



How to run an "Active" agent roster in MLX:

Log into MLXchange. At the top of the page click on "Search" a drop down menu will appear. Click on Member user simple search. Enter your office's MLS ID under office code (if you do not know this number please contact RMLS at 561-627-4548 and we can provide that to you). Then pick from the drop down under Status "A" for active and "S" for suspended. On the bottom of the page you will see the number of matches found. Click on results. A list will appear with all the agents that are "Active" as well as "Suspended (for non-payment)" and match that list up to the DBPR under your office to see if it is correct. Any agent that is no longer with your office you may remove by sending an RE10 or RE12 to DBPR, Your Association and to RMLS.

Click here to send via MongoFax to RMLS: [MongoFax](#)