

# ToolkitCMA MLS Access Guide

## ToolkitCMA with Pinergy [MLSPIN]

1. Click on the *Connect to the MLS* button and log in to the MLS.
2. Click *Search*.
3. Under *Property Type* check *Single Family (SF)*.
4. Enter search criteria and then click *Results*.
5. Mark desired properties. Click *Download*.
6. If this is your first time using MLSPIN Pinergy, follow the steps below (see Diagram on next page). Otherwise, skip to step 7.
  - a. For *Format*: choose *Custom (max of 100 downloads per day)*.
  - b. For *Save as*: choose *Text (tab-delimited .txt)*.
  - c. *Use Feature Codes* should be UNCHECKED.
  - d. *Include Header Row* should be CHECKED.
  - e. Click the *Remove All* button.
  - f. Find *MLS #* in *Choose Your Fields* and double click on it to move it to Selected Fields.
  - g. In *Enter layout name to save*, enter ToolkitCMA.
  - h. Click *Save*.
  - i. Click *Download*.
7. Under *Saved Download Layouts (Select a name to start downloading.)* click on the blue ToolkitCMA link.
8. The file will automatically save into the Downloads folder on most computers. **Do not open the downloaded file.** (If prompted to save the file, click the arrow and choose *Save As*, choose an appropriate file name and location and click *Save*, and do not open).
9. Return to ToolkitCMA and follow the on-screen instructions.

If you have any questions or concerns please call, or email, for assistance: 800-828-0970 x3, [support@realtytools.com](mailto:support@realtytools.com)

