

MEMBER DATA SHEET  
FOR STAFF - SUPERUSER

Staff/Admin Name: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Office Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web Page: \_\_\_\_\_

Signature (Staff person) \_\_\_\_\_

**BIC AUTHORIZATION:**

This staff person is authorized to have access to the MLS user accounts of:

Entire Office

My Listings Only

The listings of the following named Broker(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

By signing this form I am taking full responsibility for the actions of the above named staff person in relation to this requested access. I agree that MLS access is provided only in pursuit of assistant/secretarial/admin duties and may not be used in the pursuit of showing, listing/selling or appraisal activities of MLS listed properties. I understand that by authorizing the above named person as a superuser in my office, there will be no indication that this person has accessed or made changes, all records will show the individual user (member) has changed, accessed or sent any files or information in the authorized user accounts.

Broker-In-Charge Signature \_\_\_\_\_

\*\*\*\*\*below is for CCAR/CCMLS use only\*\*\*\*\*

Login name \_\_\_\_\_ Date entered in FLEX \_\_\_\_\_