



State-Wide Multiple Listing Service
100 Bignall Street, Warwick, RI 02888
Ph: (401) 785-9898 x 2 | Fx: (401) 941-5320
www.rirealtors.org | www.riliving.com

MLS OFFICE MANAGER AUTHORIZATION

An MLS Office Manager may be a licensee, existing MLS administrator or *billing only* administrator without access to the MLS. The office manager will receive a copy of email notifications from MLS billing (e-billing, past due notices) and have full access to the IMS office account that would include the ability process online payments on behalf of some or all of the members within the office and to view current and paid MLS invoices and payment information. An office with multiple branch locations may authorize the office manager to have access to all or select locations. There is no additional monthly fee associated with this access.

It is by MLS Participant authority that this access is granted and access may only be revoked by written notice of the same.

This section must be completed and signed by the MLS Participant and returned to Lauren in MLS billing by fax: 941-5320 or by email: lauren@rirealtors.org

Name of Office Manger: _____

Email Address: _____ Contact number: _____

Office manager is: Current MLS Licensee _____ Current MLS Admin _____ Billing only Admin _____

Branch location billing access- please specify branch MLS Office Codes:

Signature of Participant _____

Printed name of Participant _____

Office Name _____

Office Address _____