

ToolkitCMA MLS Access Guide

ToolkitCMA with Flex MLS

[White Mountain, AZ]

1. Click on the *Connect to the MLS* button and log in to the MLS.
2. Click *Menu* and then click *Quick Search*. Choose your correct property class.
3. Enter search criteria and click on the *List* tab. Then, mark your desired properties and click *Export*. (If not automatically directed to the export screen, click *download a file*.)
4. Under Select The Data To Be Exported, click *Export Selected Matches*. Under Select The Type of Export, click **Toolkit CMA Export**. Enter the Verification Text and then click *Export*.
5. 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 filename and location and click *Save*, and do not open.)

IF YOU ONLY WANT THE PRIMARY HOUSE PHOTO, SKIP TO STEP 8.
OTHERWISE, CONTINUE TO STEP 6 FOR MULTIPLE PHOTOS.

6. In the sentence, To download photos for the listings in your export, click here, click on the word *here*.
7. 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.)
8. 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.