



## Using Your SafeMLS Token

To login follow these easy steps:

1. Go to <http://www.rmlsfl.com>. Click on MLXchange link on the homepage menu. You will see a login screen similar to the one shown below.
2. Enter your 8 digit Login ID if it is not already present. (**This is your current MLS AGENT ID/LOGIN ID**)
3. Press the blue button on your SAFEMLS token. It will generate a one time password. Type the one time password into the SAFEMLS password field. **Remember**, it is **NOT** case sensitive.
4. Type your 4 digit PIN code in the PIN Code Field
5. Click the Sign In button to complete the login process.

**Note: If you accidentally press the blue button more than once prior to logging in and receive an invalid password, simply press the button one more time and enter the next password generated. This will reset the synchronization of passwords assigned to your token.**



## How to report a Lost/Stolen or Defective Token

1. Got to <http://www.rmlsfl.com>. Click on MLXchange on the left-hand side. On the **Left hand side choose the appropriate reporting option or choose the appropriate reporting option under Token Reporting on the lower left hand corner of the homepage**
  2. **Select the appropriate response**
  3. At the reporting screen you will be required to provide your MLS Subscriber ID and correctly answer the three (3) security questions you completed during the enrollment process.
  4. A temporary password will be emailed to the email address on file with the MLS system. The password will be valid for fourteen (14) days, after which you will be required to login using a new token.
- Note: reporting a token as lost, stolen or broken will disable the token. If you find the token after reporting it lost or stolen, please contact the MLS office for further instructions.

### **SUPPORT/WARRANTY INFORMATION:**

If you need assistance using your SAFEMLS Token, please contact the RMLS office. If your token becomes non-functional after normal business hours or on the weekend, please follow the lost, stolen or broken token instructions. SAFEMLS tokens are warranted against defect in workmanship under normal operation. To replace a non-functioning token, please contact the R MLS office during normal business hours.

