



## ADD MULTIPLE BROKERS OR AGENTS

We have a bulk invite feature to assist in adding all of your customers to existing data subscriptions.

### LOG IN TO YOUR MLS GRID ACCOUNT

1. Log in to your account at [app.mlsgrid.com](http://app.mlsgrid.com).
2. Click [Manage Subscriptions](#) in the left sidebar menu.
3. Click the grey [Bulk Invite](#) button (top right of the page) above the summary of your existing data subscription.

### SEND BULK INVITE LIST

1. You will need to upload a bulk invite list using either a JSON file or CSV file following the structure detailed on the page. Follow the examples to ensure you create and upload a properly formatted document.
2. Use the [Choose File](#) button to locate the properly formatted document you wish to upload, then click [Upload Document](#).

### EMAIL BROKERS AND AGENTS

1. The information uploaded with the file will be displayed for your review. If all of the information is correct, click [Send Invites](#).
2. The status of the email request for each Broker/Agent will be displayed. If there are any errors, please correct your file and upload it again. Only one valid request will be sent to each Broker/Agent no matter how many times you click [Send Invites](#).

**NOTE:** If recipients do not receive requests via the bulk invite, please refer to the guide named: [Edit, Resend or Resubmit a Data License Request](#) so you can resend requests to those recipients.

### APPROVAL OF DATA LICENSE REQUESTS

1. MLS Grid recommends that you alert your customers so they expect the [Data License Request](#) emails which are sent from MLS Grid.
2. Each Broker/Agent who you sent an invite to will receive a [Data License Request](#) email from [notify@mlsgrid.com](mailto:notify@mlsgrid.com) with a secure link to review and accept the Data License Agreement.
3. Once all parties have signed the agreement, the MLS will be notified to review and approve your request. You will be notified of MLS approval.