

AGENT NOTIFICATION OF ACCESS CODE

PLEASE SAVE THIS PAGE IN A SAFE LOCATION FOR FUTURE REFERENCE

Date:	Office #	
Agent:		

Login ID		Password:	
	(Use lowercase for login)		(Use lowercase for login)

~~ The first time you log in you will be asked to change your password ~~

Your Password will automatically be changed in Listingbook
 You cannot Change your LOGIN ID

WELCOME TO MiRealSource™ MLS MEMBERSHIP...

As a member, you now have access to **PARAGON**, Tax Data, Listingbook, and zipLogix (*ZipForms and Relay – Transaction Management*).

PARAGON is a LIVE Database. As soon as you submit the data into the database, it is instantly viewable to other members and approximately 600+ Real Estate Websites!

CLASSES AVAILABLE AT MIREALSOURCE OFFICE...OR PARAGON TUTORIALS, WEBINARS, ETC. (SEE BELOW FOR MORE DETAILS)

PARAGON TECH SUPPORT

1-877- MLS HELP or 1-877-657-4357

Monday - Friday 7:00 a.m. - 9:00 p.m. Saturday 9:00 a.m. - 4:00 p.m.

Sunday 12 noon - 4:00 p.m.

MIREALSOURCE TECH SUPPORT

M-F 8:30am – 4 pm After Hours Pager is (586) 363-0429

PARAGON CLASSES

http://p4help.fnismls.com/
http://education.mirealsource.com/educationpubliccalendarview.php

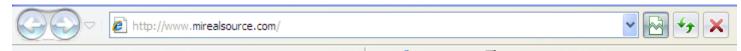


PLEASE READ THIS IMPORTANT INFORMATION BELOW!!

You have 90 days from the date of this notification to attend the **MLS** Orientation Class. The MLS Orientation Class is not a computer class. The \$35.00 class fee is billed to your broker's office. This is an **MLS** required class and is not the same as MCAR's Orientation Class, which is a Board required class. MCAR is The Board, **MiRealSource™** is the **MLS**. Please call (248) 247-1040 or see our website for class dates & times and to register for classes.

Fines will be assessed if this class is not taken within 90 days.

MIREALSOURCE HOME PAGE





Paragon 5: CLICK HERE to access the Paragon Login Screen. You must enter mir at the beginning of your username.

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920 E. Long Lake Rd. Suite 100A, Troy, MI 48085 **Tel:** (248) 247-1040

Fax: (248) 247-1045

Orientation Introduction:

The MLS Orientation class teaches you what the MLS is, what MiRealSource can do for you, and what services you receive for your monthly fees. The instructors will discuss the relationship between you as a real estate agent and MiRealSource as your Multiple Listing Service. This will include the **Rules and Regulations of the MLS** and how to <u>avoid</u> MLS violations, as well as an <u>Overview of the MLS system and the other tools and benefits</u> as a MiRealSource member.

The <u>Orientation Class is mandatory</u> and <u>must be taken within 30 days of membership</u>. The \$35.00 orientation fee will be billed to the broker billing statement – however broker's policy regarding the fee is an internal policy within your firm. If you register for a class and <u>find that you cannot attend the scheduled MLS Orientation Class</u>, please <u>call or e-mail the MLS Education</u> <u>Department no later than 48 hours prior to the scheduled date</u> to cancel.

Failure to <u>Cancel Attendance</u> 48 hours Prior to Scheduled Class Will Result in a \$20.00 No Show Fee

As a new agent, or an Administrative Assistant, we recommend taking the Paragon classes. These classes will introduce you to the basics of entering and accessing listing information. Paragon classes are **FREE** to members and may be taken as often as needed.

TO REGISTER FOR CLASSES ONLINE:

https://mirsmls.getlamps.net/DefaultN.aspx?page=calendar

If you have any other questions, or if we can be further assistance, please call 248-247-1040 and ask for the education dept. or email: reg@mirealsource.com

Thank you for your time and interest in MiRealSource MLS Education.