

## Using Bridge Account Management to Select your Software Vendor

Please follow the below instructions to select your Software Vendor of choice.

### Step-by-Step Guide for Brokers and Agents

1. Log into your ValleyMLS Dashboard at: <https://valleymls.clareity.net>



2. Click on Bridge Agreement Management icon.

BAM

3. Agree to Bridge Agreement Management's Terms & Conditions

4. Find and select the vendor you would like to enter into an agreement with from the available options, and click on the "Agree to Terms" to begin the agreement process.

A screenshot of the ValleyMLS.com vendor selection interface. It shows a list of vendors with their names, status (all are "Available"), and a green "Agree to Terms" button for each. The vendors listed are: Bluecross, EIRBroker, Balance Network, LLC, Real Estate Webmasters, HDUSCWeb, Inside Real Estate (Formerly Kummerow), Lone Wolf Real Estate Technologies, Home.com, Planistar, HomeGAP, Voice Pad, and West.

Vendor Name	Status	Action
Bluecross	Available	Agree to Terms
EIRBroker	Available	Agree to Terms
Balance Network, LLC	Available	Agree to Terms
Real Estate Webmasters	Available	Agree to Terms
HDUSCWeb	Available	Agree to Terms
Inside Real Estate (Formerly Kummerow)	Available	Agree to Terms
Lone Wolf Real Estate Technologies	Available	Agree to Terms
Home.com	Available	Agree to Terms
Planistar	Available	Agree to Terms
HomeGAP	Available	Agree to Terms
Voice Pad	Available	Agree to Terms
West	Available	Agree to Terms

**IMPORTANT:** Please select **CONSTELLATION WEB SOLUTIONS** from the vendor list in order to ensure that we receive the request.

5. In the agreement wizard, click through using the "next" buttons, and indicate acceptance with the applicable checkboxes.

6. Once complete, a notification is sent to your software vendor.

(If you are unable to locate the vendor you will be working with, send an email to: [bam@valleymls.com](mailto:bam@valleymls.com)) and **make sure to include the vendors email address.**

Subject: **New Vendor Request**

**At any time, you may cancel the agreement by going to the agreements tab at the top of the page, select the agreement, and then click through the cancel button.**

### IMPORTANT REMINDER:

Agents, your broker must register your office on the platform before you can log in.

If you log in and see an error message, please have your broker follow the above steps.

