Bridge Agreement Management quick start guide: CincyMLS

Welcome to Bridge Agreement Management (BAM). CincyMLS has chosen BAM to process all data feed requests. This online tool replaces the legacy paper agreement process. BAM provides all parties, (Brokers, Agents, Vendors, MLS) an account to approve, cancel and store agreements in one location. Brokers can login and approve waiting agreements, from their agents. All parties to an agreement can see the status of agreements they are a part of.

Data Feeds available for member request include IDX (internet data exchange), VOW (virtual office website), and Data Download (used for Broker back-office products).

If you already have existing data feed in place, it is not affected but it is required that you agree to the terms of the updated agreement for the feed(s) you already have in use.

There is no cost to our members to use BAM. It is one of the included member benefits. There are fees however, that may apply to the Data Feed requested.

For more information, please read on!

Once logged in to BAM, you will land on the Home page and will see 3 separate lists of approved vendors for IDX, VOW, and Data Download.

To **START** an agreement, select the vendor from the appropriate list. The agreement is specific to each datafeed type; please make sure you are selecting from the correct list. Locate the vendor, click "Agree to Terms", click "Next" to complete the agreement. BAM will send a notification to all parties, informing them that an agreement is waiting for their approval. All parties MUST login to BAM to complete the agreement. The agreement can not be emailed for signatures.

You must agree to all the terms of this agreement. For IDX agreements, there is a required CE course. You must complete this course and email the certificate along with your payment information, if applicable, to thauger@cincymls.com

There are 4 parties to this agreement:

BROKER

This party has not yet agreed to the terms

AGENT

You must finish this agreement

VENDOR

This party has not yet agreed to the terms

MLS   CincyMLS

This party has not yet agreed to the terms

Next

Viewing & approving agreements:

Click "Agreements" at the top of the page. You can filter by status, or you can use the search bar to search for the name of a party to an agreement. The party status will display how many parties are included in the agreement and the status. If you hover over the green dots, it will display the names of the party. If the green circle is filled in, that party has completed their portion. If not filled in, the agreement is waiting for their approval. CincyMLS will not approve until all other parties have completed. Remember that each party will be sent a notification, but if they have not completed, you can reach out to the waiting party and ask them to log into BAM to complete their portion. To approve, click "Agree", then click "Next" until finished. BAM will send a notification once all parties have agreed.

Frequently asked questions

Q: I don't see my vendor in the list of approved vendors.

A: Email BAM@CincyMLS.com and request that an invite be sent to your vendor.

Q: I'm getting an error message that my broker must log in first.

A: The designated broker for each office must first log into BAM before agents are able to log in. BAM will auto-register the office when the designated broker logs in.

Q: I have completed my part of the agreement, what happens next?

All parties to the agreement will be sent a notification from BAM that they have been added to an agreement requiring their approval. Each party must log into BAM and complete their portion of the agreement. CincyMLS will review only after all other parties have completed.

For BAM technical support, please email BAM@BridgeInteractive.com