Stellar MLS Account Password and Multi-Factor Authentication Setup

Providing the most accurate and pristine data for MLS subscribers also requires that data is secured with the most advanced technologies. To help protect against unauthorized access, Stellar MLS accounts now require the use of multi-factor authentication (MFA) to provide an extra layer of defense.

In this guide, learn how to setup your MLS account password as well as about each of the three available forms of multi-factor authentication that will help keep your account even more secure.

As a reminder, if you login to your MLS account using a device that can be accessed by others, such as a shared office computer, be sure to logout from the system completely when finished working.

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Getting Started

Please choose a single device such as a desktop or laptop computer that has both a web browser and access to your email account on file with Stellar MLS to complete the setup process. This is important because the special weblink emailed during setup needs to be opened in the same web browser that began the setup.

Although the entire process takes only a few minutes, the system will timeout if left idle for twenty (20) minutes and you would need to start over, so please plan accordingly.

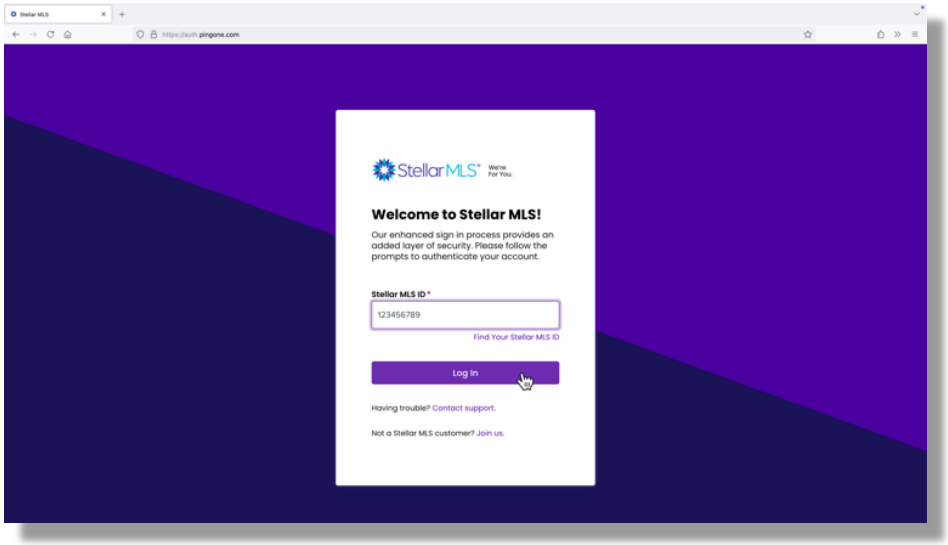
When ready to begin, please visit the Stellar MLS website at https://stellarmls.com

Account Activation and Password Setup



Step 1: From https://stellarmls.com, select the **MLS Login** button near the upper-right of the screen.

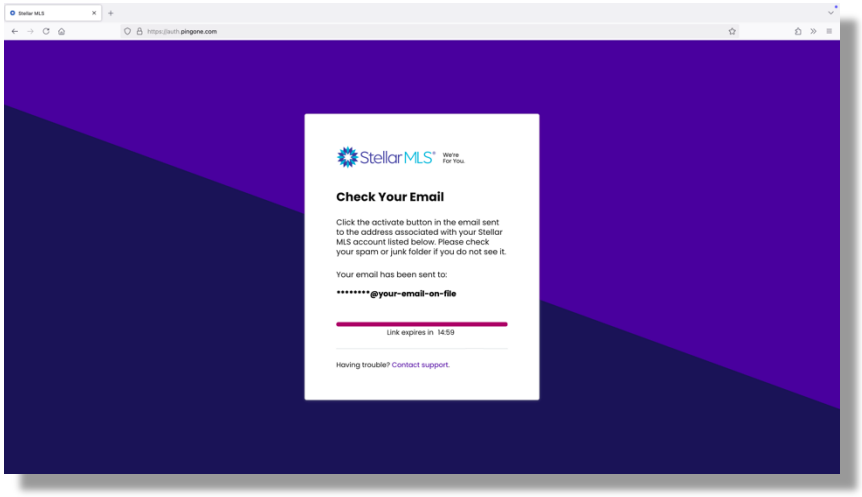
Step 2: On the screen that follows, enter your Stellar MLS ID into the field provided then select the **Log In** button to continue.



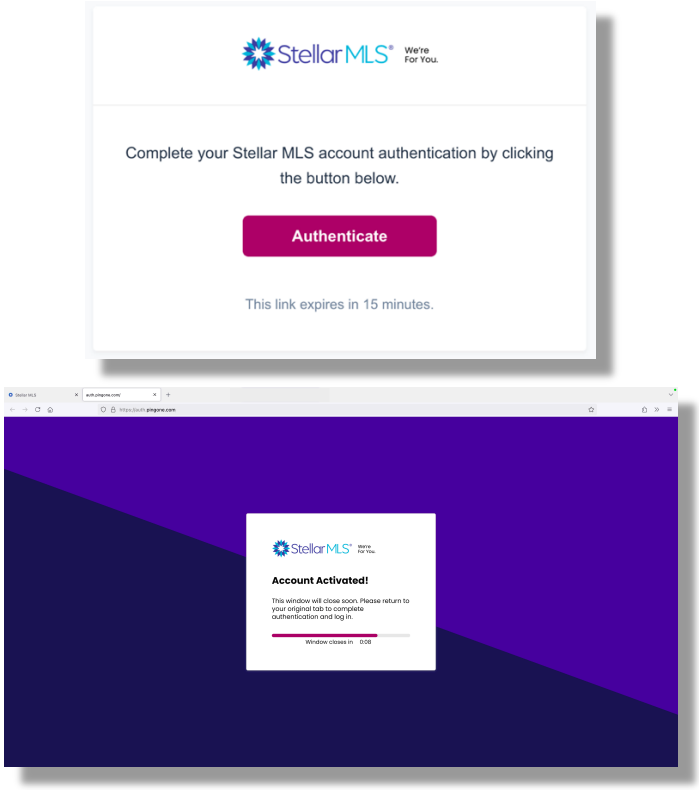
Please note that a Stellar MLS ID is the same as your 9-digit National Association of REALTORS Member ID, also referred to as a NRDS number, when applicable. There is a lookup link on this page if needed.

Should you not be able to locate your Stellar MLS ID or receive an error that it was not found, please reach out to the Stellar MLS Support Team for assistance.

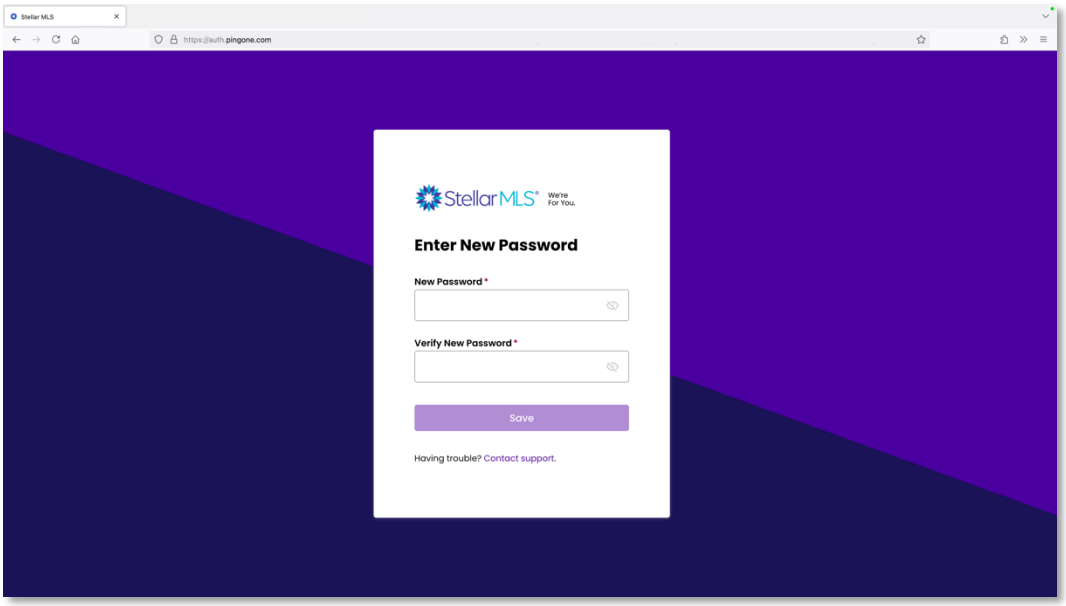
Step 3: Check your email. An email is sent to your email address on file with Stellar MLS and contains a special setup weblink that is valid for 15 minutes.



Step 4: Select the **Authenticate** button in the email to open the special weblink in your web browser. The confirmation displayed in your web browser will then disappear after a few seconds.



Step 5: Enter your new password in the field provided.

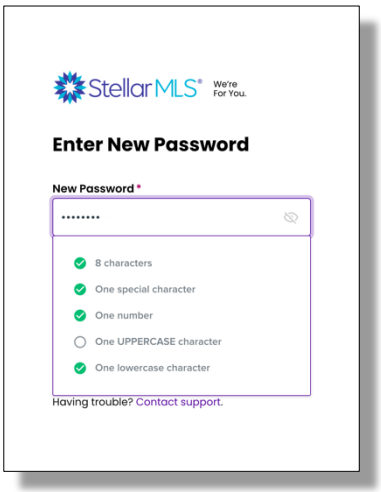


Stellar MLS Password Policy

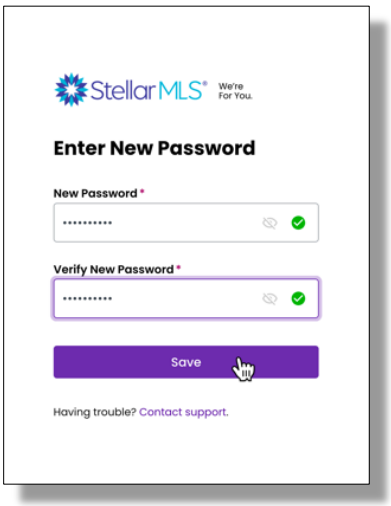
- The password must be between 8 and 255 characters
- The password must have at least one of the following characters: ~!@#$%^&*()-_=+[]{}|;:,.<>/?
- The password must have at least one of the following characters: 0123456789
- The password must have at least one UPPERCASE character (ex. ABC)
- The password must have at least one lowercase character (ex. abc)

As you type your password, each of these requirements will be checked off in the drop-down display when complete.

As part of validation process, the password entered will be checked to ensure that it isn't an exact match for any of the values in your user profile such as your name or Stellar MLS ID number. In addition, the password will be checked against a list of commonly used, and therefore insecure, passwords. (ex. MyPassword)



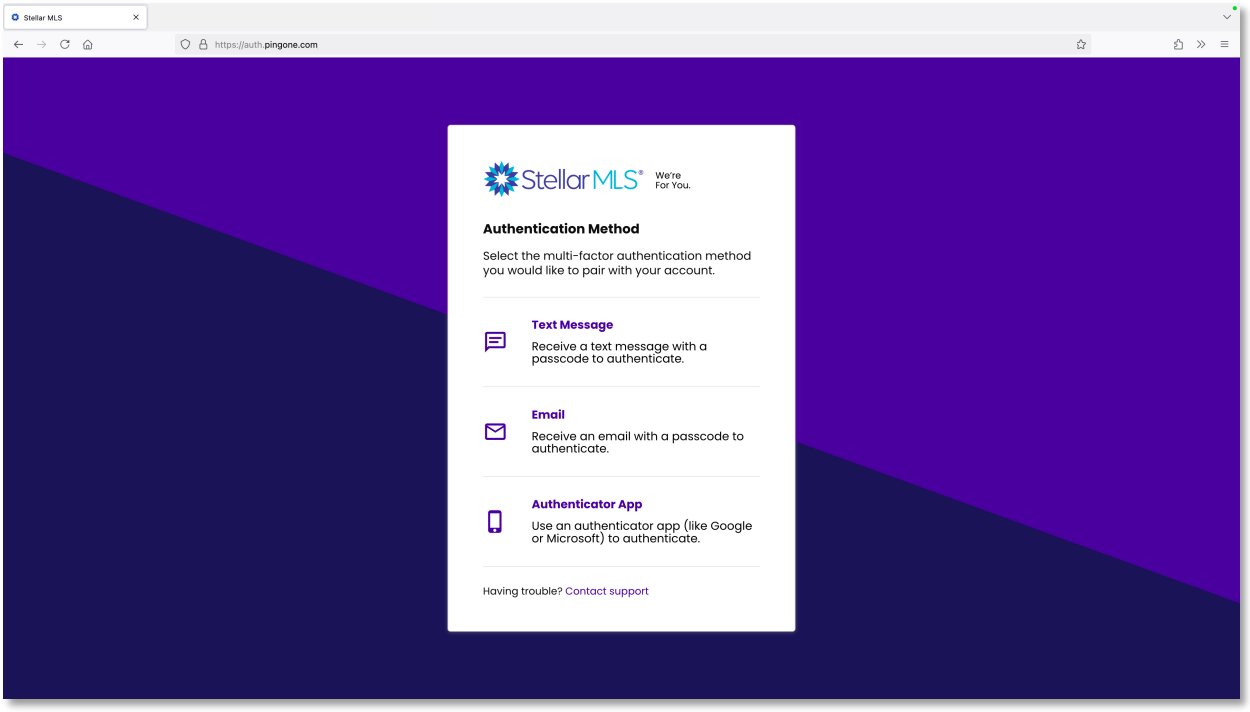
Step 6: Verify your password by retyping it in the field below, then select the **Save** button.



Multi-factor Authentication

Once your password is set, you will need to pair at least one method of multi-factor authentication to further protect your account. You may already be familiar with multi-factor authentication or “MFA” which is often used for financial and other important accounts.

MFA requires entering a one-time numeric code, in addition to your password, to help verify your identity when you login to your account. When setting up MFA for your Stellar MLS account, you can choose to receive these 6-digit codes by text, email, or through a dedicated authentication application.

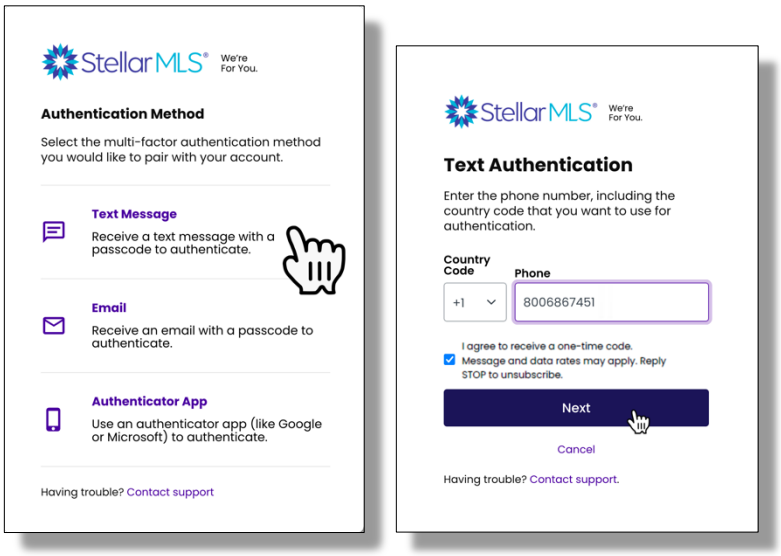


Although one method of multi-factor authentication is required, you can activate up to three separate MFA methods for your account, and in any combination. For example, you could authorize receiving a code by text message as well as registering both a personal and business email address. With multiple authentication methods on file, you can then choose the most convenient option at the time when prompted for an MFA code in the future.

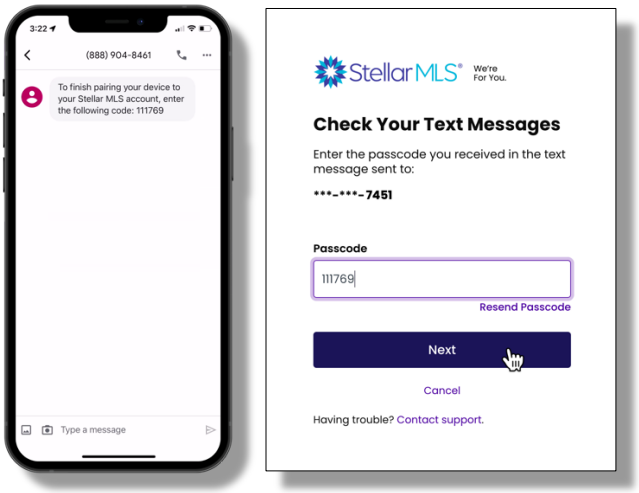
The next few pages of this guide describe how to register each of the three available multi-factor authentication options and are arranged in the order of the Authentication Method list display. Please refer to the instructions of your preferred MFA method(s) as needed.

Text Message

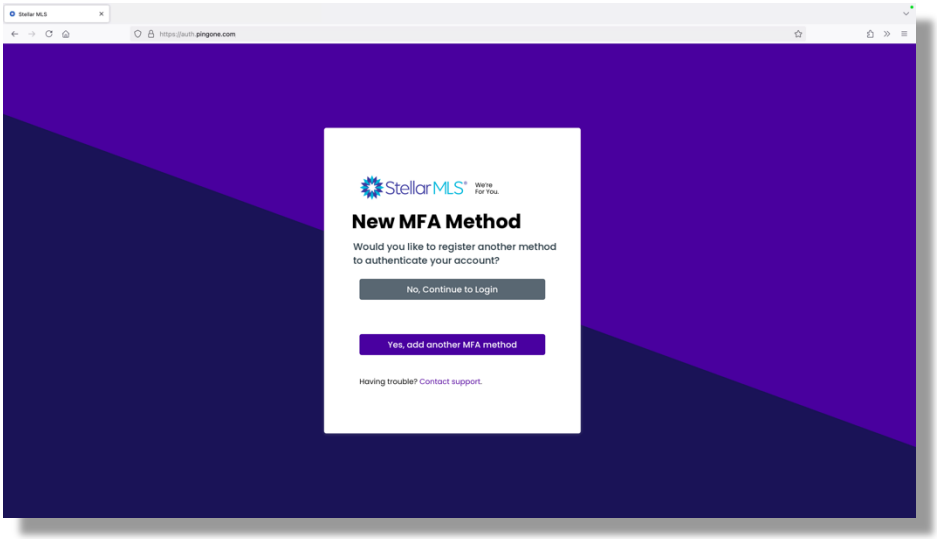
If you wish to receive codes by text, begin by selecting the Text Message option from the Authentication Method list. On the screen that follows, simply enter your phone number, check the box to confirm receipt of text messages at that number, then select the **Next** button.



A text message will be sent momentarily. To finish setting up this method of MFA, enter the 6-digit code you received by text into the Passcode field that has now appeared in your browser and select the **Next** button.



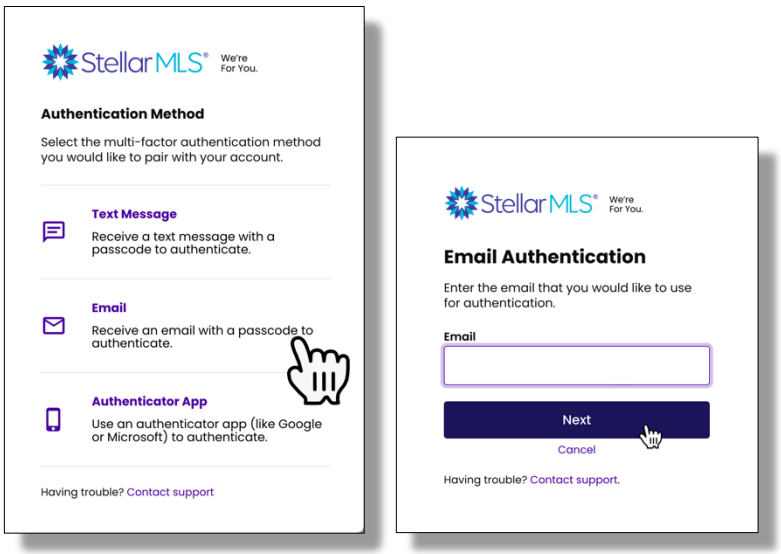
Once you have successfully paired a multi-factor authentication method, your web browser will refresh, and you may choose to either add another MFA method or continue and login to your account. The following screen will be displayed no matter which authentication method was first added.



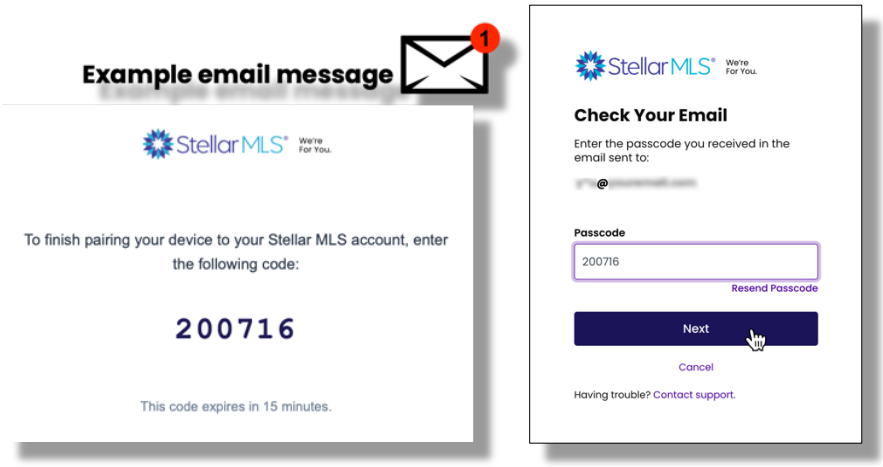
Although registering one method of multi-factor authentication is required during setup, you may choose to have up to three MFA options on file. To add another during setup, select the button that reads **Yes, add another MFA method** and you will return to the Authentication Method selection screen displayed earlier. Continue reading to learn about both the Email and Authenticator App options if interested.

Email

Configuring authentication by email is very similar to setting up the Text Message option. To begin, select Email from the list of options, enter the email address you wish to use in the field displayed, and a pairing code will be sent to that email address after selecting the **Next** button.



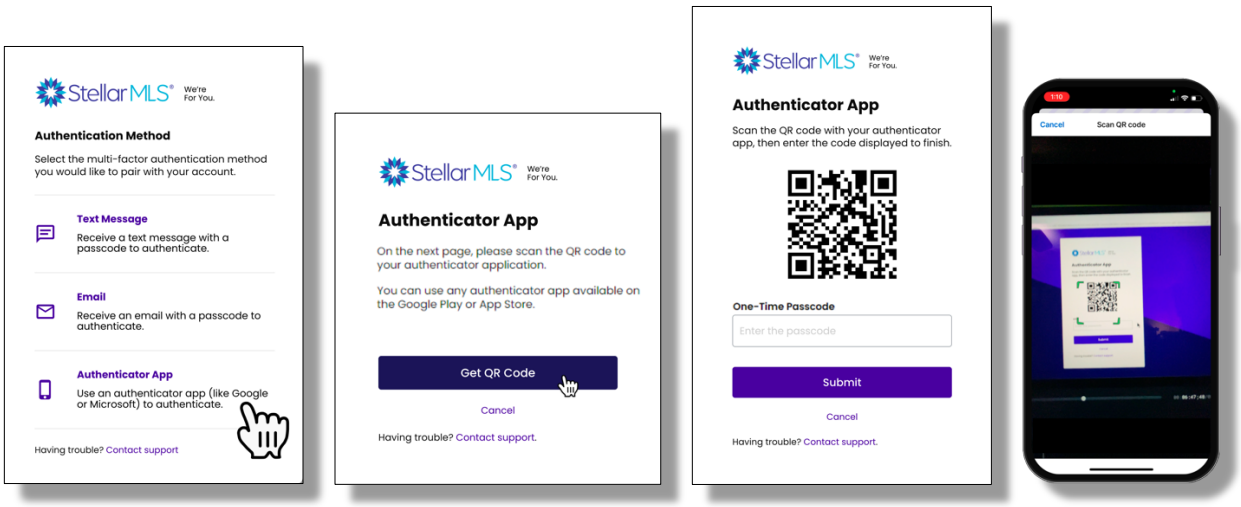
Check your email and enter the 6-digit setup code displayed in the body of the message you received into the Passcode field of your web browser, then select the **Next** button.



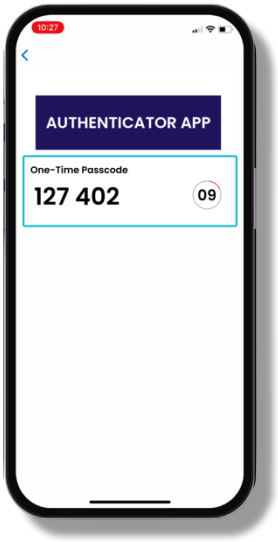
Authenticator App

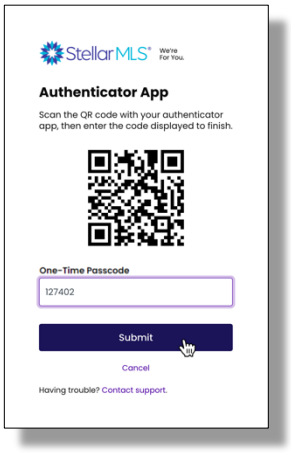
Another MFA option is to use a dedicated authenticator application. These apps can be downloaded from places such as an application store on your mobile device. After scanning a QR code during the setup process, one-time passcodes are then generated directly on your device and are valid for (usually) thirty seconds before being reset to a new number.

To add this type of MFA option, have your preferred authenticator application ready to add a new account, then click the **Get QR code** button so that you may scan the code displayed into the app.

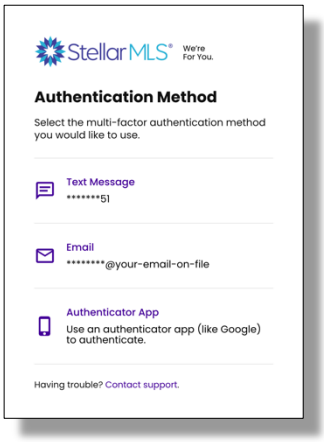


After saving the entry, your app should now display a one-time passcode. Before its expiration, enter the code displayed into the One-Time Passcode field in your web browser and select the **Submit** button to confirm.





Account Information Tips



With your MLS account authenticated, a password set, and at least one multi-factor authentication method on file, you may now login and access all your Stellar MLS subscription benefits.

In the future, a list of your multi-factor authentication methods will be displayed after entering your password so that you may choose the most convenient option at the time to receive a one-time passcode when required.

Session Time

When using the same device and web browser, if you do not logout of your MLS account or clear your browser history and cache, you will only be required to enter your password every thirty (30) days and a one-time passcode every ninety (90) days.

If you access your account from a new device or web browser however, both your password and multi-factor authentication will always be required.

Again, if you login to your MLS account using a device that can be accessed by others, such as a shared office computer, be sure to logout from the system completely when finished working.