YOUR PATH REALTORS® TO REAL ESTATE SUCCESS STARTS HERE.

NEW MEMBER PACKET

I'M A REALTOR®
I CONNECT **YOU.**

MLS Technology, Inc.

Welcome to MLS Tech!

We are so happy you have joined MLS Technology, Inc. By joining this community, you will receive access to several products such as: Matrix, Realist, Lone Wolf Transaction (TransactionDesk Edition), ShowingTime, and many more! You will also have access to an ever-growing knowledgebase that can help you find answers to your questions outside of our normal business hours. MLS Tech members are also given professional support through our Multiple Listing Service (MLS) Service Desk and can purchase official products and signage at the MLS Sign Shop.

Once you have registered with us your email address and interest preferences will be recorded in our database, so that in the future you will receive periodic emails specific to your interests. Privacy is important to us; therefore we will not sell, rent or give your name or address to anyone. At any point, you can select to unsubscribe or receive less or more information.

Contact
If at any point you have any questions regarding your new membership or need any assistance with any of the aforementioned products, we have online help, a support staff, online webinars, and in-person hands-on classes. Contact us, we are happy to help. Our hours of business are Monday – Friday from 8 a.m. – 5:30 p.m.

Call: 918-663-7500
Email: support@mlstechnology.com.

Meet Our Staff

Staff Vision: To be the preferred Real Estate Source for our members. We value and respect each member, we display a friendly attitude, and provide members with the resources they require to be successful.

Leadership

- Mandi Meador, Chief Executive Officer
- Chuck Wootten, Chief Technology Officer
- Tiffany Villines, Director of Operations
- Kevin Tillman, Controller

Professional Staff

- Rich M, MLS Director
- Mike D, MLS Training Director
- Josh T, MLS Technical Trainer
- Mike B, Technical Services Analyst
- Ethan L, Technical Services Analyst
- Ryan H, Technical Services Analyst
- Mark B, Technical Services Analyst
- Veronica J, Member Services Coordinator
- Rachel W, Member Services Coordinator
- Jaqueline B, Member Services Coordinator
- Amy Y, Receptionist
- Sandy D, Administrative Assistant
- Bayleigh R, Communication/Event Coordinator
- Sandra R, Event Center Coordinator
- Shelby K, Government Affairs Director

Contact any of our staff by phone at 918-663-7500.

MLS Technology, Inc.

Welcome to the world of real estate! It may look daunting at first, but our MLS Tech team members have assembled a suite of tools that will make the journey easier for you.

MLS Mission Statement

The mission of MLS Technology, Inc. is to provide efficient, accurate, and reliable information, outstanding support, and innovative resources to real estate practitioners to most effectively benefit consumers.

Once you navigate to MLSTechnology.com and log into the MLS, you will see the Agent Portal, which is your gateway to all of the different products offered to you. Here's a list of some of the benefits your MLS Tech membership entitles you to, and a brief overview of each:

- **Matrix** – This is our MLS system where listings data is accessible.
- **Lone Wolf Transactions (TransactionDesk Edition)** – You can upload documents, fill out forms, and send them to clients to digitally sign. It is integrated into Matrix and Realist to help get forms filled out faster and upload documents for listings.
- **Realist** – Extensive tax lookup system for details on all properties in the state of Oklahoma based on county assessor information.
- **SentriLock/Sentrikey** – SentriLock/Sentrikey is the service provider we use for lock-boxes.
- **ShowingTime** – You can schedule an entire day of showings in just a few minutes from the website or app. Showings on listings are easy to schedule with ShowingTime, and listing agents benefit by getting more showings to their listings.
- **Knowledgebase** – This full featured system is online with answers to most of our frequently asked questions and so much more.
- **Service Desk**– Feel free to contact us with any questions you have. We are available to answer your call or email 8 a.m. – 5:30 p.m. Monday through Friday.

As a member you have access to free training classes and live webinars. Your education is an important investment, and as a member of MLS Tech you can continue learning at your own pace. Everyone has different learning styles which is why we offer a multitude of options for you. You can learn to use the powerful tools and software provided through on-site training, hands-on classes, lecture series, and online tutorials. Most of the classes offered are for Continuing Education (CE) credit through OREC.

You can register for classes online, with no registration fees. To view upcoming webinars you can visit webinar.MLSTechnology.com to view the upcoming webinars and register for them. Webinars are hosted through Zoom. You can also register for in-person classes by logging into our Agent Portal, going to the Education section, and then clicking the "Register for Classes" icon. You will also see a "Webinars" icon that will take you to the same place as mentioned for webinar registration. In-person classes are held at the MLS Technology Computer Lab at our office however, if you would like to schedule a training class in your local area, speak with your broker about having our outreach team come to your town for in-person training.

We have a full support staff trained and ready to help you when you need it. Our support desk team is here for you and happy to help. They look forward to hearing from you.
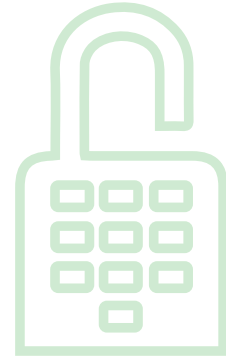
Contact

For additional information or assistance regarding any of the aforementioned, contact our service desk.

Call: 918-663-7500
Email: Support@MLSTechnology.com

SentriLock®
& SentriKey®

MLS Technology utilizes SentriLock®/Sentrikey® services. These keybox services are high-quality, technologically innovative and backed by an award-winning, exceptional customer support team. They are offered to members that are in good standing at an affordable cost. These keyboxes make it easy for our members to access and manage their listings. Through the SentriKey Real Estate® app, members have the ability to open a keybox, track showings, access logs and feedback, all through a mobile device. When you become a member you will meet with our key services administrator who will walk you through the steps of how to use your keybox, but keep in mind that there is so much more than just the basics that your keybox can do.

Contact

For more information regarding the keybox, key card or simply to learn more about going beyond the basics, members are welcome to contact our key services administrator.

Call: 918-663-7500

New Member Orientation

MLS Technology offers new member orientation online. This provides our members the convenience to complete the course in the leisure of their own home or at a time that works best for them. The online orientation video covers the basics in reference to MLS Technology, Inc.'s rules and regulations. Upon watching the video, members will take a test. New members must complete orientation within their first 90 days of joining MLS.

Member Benefits

MLS Training
Upon becoming an MLS Technology member you are able to take free training classes over: Matrix hands on, ShowingTime, Realist Tax System, Lone Wolf Transactions (TransactionDesk Edition), and CMAs in Matrix.

Support
Members have access to MLS, electronic keybox system, and all of our other MLS products. Along with that you will have assistance from our technical service analysts and outreach support.

Leadership
Serve on MLS Tech committees and Board of Directors.

MLS Sign Shop
Members can purchase signs and other real estate related items and promotional materials. The MLS Sign Shop is conveniently located in our office, but you may also order these items from our store online at **Store.MLSTechnology.com.** Once you place your online order, we will call you to confirm, take payment over the phone, and schedule a time for pick-up.

Technology Services
All members will have access to: Matrix, Realist, Lone Wolf Transactions (TransactionDesk Edition), ShowingTime, Realtor.com Professional Search, REtechnology, New Home Source Pro.

Communication
To keep members informed, there is an emailed Weekly Newsletter and we are on Facebook. You can register for the Weekly Newsletter by logging into our Agent Portal, then going to the Services section, clicking the Weekly Newsletter icon, and then clicking the "Join our Email List" button at the top.

MLS Sign Shop

When you visit our office, be sure to stop by our MLS Sign Shop. This store is a one-stop shop for all of your real estate needs. We sell all kinds of signs, runners, flags and other open house tools and accessories. The MLS Sign Shop even carries pepper spray — keeping the safety of our members in mind.

You may also view and order all our products online at Store.MLSTechnology.com. Once you place your order, we will call you to confirm, take payment over the phone, and schedule a time for you to pick-up the items that you have purchased.

Contact
For more information or questions regarding our products, please contact our store services administrator.

Call: 918-663-7500
Email: Store@MLSTechnology.com

MLS Training

All our MLS Tech members have access to free training classes, most of which are even offered for CE credit. We realize that your education is not only an important investment for you professionally, but also personally. We also understand that everyone has different learning styles which is why we offer different options to our members on how to obtain product knowledge. As a member of MLS Tech you can continue learning at your own pace.
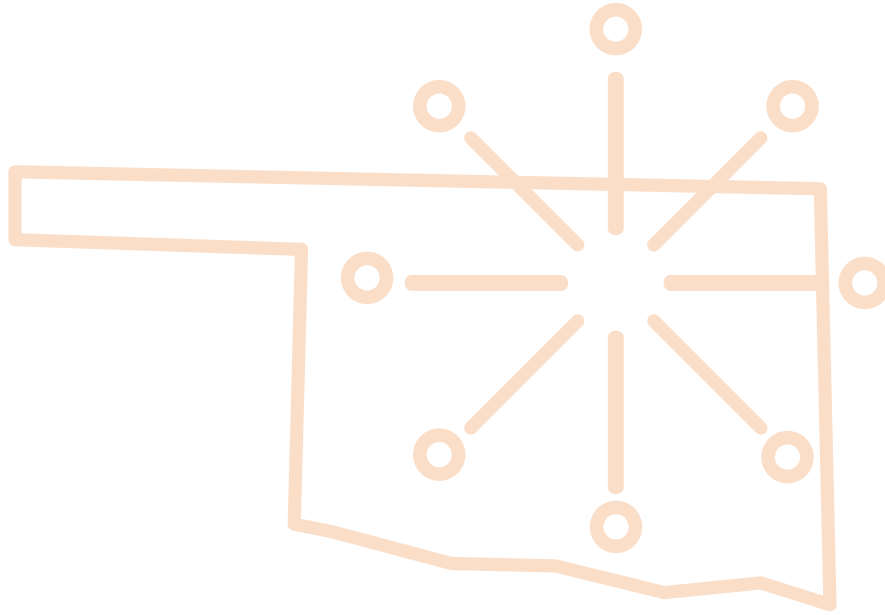The classes taught are as follows:

- Matrix Hands-On — This 3 hour non-CE course provides practical applications for our members about the MLS system. This includes customizing the interface and profile, conducting searches, utilizing the map, and much more.
- CMAs in Matrix — This course provides practical applications for our members to search, analyze and select appropriate comps for a Comparative Market Analysis — utilizing MLS data. It is offered for 1 hour of elective CE.
- Realist Tax System — This class instructs members how to quickly and efficiently pull tax data for any piece of property in the state of Oklahoma (and the neighboring 7 counties in Arkansas) using various tools/methods provided in the Realist Tax System. This course is offered for 3 hours of elective CE.
- Lone Wolf Transactions (TransactionDesk Edition) — This class is offered for 2 hours of elective CE. Lone Wolf Technologies is a program for creating and maintaining all documents for a transaction in a digital format. The program also includes Authentisign, providing the option for digital signatures. The course will cover all aspects of the Lone Wolf Technologies program and how they relate to the real estate professional. It will also teach the benefits of digital documentation and signatures in the real estate transaction. Creating files for listing and selling sides
of a transaction.
- ShowingTime — Showing agents appreciate not having to play phone tag to schedule a day's worth of showings. Listing agents and sellers love the quick showing notifications, and it keeps everyone in the loop. This class introduces you to the main features of ShowingTime. This class is offered for 1 hour of elective CE.
- Using RPR — RPR is the REALTORS® Property Resource, a tool provided by NAR to all its members. This class covers the usage of RPR and the RPR Mobile app in a practical lecture course. Offered either as a 2 hour or 3 hour of elective CE class.
- MLS Rules and Regulations — This class covers the most violated rules in the system, where to locate the rules and the proper procedures to avoid receiving violation notices. This class is offered for 1 hour of elective CE.

We offer on-site training and hands-on classes right here at the MLS Technology Center Computer lab. We also offer lecture series and online tutorials. We also have a YouTube channel that hosts helpful tips videos as well as past webinar recordings to learn at your own convenience.
Our Youtube channel is located at YouTube.com/@MLSTechnologyInc

MLS Outreach

If you are unable to attend class in Tulsa, there's no need to worry. We have technology trainers who will come to you in your very own office or town to teach! If you would like to have any of our MLS classes taught at your office all you need to do is have your broker contact us and we can get that scheduled for you.

We also do outreach support! We travel to regionally located offices to visit brokers and agents. We can offer an overview of products and apps made available as member benefits, even showing you some productive tips and tricks in our systems. We can possibly provide CE Credit classes in your office! Please contact us to find out how!

You can view upcoming MLS classes and register yourself online, with no registration fee. Navigate to our Agent Portal, locate the Education section, and then clicking the "Register for Classes" icon.

Contact
For additional information about MLS classes, contact our support desk.

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MLS Technology, Inc.

Phone: 918-663-7500 • Fax: 918-663-8815
11505 East 43rd Street, Tulsa, Oklahoma 74146

f   @MLSTechnologyInc
#REALTORSCONNECTTULSA