



MRED User Privileges Policy

Appraiser Assistant

This user type works on behalf of one Appraiser or a group of Appraisers. They will be given their own ID number but will not be able to sign into connectMLS as themselves, but will select from a drop down list upon whose behalf they are signing in for - in order to do this, they need to have at least one Appraiser set them up as an assistant to have access to connectMLS. Once signed in, they will have available the same permissions as the Appraiser they are signing in on behalf of. **NOTE:** If only one (1) Appraiser adds the Appraiser Assistant ID as an Assistant, the AA ID will immediately be signed into connectMLS on their behalf.

Office Secretary

This user type is whom the broker has designated to perform administrative duties for a Realty office. Said person may be actively licensed as a Broker, Managing Broker, Leasing Agent or Appraiser as long as the user ALSO has a user type that matches their license. The Office Secretary User type will only be able to log into connectMLS between the hours of 6:00 a.m. through 10:00 p.m.

Default Permissions for an Office Secretary:

- Use custom reports
- Hotsheets
- Open house/tours search
- Add/Edit listings for own office
- Add/Edit open house/tours for own office
- Search off-market listings
- Search tax records
- Enable advanced AMS search
- Access Forms
- Edit transactions for own office
- Add/Edit own listings
- Search active listings (requires search off-market listings)
- Add/Delete Broker Forms

The Office Secretary that is assigned to the main office of a Company also would get the following permissions in addition to the ones listed above:

- Add/Edit listings for own company
- Add/Edit open house/tours for own company
- Search all company offices in Market Share
- Edit transactions for own company
- Company branding allowed - Branch Office
- Change company logo

Personal Assistant

This user type works on behalf of one Realtor or a group of Realtors. They will be given their own ID number but will not be able to sign into connectMLS as themselves, but will select from a drop down list upon whose behalf they are signing in for - in order to do this, they need to have at least one Realtor set them up as an assistant to have access to connectMLS. Once signed in, they will have available the same permissions as the Realtor they are signing in on behalf of. **NOTE:** If only one (1) Realtor adds the Personal Assistant ID as an Assistant, the PA ID will immediately be signed into connectMLS on their behalf. A personal assistant may have an active Real Estate Broker, Managing Broker or Leasing Agent license but must be sponsored by the office where they will be working. If they want to list and/or sell property under their own name, they should have the user type of Realtor.



 312.803.4900
 312.803.4905
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 www.ChicagoREALTOR.com

Personal Assistant / Secretary ID Request Form

Only the Managing Broker or Designated Appraiser can request a personal assistant or secretary MLS ID. Appraiser offices are only able to request personal assistant MLS ID's. Complete this form in its entirety and submit via secure file upload at <http://www.chicagorealtor.com/upload>. Once processed, the personal assistant/secretary will receive an email from MRED with their login information and further instructions.

Office Secretary

The Designated Realtor® (DR) has hired this user to perform administrative duties for a real estate office. Assignment of secretary IDs is subject to the approval of MRED. An office secretary cannot have an active real estate license unless he or she is sponsored by the DR of the office. If you are sponsored, you would have an agent ID as well as a secretary ID. The office secretary that is assigned to the main office of a multi-office company can use his or her secretary ID to access transactions for the entire company.

Personal Assistant

This user works on behalf of one agent or a group of agents in the same office. Personal Assistants are given their own ID but cannot sign into connectMLS™ as themselves; they sign in on behalf of an agent. Personal Assistants can be licensed or unlicensed. If the personal assistant is licensed, they must have an active membership with the Association before we can set them up as a personal assistant in MLS. MRED charges \$308.00 per year for unlicensed personal assistants. Unlicensed personal assistant fees are billed to the managing broker's account semi-annually. Licensed personal assistants pay this fee with their annual membership dues and fees.

Type of Request: _____
(Personal Assistant or Secretary)

Full Name: _____

Email Address: _____

Is this person licensed? Yes No (Must Check Box) If you checked "yes," please provide CAR ID# _____

Managing Broker/ Designated Appraiser - please provide your information here:

Name: _____ C.A.R. ID# _____

Firm Name: _____ Firm ID#: _____

Firm Address: _____ City: _____ State: _____ Zip Code: _____

Signature: _____

For Personal Assistant ID requests please provide payment information below. C.A.R. accepts check, money order, Visa, MasterCard, American Express, and Discover. If paying with Visa / MasterCard / American Express/Discover please complete the following:

Circle one: **Visa / MasterCard / American Express/Discover**

Number: - - -

Expires: _____ Authorized Signature: _____