

RMLS™ User Access Level Descriptions

For full details of permissions available to each user access level, see the grid on page 2.

<p>Real Estate Licensee Access Levels Oregon or Washington Real Estate License Required</p> <p>HB (Head Broker w/Firm Access) Can add and modify listings for entire firm Can search all listings Hotsheet and prospecting available Market Share reports available Inventory reports available for entire firm Expiration dates viewable for all firm listings Eligible for Lockbox Access Device</p> <p>BR (Broker w/Office Access) Can add and modify listings for same office Can search all listings Hotsheet and prospecting available Inventory reports available for same office Expiration dates viewable for all office listings Eligible for Lockbox Access Device</p> <p>AA (Agent with Full Access) Can add and modify own listings Can search all listings Hotsheet and prospecting available Inventory reports available for own listings Expiration dates viewable for own listings Eligible for Lockbox Access Device</p> <p>AG (Limited Access Agent) No access to add or modify own listings Can search all listings Hotsheet and prospecting available Inventory reports available for own listings Expiration dates viewable for own listings Eligible for Lockbox Access Device</p>	<p>Administrative Access Levels Unlicensed Staff**†</p> <p>IN (Input Staff) Can add and modify listings for entire firm Can search all listings Inventory reports available for entire firm Expiration dates viewable for all firm listings Not eligible for Lockbox Access Device</p> <p>OM (Office Manager) Can add and modify listings for same office Can search all listings Inventory reports available for same office Expiration dates viewable for all office listings Not eligible for Lockbox Access Device</p> <p>ST (Personal Assistant) Permissions mimic those of the subscriber they are assisting Not eligible for Lockbox Access Device‡</p> <p>* Administrative accounts are also available to licensees who work in purely administrative capacity. A waiver application is required from licensees with Administrative accounts if they do not also have an Agent/Broker level account.</p> <p>† ST (Personal Assistant) accounts available to Appraisers while in the apprenticeship period of their licensing process.</p> <p>‡ Personal assistants who have an active Real Estate License may sign up for an additional Agent/Broker level account if they require a Lockbox Access Device.</p>
<p>Appraiser Access Level Oregon or Washington Appraisal License Required</p> <p>AP (Appraiser) Can search all listings Hotsheet available Eligible for Lockbox Access Device</p>	<p>Affiliate Access Level No License Required</p> <p>AN (Affiliate) Can search SOLD status listings only Hotsheet available for SOLD listings only</p>

OFFICE: The specific office you are affiliated with
FIRM: The main office and all branches connected with main firm

RMLS™ User Access Level – Detailed Grid

Access Provided
Limited Access
No Access

Access Level	HB Head Broker	BR Broker	AA Agent with Full Access	AG Agent with Limited Access	IN Input Staff	OM Office Manager	AP Appraiser	AN Affiliate	ST Personal Assistant
License Required:	Real Estate	Real Estate	Real Estate	Real Estate	None*	None*	Appraiser	None	None*†
Listing Search	All Listings	All Listings	All Listings	All Listings	All Listings	All Listings	All Listings	Sold status only	All Listings
Prospecting	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes
Reverse Prospecting	Yes	Yes	Yes	Yes	No	No	Yes	No	Yes
Hotsheet	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Sold status only	Yes
Add/Modify Own Listings	Yes	Yes	Yes	No	No	No	No	No	No
Add/Modify Listings for Others	Yes, Entire firm	Yes, Same office	No	No	Yes, Entire firm	Yes, Same office	No	No	Yes, Employing Subscriber
View expiration dates	Yes, Entire firm	Yes, Same office	Yes, Own listings	Yes, Own listings	Yes, Entire firm	Yes, Same office	No	No	Yes, Employing Subscriber
Inventory reports	Yes, Entire firm	Yes, Same office	Yes, Own listings	Yes, Own listings	Yes, Entire firm	Yes, Same office	No	No	Yes, Employing Subscriber
Market Share reports (Agent & Office)	Yes	No	No	No	No	No	No	No	Only if Employing Subscriber is HB
Market Trends reports	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Market Stats reports	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
View Home Sales Reports, Statistical Summaries, and Market Action	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tax data search	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
View listing history	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Sold listings only	Yes
Export of listing data	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Sold listings only	Yes
Eligible for a Lockbox Access Device	Yes	Yes	Yes	Yes	No‡	No‡	Yes	No	No‡
View showing activity on SentiLock.com	Yes, Showings & listings in same office	Yes, Showings & listings in same office	Yes, Own showings & listings	Yes, Own showings & listings	By Request, showings & listings in same office	By Request, showings & listings in same office	Yes, Own showings	No	By Request, Showings & listings for Employing Subscriber

* Administrative accounts are also available to licensees who work in purely administrative capacity. A waiver application is required from licensees with Administrative accounts if they do not also have an Agent/Broker level account.

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‡ Licensed administrative staff may sign up with an additional Agent/Broker level account if they require a Lockbox Access Device.