MLS Access Level Legend

Stellar MLS

Base Level:
- ✓ The user has search capabilities *only*.

Agent Level:
- ✓ The user has search capabilities.
- ✓ The user can enter and modify their own listings.
- ✓ Brokers have the option to require an approval before the listing goes live.

Agent Special Level:
- ✓ The user has search capabilities.
- ✓ The user can enter and modify their own listings.
- ✓ The user cannot withdraw listings or shorten the expiration date.
- ✓ Brokers have the option to require an approval before the listing goes live.

Agent Limited Level:
- ✓ The user has search capabilities.
- ✓ The user can enter and modify their own listings, but cannot update price.
- ✓ The user cannot withdraw listings or shorten the expiration date.
- ✓ The user cannot expire, change to Temporarily Off Market, or reactivate listing without broker approval.
- ✓ Brokers have the option to require an approval before the listing goes live.

Office Level:
- ✓ The user can enter and modify listings owned by the office. (This level is generally given to agents or broker associates with administrative duties.)
- ✓ The user can create a team in Matrix.

Head Office (Firm Level):
- ✓ The user can enter and modify listings owned by the firm.
- ✓ The user can create a team in Matrix.

Agent Assistant:
- ✓ The user can enter and modify listings only for a specific agent through Team Settings in Matrix.

Office Assistant:
- ✓ The user can enter and modify listings owned by the office.
- ✓ The user can create a team in Matrix.

Company Assistant:
- ✓ The user can enter and modify listings owned by the firm.
- ✓ The user can create a team in Matrix.

No Access:
- ✓ The user has no access to Matrix because it is a waived account.

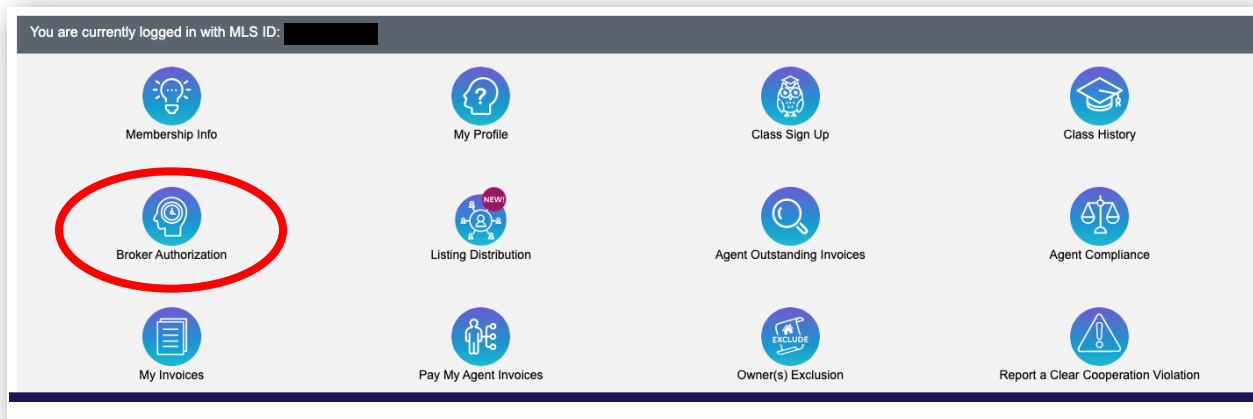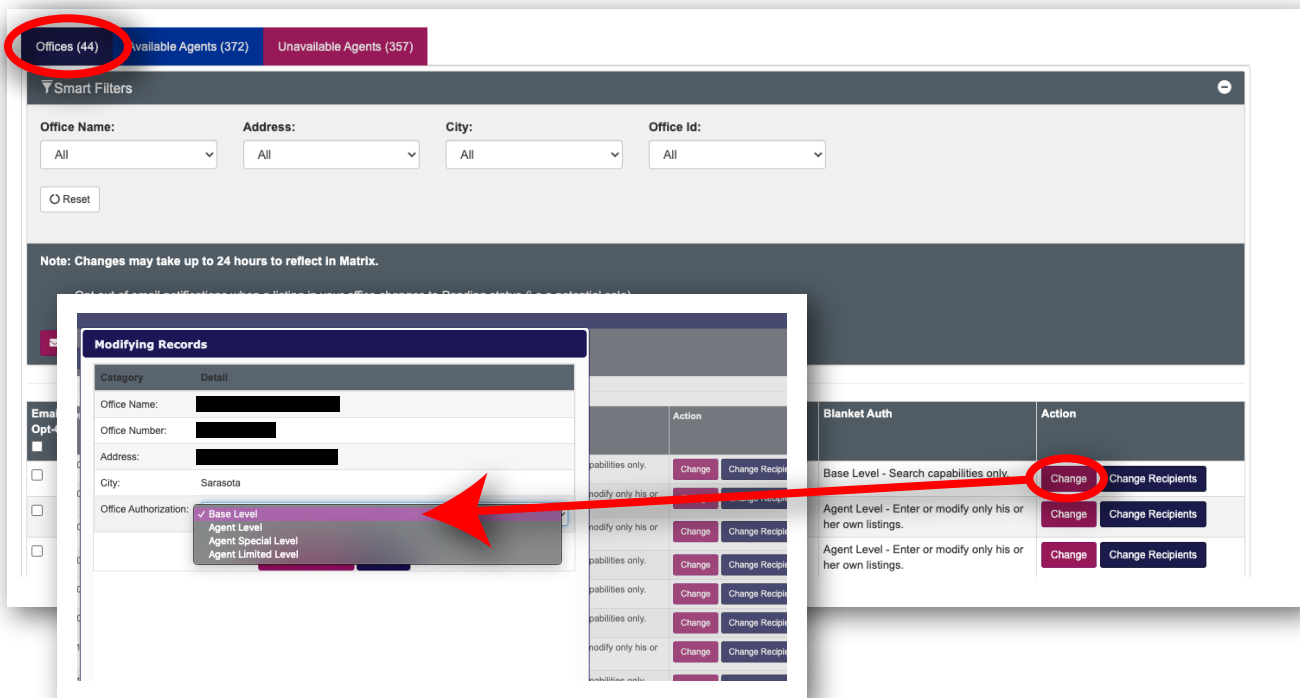# Managing MLS Access Levels for Your Office

What Are Access Levels?

As a Stellar MLS broker, you will need to set permissions for what your office staff and/or agents are allowed to do within the Stellar MLS system. These permissions are called **Access Levels**.

How to Manage Access Levels

1. You can edit these Access Levels by clicking on the **Broker Authorization** icon in your Stellar Portal.

2. By using the **Offices** tab, you may choose to have the same authorization level for each of your offices with the same access level for all agents (Blanket Authroization.)

Managing MLS Access Levels for Your Office

3. By using the **Available Agents** tab, you can view each person in your office and see the access level attached to that individual. You may change these as needed.

4. Until an agent takes the **Adding & Editing Listings** class, they will not be eligible to add or modify listings. The **Unavailable Agents** tab shows who still needs to take the class. As the broker, you receive access to add and edit listings right away but still need to complete the Adding & Editing Listings class within your first 60 days.