

**YOUR
PATH
REALTORS®
REAL
ESTATE
SUCCESS
STARTS
HERE.**

NEW MEMBER PACKET

**I'M A REALTOR®
I CONNECT YOU.**

MLS Technology, Inc.

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Welcome to MLS Technology, Inc.

Hello and welcome to MLS Technology! I wanted to take a moment to introduce myself and express my warmest greetings. Regardless of where you are in your career, we know that being a member of MLS Technology will assist you in your professional pursuits.

If you've signed in to mlstechnology.com, you've seen our Portal, which is your gateway to all of our different products. You have access to Matrix (the MLS), Realist (our tax lookup system), Transaction Desk, Centralized Showing Service, and much more. We also offer support for all of our products from 8:00a.m.-5:30p.m. Monday through Friday as well as a Knowledgebase with answers to our most frequently asked questions and more.

We encourage our members to follow us on our social media platforms as well to stay informed. We are on Facebook: @MLSTechnologyInc. We hope that you make the very most of your membership with us and we promise to continue public awareness that REALTORS® are a professional, in-person business. We are dedicated to providing you with valuable services that will assist you in your career; whether new or old to the profession, we are here for you and happy you have decided to join us. We very much look forward to seeing all that you can do.

Sincerely,

Mike Cotrill, RCE
Chief Executive Officer



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

- Mike Cotrill, Chief Executive Officer
- Russ Otterstrom, Chief Financial Officer
- Mandi Meador, Chief Operating Officer
- Chuck Wooten, Chief Technology Officer
- Ron Turner, Commercial Services Director

Mcotrill@MLSTechnology.com
Rotterstrom@MLSTechnology.com
Mmeador@MLSTechnology.com
CW@MLSTechnology.com
Rturner@ConnectCIE.com

Professional Staff

- Polly Choate, Compliance & Technology Training Director
- Rich McGonigle, Product Manager
- Laurie Rigney, Outreach Support Specialist
- Beverly Parker, Technical Services Analyst
- Mike Bromberek, Technical Services Analyst
- Ethan Long, Technical Services Analyst
- Mike Deen, Outreach Trainer
- Lloyd Wright, Commercial Research Associate
- Gina Dorn, Commercial Research Associate
- Connie Montalbano, Membership Director
- Daniele Holland, Communications & Education Director
- Spencer Gainey, Government Affairs Director
- Katie Graham, Events & Fundraising Director
- Cassandra Brubaker, Outreach Liaison
- Rachel Wight, Key Services Administrator
- Tiffany Villines, Administrative Assistant
- Starla Sims, Store Services Administrator
- Bonnie Atkinson, Executive Assistant
- Sandy Dial, Administrative Assistant

Pchoate@MLSTechnology.com
Rmcgonigle@MLSTechnology.com
Lrigney@MLSTechnology.com
Bparker@MLSTechnology.com
Mbromberek@MLSTechnology.com
Elong@MLSTechnology.com
Mdeen@MLSTechnology.com
Lwright@ConnectCIE.com
Gdorn@ConnectCIE.com
Cmontalbano@MLSTechnology.com
Dholland@MLSTechnology.com
Sgainey@MLSTechnology.com
Kgraham@MLSTechnology.com
Cbrubaker@MLSTechnology.com
Rachel@MLSTechnology.com
Tvillines@MLSTechnology.com
Starla@MLSTechnology.com
Batkinson@MLSTechnology.com
Sdial@MLSTechnology.com

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

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, CSS Scheduler, Realist, TransactionDesk, Our MLS Technology Knowledgebase, and RETechnology. MLS Tech members are also given professional support through our Multi Listing Service (MLS) Tech Support 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, and in-person hands-on classes. Contact us, we are happy to help.

Call: 918-663-7500

Email: support@mlstechnology.com.



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.

If you have signed in to MLSTechnology.com, you will see the MLS Portal, which is your gateway to all of the different products offered to you. Here's a list of everything that your MLS Tech membership entitles you access to, and a brief overview of each:

- **Matrix** – This is our MLS system
- **Transaction Desk** – Manage documents, electronically sign and more. This is a forms program that links forms back to Matrix. Transaction Desk also offers digital signatures.
- **Realist** – Extensive tax lookup system for details on all properties in the state of Oklahoma.
- **Zipforms** – Much like Transaction Desk, this program offers required forms and contracts. This program requires DocuSign, which is not included in your membership.
- **RPR** – Nationwide home search engine.
- **Centralized Showing Service** – 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 CSS, 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.
- **Support** – Feel free to contact us with any questions you have. We are available to take your call from 8 a.m. – 5:30 p.m. Monday through Friday.

As a member you have access to free training classes. 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. Some of the classes offered are for CE credit.

You can register yourself for classes online, with no registration fees. To view upcoming classes, you can visit Edu.MLSTechnology.com and click the "Register for Classes" icon. Unless otherwise noted, classes are held at the MLS Technology Computer Lab at GTAR; 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, hands-on 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 support desk.

Call: 918-663-7500

Email: Support@MLSTechnology.com

ConnectCIE

Commercial Real Estate Information Exchange

ConnectCIE is a professional, comprehensive database of commercial properties, built specifically through a partnership with the commercial real estate industry. With a local team of researchers, who add and update commercial properties daily throughout the state of Oklahoma. ConnectCIE subscribers can also add and edit their own listings as well. The data is owned by MLS Technology, Inc. and controlled by its Board of Directors, made up of the local real estate industry professionals.

With a ConnectCIE subscription, commercial real estate professionals can search “for sale” and “for lease” properties in their markets in all asset classes (office, industrial, retail, multi-family and land), as well as a comprehensive database of sales comps., tenant information, professional reports, broadcast marketing email, market analytics, market monitor, wants and needs, businesses for sale and more.

Some of the highlights of the Pro Tools service are:

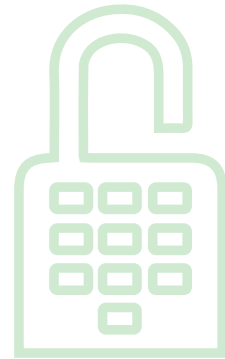
- **Parcel Aerials** – With a single click, generate a printable PDF for your client displaying relevant parcel boundaries overlaid on an aerial image of the property.
- **Retail Logos** – With a single click, generate a printable PDF for your client displaying retail business logos overlaid on an aerial image of the target property.
- **Traffic Counts** – With a single click, generate a printable PDF for your client displaying traffic counts for intersections near the target property.
- **Flood Maps** – With a single click, generate a printable PDF for your client displaying a visualization of FEMA Flood Risk near a target property.
- **Environmental Risk** – With a single click, generate a printable PDF for your client identifying nearby properties monitored by the EPA for inspection/compliance as reported by ECHO (Enforcement and Compliance History Online).
- **Demographics** – With a single click, generate a printable PDF for your client including current and five year projections by either radius or drive time. Our algorithm calculates stats with proportionally-weighted block-level accuracy — far more accurate than standard reports.
- **Google Earth Package** – With a single click, generate a Google Earth site analysis bundle for your client including parcel boundary, basic information on the target property, 3/5/10 minute drive time rings, traffic counts, and nearby retail locations.
- **Retail Site Selector** – Use our proprietary database of 400,000 retail locations to build a multi-layered study in Google Earth, analyzing potential locations for proximity (distance radius, drive time, or drive distance rings) to competitors.
- **Tenants** – With a single click, generate a printable PDF for your client including the current tenants for a target property. Our proprietary process ensures the data is accurate and timely.

Contact

If you need more information regarding ConnectCIE, please contact them.

Call: 918-663-7500

SentriLock® & SentriCard®



MLS Technology utilizes SentriLock® and SentriCard® services. These keybox and key card 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 SentriSmart® 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 it 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, CSS Scheduler, Realist Tax System, TransactionDesk, 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 specialists.

Leadership

Serve on MLS Tech committees and Board of Directors.

MLS Sign Shop

Conveniently located in the GTAR office, members can purchase signs and other real estate related items and promotional materials.

Technology Services

All members will have access to: MLS, Matrix, Realist, Transaction Desk, ZipForm, Centralized Showing Service, Find, REALTORS® Property Resource, HomesConnect, New Home Source Pro and SentiLock®.

Communication

To keep members informed, there is a weekly newsletter called the Full Disclosure, email notices, and we are on the following social media sites: Facebook, Twitter and Instagram.

MLS Sign Shop

When you visit GTAR, 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.

Contact

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

Call: 918-663-7500

Email: MLSSignshop@MLSTechnology.com

MLS Training

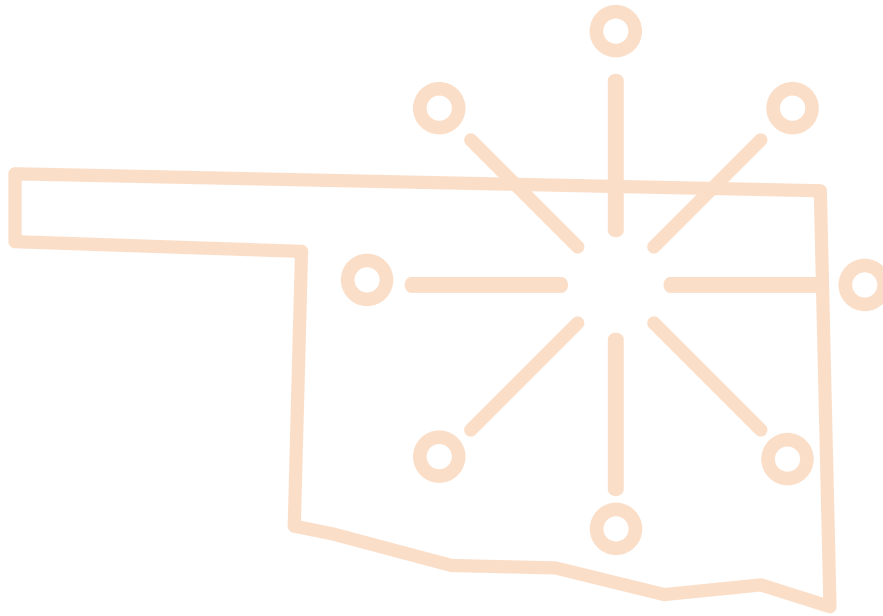
All our MLS Tech members have access to free training classes, some of which are even offered for CE credit. We realize that your education is not only an important investment for you professionally, but also personally. We also understand that everyone has different learning styles which is why we offer 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:

- CSS Scheduler – 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 teaches you CSS Scheduler's full ability in a 1.5 hour (non-CE) session.
- TransactionDesk – This class is offered for 2 hours of elective CE. TransactionDesk 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 TransactionDesk 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.
- 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 using various tools/methods provided in the Realist Tax System. This course is offered for 3 hours of elective CE.
- CMA's 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.
- Making MLS Easy – This 3 hour elective CE course provides practical applications for our members to maximize functionality of the MLS system in conjunction with their business requirements.

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.





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 town to teach!

We also have an outreach support specialist who travels to local brokers' offices to assist members. They will go over products that are provided as a member-benefit, that you may not be aware of or know how to use. The outreach support specialist is also able to answer SentiLock® questions and can bring keyboxes, provide tips and tricks, and answers for MLS.

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.

You can view all upcoming MLS classes and register yourself online, with no registration fee. Visit, Edu.MLSTechnology.com and click the "Register for Classes" icon to sign up.

Contact

For additional information about MLS classes, contact one of our technology trainers.

Call: 918-663-7500

Email: support@mlstechnology.com

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I CONNECT YOU.

MLS Technology, Inc.

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 @MLSTechnologyInc
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