



Realtor Association of Acadiana & Bridge Agreement Management

Member instructions for new data access agreements

Realtor Association of Acadiana members can now initiate data access agreements with approved RAA vendors online using Bridge Agreement Management (BAM).

There is no fee charged to members from RAA or Bridge to use the platform. Vendors may choose to bill members for services outside of BAM.

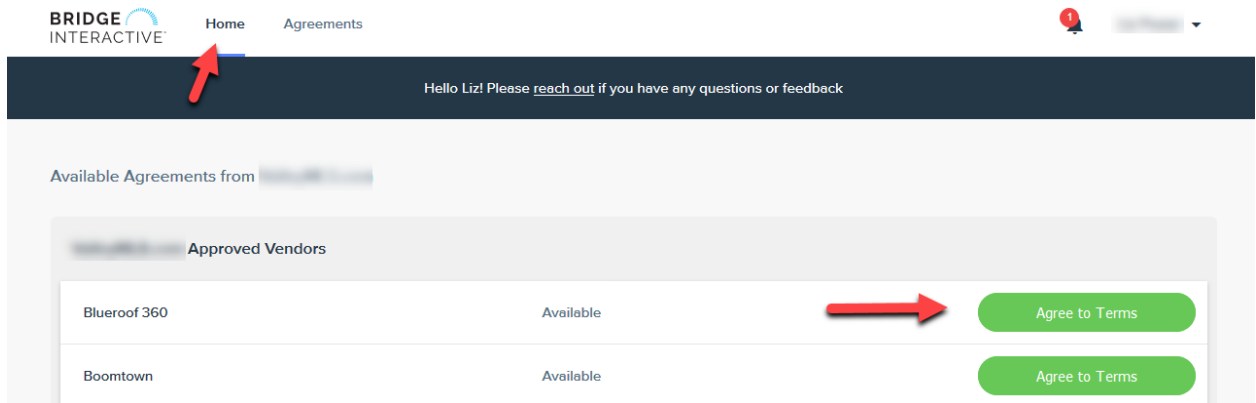
Logging into BAM: You will need to log into BAM to initiate a data access agreement with an approved vendor.

PLEASE NOTE: The designated broker for your office **MUST** first log into BAM to allow access to agents from your office. This allows BAM 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 before you can log in.

1. Log into <https://raa.flexmls.com>:
2. Select Menu, Products, Bridge Interactive This link will log you into BAM.

The screenshot shows the Flexmls website interface. At the top left is the Flexmls logo. To its right is a search bar with the placeholder text "Enter an Address, City, ZIP, MLS #, or Contact...". Further right are links for "Guided Help", "Help" with a dropdown arrow, and a notification bell icon. Below the search bar is a horizontal navigation bar with a yellow "Menu" button on the left and a "Reorder..." link on the right. The main content area displays a list of navigation items organized into three columns. The first column is titled "Statistics" and includes: My Production, Market Summary, My Market, Inventory & Production, Market Trends, Rosters, Stats Guide (FBS), and Flexmls Activity Report. The second column is titled "Preferences" and includes: My Profile, My Views, My Saved Sorts, My Reports, My Quick Searches, My Map Overlays, and General Preferences. The third column is titled "Products" and includes: Property Collection, Views, Bridge Interactive (highlighted in yellow), RPR, ShowingTime, and Zillow Dashboard - Broker Only.

3. Once logged in to BAM, you will see lists of approved vendors. Locate the vendor you would like to initiate an agreement with and click **Agree to Terms**.

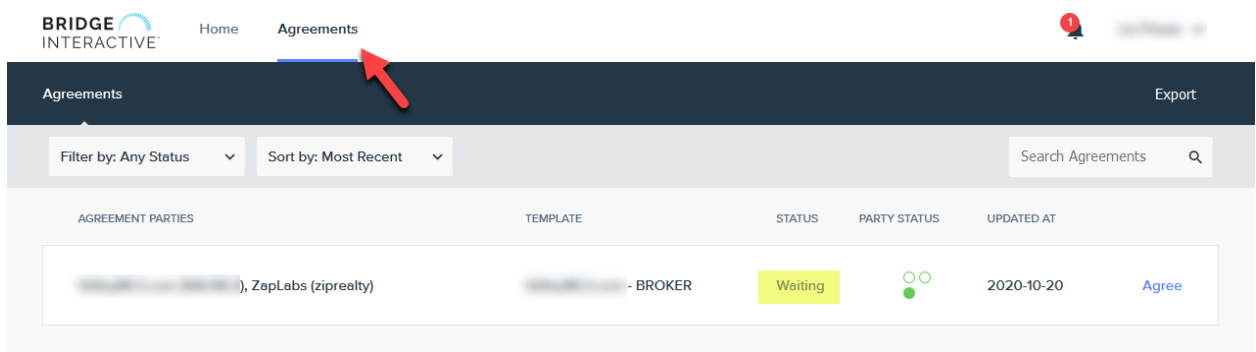


4. Click **Next** to agree to the terms and complete the questionnaire if required. Once complete, BAM will notify the other parties in the agreement to review.

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

BROKERS: The **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