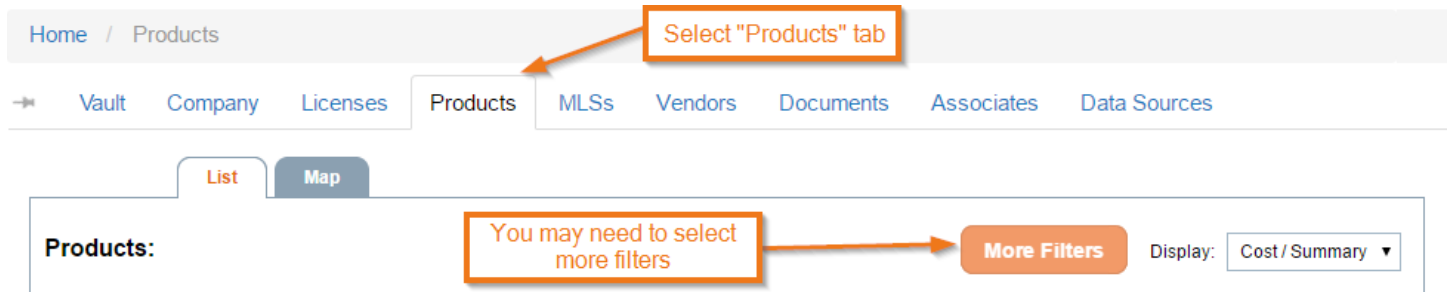
Export

Broker Instructions – Current reDataVault User

STEP 3: Apply for a Data License

You will now select the “Products” tab. You may need to select **More Filters** to expand your search options.

In the “Provided BY” search box enter “CAAR-GAAR-HRAR Association of Realtors”. This will show you all the data products that are available to license.



Select **Apply Now** next to the product you want to license and follow the prompts to complete the license agreement.

Search filters for products:

Show Products: Available to: MLS	Status: Available	Type: All	Clear	Find
Available for: Brokers	License Type: All	Field List: All	History (1)	
Provided By: CAAR-GAAR-HRAR Association of Realtor	State: All			
Name: <input type="text"/>				
For App: All				

Products:

License	Name ▲	Cost	Summary
Apply Now	Back Office		Contact the MLS to discuss the data needs you may have.
Apply Now	Broker Only		For Brokers Only- Data to be defined
Apply Now	IDX		This is an IDX Data License, with pre-approved Vendor
Apply Now	IDX+		This is an IDX+ data license with pre-approved Vendor
Apply Now	VOW (Brokers)		This is a VOW data set and requires VOW rules be followed.


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After selecting your product, you will need to select the vendor you are working with from the “select Vendor:” drop-down list. If that vendor is not on the list, please use the link to invite your vendor to register to get a vendor data license.

Step 2 - Define Your License Request

For Product: **IDX+**

Offered By: **CAAR-GAAR-HRAR Association of Realtors**

Vendor 



Select Vendor: (Select one)  *

You MUST select a Vendor in order to proceed.

If your Vendor is not in the drop down list above, you must STOP and re-initiate this application once your Vendor has registered with reDataVault


[CLICK HERE to send your Vendor a personal invitation to register.](#)

Term can be left to the default value Staff will update when the license is approved.

I Am Requesting a License that.. Check the box next to each statement that is true

Tip: Fully complies with IDX Rules and Regulations should be checked if the public will see the content of the site. Fully Complies with VOW Rules and Regulations if you are applying for a VOW license.

Term

License Start Date:  *

Renewal Period: Custom

I Am Requesting a License That...

- Will be used by broker participants.
- Will be used by agents.
- Fully complies with IDX rules and regulations.
- Fully complies with VOW rules and regulations.
- Allows for remote data storage.
- Will use a framable link.
- Will be used for a public facing website.


For additional information, please see our FAQs here:
www.caar.com/

To Be Used For Check all the boxes that apply to how the MLS data will be used.

URLs Fill out url's an example of a Sample URL is www.BrokerageName/AgentFirstName if all agnets in the fim are getting individual pages with the selected vendor.

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*Each product requires you to provide a URL that will be associated to the license. If no URL is going to be used, just enter “fakeurl.com”.

Step 4 - Verify previous selections. And click  **when you submit the request the Vendor you selected will be notified that there is a license they need to sign.**

Step 5 - Signing the actual License Document.

*******If you are Using Google Chrome browser*****
Read and follow the instruction on the screen or the signing will fail.**

**Your signature is required to complete this licensing process.
Please click the 'Sign Document' button below.**

We have notified CAAR-GAAR-HRAR Association of Realtors of your request.

Please fill out the document/application and SAVE TO REDATAVAULT when completed. We will contact you soon.

Digital Signatures in CHROME Browsers:

CHROME browsers by default open PDF forms within their browser. This does not support the digital signatures we use to submit electronic requests for data licensing.

As a CHROME user, you need to follow these steps to initialize your CHROME browser. You only need to do this ONCE.

1. When you select a form below, CHROME opens a small box in the lower left side of the

 Sign Document



Close

When you click Sign Document and PDF should open if you followed the instructions.

1. Verify the Brokerage Name is correct on the 1st Line of the License
2. Please read the document and complete the “**Broker Participant**” signature section.

BROKER PARTICIPANT

MLS

Firm Name

IAN DESAUTEL

Broker Printed Name

Broker Signature

Date

Broker Instructions – *Current* reDataVault User

3. There are 3 more section that need your attention:
 - a. **Display Website(s)** - please add any additional relevant url's to the license
 - b. **Domain Name(s) of Brokerage Firm Utilizing this Licensee** - Use this area for top level domains example. Amazon.com, google.com, Microsoft.com
 - c. **OPTIONAL: Display Websites and Other Solutions for Agent Subscribers Via reDataVault** – IF you expect that multiple agents in your firm may want to work with this vendor please check this box. Then All we have to do is amend this agreement with additional URLs rather than creating a whole new agreement for each agent.

Save in reDataVault

4. **The Last and most important Step!! Click the**
your PDF viewer may pop up a security warning click “**allow**” you will get a message that says “**you are done your form has been saved**”