



New Participant Application Checklist

Thank you for your interest in and your application for membership to Regional MLS, Inc. Following is a list of items that you need to do to complete the application process:

1. Once you are setup as Qualifying Broker with DBPR, submit your application and fees to the Realtor Association that you are joining.
2. Once you are setup as Qualifying Broker with DBPR, submit your application to Regional MLS in one of the following ways:
 - **Preferred method:** You can fill out a partial electronic application by going to www.rmlsfl.com and then clicking on Prof.Services on the left side of the screen. This can be done from any computer that accesses the Internet.OR
 - Fax or mail in the complete Participant Application & Agreement to Regional MLS (If you fill out the internet application, you must contact RMLS to finalize your Participation in order to access the MLS system.)

**** Please note: it takes 1-2 days AFTER the Realtor Association has processed your application for your application to be processed with Regional MLS.**

3. Once RMLS receives the completed Participant Application, Agreement and confirms you are setup as the Qualifying Broker at DBPR & Designated Realtor with the Association; will be able to process your application and email your login information. Within 24 hrs of receipt of the first email, you will receive a second email with temporary password for accessing RMLS systems.
4. You will be required to attend our General Procedures and Systems (GPS) Program on the next available class immediately following your start date. This program is mandatory to maintain uninterrupted service and is where you will receive your permanent security authentication device.
5. Once you have obtained your MLS login, you may lease your Supra keypad at either the Regional MLS office, or at your Realtor Association.

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