

TREB Online Agreements System

Member Documentation

October 2015

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Logging In

All Members will have to login to use the TREB Online Agreements System. The TREB Online Agreements System can be accessed from TorontoMLS.

1. Login to TorontoMLS under REALTOR TOOLS to the right side of the Home Page click the Forms and Clauses, then click on Online DLA/IDX/VOW.

The screenshot shows the TorontoMLS website interface. At the top, there are navigation tabs: 'COMMERCIAL NETWORK INFORMATION', 'SEARCH PROPERTIES', and 'YOUR INFORMATION CENTRE'. Below these are links for 'Log Off', 'Contact Us', 'FAQ', and 'Site Map'. A search bar is also present. The main content area includes 'TOP STORIES', 'GTA NEWS', and 'MEDIA CENTRE'. On the right side, there is a vertical menu with categories like 'Boards and Associations', 'Broker Corner', 'WEBForms™', and 'REALTOR® TOOLS'. Under 'REALTOR® TOOLS', the 'Forms / Clauses' sub-menu is expanded, and 'Online DLA/IDX/VOW' is highlighted with a red circle. A yellow arrow points to this highlighted item.

2. From the Forms/Clauses slider menu click Online DLA/IDX/VOW.

The screenshot shows the 'TREB Online Agreements' login page. The header features a handshake graphic and the text 'TREB Online Agreements'. Below the header, there is a login form with the following fields and buttons:

- Please enter your username and password to sign on
- Membership #
- Your PIN #
- Authenticator Password
- Sign On
- Clear

At the bottom of the page, there is a copyright notice: Copyright © Toronto Real Estate Board 2014.

Your TREB Membership# should be in the Membership# box, if not click the box and type in your TREB Membership#.

3. Enter your 4-digit PIN.
4. Press the button on your Authenticator and enter the 6 digit password that appears.
5. Click Sign On.

From the landing page you can see all the Agreements you have that are “In Progress” as well as your currently Active Online Agreements (broken down by Agreement type). There is also a link to view your Legacy Agreements (any paper format agreements that are still active).

Active Tab

The Active Tab gives a snapshot of all your Active Online Agreements as well as Agreements that are currently "In Progress".



Agreements in Progress

Name:	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
AGENT_JOE	1378-00	2014-04-03	Adosoft Inc.	IDXTTP	With Broker
AGENT_JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

Active Online Agreements

Data Transfer Agreements

Name:	Broker/Branch	Entry Date	Third Party	Level	Status
AGENT_JOE	1378-00	2014-06-05	A2N Technologies Inc.	Agent	ACTIVE
AGENT_JOE	1378-00	2014-06-04	Adosoft Inc.	Agent	ACTIVE

IDX Third Party Information Forms

Name:	Type of Site	Brokerage	Entry Date	Third Party	Status
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IDX Data Feed Agreements

Name:	Brokerage	Entry Date	AVP	Status
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VOW Data Feed Agreements

Name:	Brokerage	Entry Date	Third Party	Status
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Active Legacy Agreements

The details for any Agreement (Active or In Progress) can be viewed at any time by clicking the **hyperlinked Member Name** for that agreement.



Active Start New
Welcome AGENT, JOSEPH
Home | Help | Sign Off

Data Transfer Agreement Agreement Details

Agreement ID:	4
MemberID:	9556177
Member Name:	AGENT, JOE
Broker & Branch Code:	1378-00
Brokerage:	EXAMPLE REALTY INC.
Email Address of Subscriber:	ostratus@trebnet.com
Sent to Third Party Date:	ostratus@trebnet.com
Third Party:	Colour Tech Marketing Inc.
Third Party Contact:	Testing Third Party
Third Party Email:	jagent@trebnet.com
Third Party Agreed Date:	jagent@trebnet.com
Sent to Broker Date: (MM/DD/YYYY)	2014-04-03 11:32:00.0
Broker Signature Date:	2014-04-03 11:34:00.0
Broker Sent to TREB Date:	2014-04-03 11:34:00.0
Comments:	Added Data Transfer Agreement
Admin User:	
Timestamp:	2014-04-03 11:36:00.0

ID#	Activity	Last User	Date
135	PROCESSED	1221441	2014-04-03
134	Broker of Record has updated their section.	9556156	2014-04-03
127	9556177 has nudged Broker.	9556177	2014-04-03
126	Third party has updated their section.	493	2014-04-03
37	9556177 has resent request to Third Party.	9556177	2014-04-03

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Each detail page will have the particulars of the agreement in the top section of the screen and the history log in the bottom of the screen. This allows Members to see all changes to the agreement over time.

Disable/Unsubscribe Agreement

The details for any Active Agreement can be viewed at any time by clicking the **hyperlinked Member Name** for that agreement. Between the Agreement Details and the History Log at the bottom of the screen: for the Data License Agreement there will be a **Disable** button, for the IDX Data Agreement and VOW Data Agreement there will be an **Unsubscribe** button.

At any time, should you wish to discontinue the Agreement, simply click the **Disable** or **Unsubscribe** button. The appropriate Unsubscribe or Disable form will open. Read the form carefully, once an agreement has been unsubscribed or disabled it CANNOT be reactivated; you will have to resubmit a whole new agreement. Agree to the terms and conditions and click Submit. The Unsubscribe or Disable form will be submitted to TREB for processing and the Third Party (or AVP) or SELF will be notified.

Start a New Agreement

To start a New Agreement Members can click the **Start New** tab.

Start a New Agreement

Click on the agreement name to learn more about it before completing.

- ▶ Data License Agreement
- ▶ IDX Third Party Information
- ▶ IDX Data Agreement
- ▶ VOW Data Agreement

Please Note: Once you begin an Agreement there is no way to store it, you will have to continue it till completion otherwise you will lose the information you have already entered. Please ensure you have all the necessary information available before you start an agreement. (i.e. - Third Party or AVP contact information, your URLs, etc.)

Continue

Example:

The screenshot shows the 'TREB Online Agreements' website interface. At the top, there is a header with a signature and the text 'TREB Online Agreements'. Below this, there are two tabs: 'Active' and 'Start New'. The 'Start New' tab is selected. The main content area is titled 'Start a New Agreement' and includes the same instruction and list of agreement types as the previous block. A 'Continue' button is at the bottom. A browser window is overlaid on the right side, showing the URL 'http://profile.tor...' and the page title 'Online Data Agreement'. The browser content displays the details for the 'DLA (Data License Agreement)', including a description: 'An Agreement signed by a Broker of Record authorizing TREB to that Member's website.', and participation rules: 'Who may participate: Service is available to all active TREB Mem', 'Information Accessible: Active listing data in CSV format and FT', and 'Required Agreement: TREB Data License Agreement.'

Start a New Agreement

To start a New Agreement Members can click the **Start New** tab.

Start a New Agreement

Data Transfer Agreement	<input checked="" type="radio"/>
IDX Third Party Information	<input type="radio"/>
IDX Data Agreement	<input type="radio"/>
VOW Data Agreement	<input type="radio"/>

Continue

Click the radio button  to the right of the type of agreement you wish to start and then click the **Continue** button.

NOTE: Within each agreement are instructions as to what needs to be done to submit the agreement.

Data License Agreement

Please read through the agreement and addendum carefully; at any time you can print a blank copy of the agreement by clicking the printer icon just below the instructions at the top of the page.

Click  to print a blank version of the agreement for review.

NOTE: On the Print popup that appears, make sure you check the box next to “**Choose Paper Source by PDF Page Size**”.

NOTE: You **MUST** agree to all the terms and conditions in order to submit the agreement. At any point, should you decide you do not agree, you can click the Active tab to return to your Active Agreements list or you can click the Start New tab to begin a different Agreement.

Most of your information will be auto-populated from Membership based on your TREB Member#; however, you have the option to update your email address and you must select a level of access for the feed.

Licensee Email:	<input type="text" value="agent_joe7@hotmail.com"/>
Access Level:	<input type="radio"/> Brokerage's Listings <input type="radio"/> Branch Office Listings <input checked="" type="radio"/> Licensee's Listings

Click the radio button next to Brokerage's Listings if you want access to the entire Brokerage's listings (Firm's listings). Click the radio button next to Branch Office's Listings if you want to have access to only your own office's listings. Click the radio button next to Licensee's Listings if you want to have access to only your own listings.

NOTE: Your Broker of Record will have access to change the level of access you are allowed to have based on what they authorize.

Click the drop down for Third Party Provider to select your Third Party Provider from the list; if you are doing it yourself select **SELF**, or if you cannot find your third party please scroll to the bottom and select **New Third Party Not in List**. Please enter the Third Party Contact and then the Third Party email. Verify that you have completed everything required and then click **Send to Third Party**.

Agreements in Progress

Name	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
AGENT_JOE	1378-00	2014-04-03	Adosoft Inc.	DTA	With Broker
AGENT_JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

From here the Agreement goes to your Third Party, then to, your Broker of Record and finally, to TREB for processing. At any point you can check the status of your agreement by clicking the Active tab and checking the Agreements in Progress section.

IDX Third Party Information Form

Please read through the form carefully; at any point, you can print a blank version of this form by selecting File/Print from your browser.

NOTE: You **MUST** agree to all the terms and conditions in order to submit the agreement. At any point, should you decide you do not agree, you can click the Active tab to return to your Active Agreements list or you can click the Start New tab to begin a different Agreement.

Your information will be auto-populated from Membership based on your TREB Member#; however, you must select a type of website access for the iframe.

Website Type: Member Site Branch Office Site Brokerage Site

From the drop down list select your designated Third Party; if they are not there select "New Third Party not in list". Please choose "SELF" if you are doing your own website. Enter the rest of your Third Party contact information.

Name of Third Party Service Provider: **1MS INC.** Click for dropdown list of Third Parties available
If your Third Party is not listed, select "New Third Party not in List"

Contact: _____

Email: _____

Verify that you have completed everything required and then click **Send to Broker**.

TREB Online Agreements

Active | Start New | Welcome AGENT, JOE | Home | Help | Sign Off

Agreements in Progress

Name	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
AGENT_JOE	1378-00	2014-04-03	Adosoft Inc.	IDXTP	With Broker
AGENT_JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

From here the Agreement goes to your Third Party, then to your Broker of Record and finally, to TREB for processing. At any point, you can check the status of your agreement by clicking the Active tab and checking the Agreements in Progress section.

IDX Data Agreement

Please read through the agreement carefully; at any time you can print a blank copy of the agreement by clicking the printer icon just below the instructions at the top of the page.

Click  to print a blank version of the agreement for review.

NOTE: On the Print popup that appears, make sure you check the box next to **“Choose Paper Source by PDF Page Size”**.

NOTE: You **MUST** agree to all the terms and conditions in order to submit the agreement. At any point, should you decide you do not agree, you can click the Active tab to return to your Active Agreements list or you can click the Start New tab to begin a different Agreement.

Most of your information will be auto-populated from Membership based on your TREB Member#; however, you have the option to update your email address.

Click the drop down for Third Party Provider to select your Third Party Provider from the list; if you are doing it yourself select **SELF**, or if you cannot find your third party please scroll to the bottom and select **New Third Party Not in List**. Please enter the Third Party Contact and then the Third Party email. Verify that you have completed everything required and then click **Send to Third Party**.

It will also request for your Subscriber Website URL. You must at least enter one before continuing.

IDX Data Subscriber Website Information (Schedule B)

With this form, the undersigned IDX Data Subscriber acknowledges that the information below is provided to identify the URL(s) of its Subscriber Website(s):

Please specify the URL(s) of Subscriber Website(s) (up to a maximum of three (3)): (ex: <http://www.mywebsite.com>)

Subscriber Website URL #1:	<input type="text"/>	<input type="text"/>
Subscriber Website URL #2:	<input type="text"/>	<input type="text"/>
Subscriber Website URL #3:	<input type="text"/>	<input type="text"/>



ated:  **TREB Online Agreements**

[Active](#) [Start New](#) Welcome AGENT, JOE
[Home](#) | [Help](#) | [Sign Off](#)

Agreements in Progress

Name	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
AGENT_JOE	1378-00	2014-04-03	Adosoft Inc.	DTA	With Broker
AGENT_JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

From here the Agreement goes to your Third Party, then your Broker of Record and finally TREB for processing. At any point you can check the status of your agreement by click the Active tab and check the Agreements in Progress section.

NOTE: Any time a Member submits an Agreement an email notification will go to them from the TREB Online Agreement system. Please verify that you have the right to have the TREB Online Agreement system notify your Third Party, (or AVP) or SELF via email before submitting your AVP or Third Party contact email.

VOW Data Agreement

Please read through the agreement and addendum carefully; at any time you can print a blank copy of the agreement by clicking the printer icon just below the instructions at the top of the page.

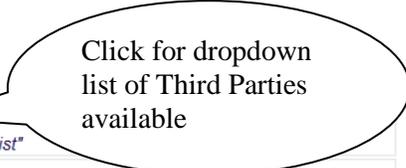
Click  to print a blank version of the agreement for review.

NOTE: On the Print popup that appears, make sure you check the box next to **“Choose Paper Source by PDF Page Size”**.

NOTE: You **MUST** agree to all the terms and conditions in order to submit the agreement. At any point, should you decide you do not agree, you can click the Active tab to return to your Active Agreements list or you can click the Start New tab to begin a different Agreement.

Most of your information will be auto-populated from Membership based on your TREB Member#; however, you have the option to update your email address and you must select a level of access for the feed.

Click the drop down for Third Party Provider to select your Third Party Provider from the list; if you are doing it yourself select **SELF**, or if you cannot find your third party please scroll to the bottom and select **New Third Party Not in List**. Please enter the Third Party Contact and then the Third Party email. Verify that you have completed everything required and then click **Send to Third Party**.

Name of Third Party Service Provider:	<input type="text" value="TMS INC."/> 		
	<small>If your Third Party is not listed, select "New Third Party not in List"</small>		
Contact:	<input type="text"/>		
Email:	<input type="text"/>		



Agreements in Progress

Name	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
AGENT_JOE	1378-00	2014-04-03	Adosoft Inc.	DTA	With Broker
AGENT_JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

From here the Agreement goes to your Third Party, then to your Broker of Record and finally to TREB for processing. At any point, you can check the status of your agreement by clicking the Active tab and checking the Agreements in Progress section.

NOTE: Any time a Member submits an Agreement an email notification will go to them from the TREB Online Agreement system. Please verify that you have the right to have the TREB Online Agreement system notify your Third Party, (or AVP) or SELF via email before submitting your AVP or Third Party contact email.

It will also request for your Subscriber Website URL. You must at least enter one before continuing.

Member VOW Website Information (Schedule B)

With this form, the undersigned Member acknowledges that the information below is provided to identify the URL(s) of its VOW(s): Please specify the URL(s) of VOW(s) (up to a maximum of three (3)): (ex: <http://www.mywebsite.com>)

VOW URL #1:	<input type="text"/>	<input type="text"/>
VOW URL #2:	<input type="text"/>	<input type="text"/>
VOW URL #3:	<input type="text"/>	<input type="text"/>

Reminders and Nudges

Under the Active Tab are your Agreements in Progress, the status tells you which party currently has your agreement. At any time you can remind your Third Party (or AVP) or SELF to update your agreement, or nudge your Broker of Record to approve it and send it to TREB.

Name:	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
AGENT_JOE	1378-00	2014-04-03	Adosoft Inc.	DTA	With ThirdParty
AGENT_JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

Reminder for Third Party

Click the hyperlinked name for the Agreement you wish to send a reminder for (where the status is *With Third Party*).

Agreement ID:	36		
MemberID:	9556177		
Member Name:	AGENT_JOE		
Broker & Branch Code:	1378-00		
Brokerage:	BOAR REAL ESTATE		
Email Address of Subscriber:	jagent@trebnet.com		
Sent to Third Party Date:	2014-06-10 12:06:00.0		
Third Party:	A2N Technologies Inc.		
Third Party Contact:	Joanne		
Third Party Email:	jbarker@trebnet.com		
Currently Agreement is with Third Party			
Click Here to resend to Third Party			
Broker has yet to Approve			
TREB has yet to Approve			
ID#	Activity	Last User	Date
157	Member initiated DLA Agreement	9556177	2014-06-10 12:06:00.0

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From the detail page of the IDX Data Feed, Data License or VOW Agreement click the **Click Here** hyperlink to resend a message to your Third Party (or AVP). At any time click the **Active Tab** or the **To Previous Page** link to return to your Active Agreements.

Agreement Third Party Resend

Please verify the Third Party Email address is correct, edit it if necessary. Should the third party not respond within 90 days the agreement will be considered cancelled.

Third Party/AVP Name:	A2N Technologies Inc.
Third Party/AVP Contact:	Joanne
Third Party/AVP Email:	<input type="text" value="jbarker@A2NTech.com"/>
<input type="button" value="Resend to Third Party"/>	

On the Agreement Third Party Resend page, re-enter the email address for your contact and click **Resend to Third Party**; this will resend the original email from when you initiated the agreement. You will receive a confirmation email like the original that the agreement has passed to your Third Party (or AVP) or SELF.

Nudge my Broker of Record

Click the hyperlinked name for the Agreement you wish to nudge your Broker about (where the status is *With Broker*).

Agreement ID:	36		
MemberID:	9556177		
Member Name:	AGENT, JOE		
Broker & Branch Code:	1378-00		
Brokerage:	BOAR REAL ESTATE		
Email Address of Subscriber:	jagent@trebnet.comm		
Sent to Third Party Date:	2014-06-10 12:06:00.0		
Third Party:	A2N Technologies Inc.		
Third Party Contact:	Joanne		
Third Party Email:	jbarker@trebnet.com		
Third Party Agreed Date:	2014-04-03 11:30:00.0		
Sent to Broker Date: (MM/DD/YYYY)	2014-04-03 11:33:00.0		
Click Here to Nudge your Broker			
Currently Agreement is with Broker of Record			
ID#	Activity	Last User	Date
20	Third party has updated their section.	504	2014-04-03 11:30:00.0
18	Member initiated IDXRETS Agreement	9556177	2014-04-03 11:31:00.0

[To Previous Page](#)

From the detail page of the IDX Data Feed, IDX Third Party Information Form, Data License or VOW Agreement, click the **Click Here** hyperlink to Nudge your Broker. At any time, click the **Active Tab** or the **To Previous Page** link to return to your Active Agreements.

An automated email goes directly to your Broker of Record asking them to go into the TREB Online Agreement system to update your Agreement. A confirmation page appears and you will receive a confirmation email that states you have nudged your Broker.

Logging Out

At any time, to log out of the TREB Online Agreements system, click the Sign Off hyperlink along the menu bar. A popup will appear to confirm you wish to Sign Off of the system, then click OK to exit.