

## Good Morning PCMLS members,

Many of you are wondering about the email that you received from us (well, technically me), via Sendside, asking you to sign our updated Participation (Broker) or Subscription (Agent) Agreements. Hopefully this FAQ will help everyone.

- **Is this Agreement mandatory?**
  - **Yes**, everyone has to sign the agreement. Anyone that hasn't signed by September 21, 2015 will be suspended from the MLS until they sign the agreement.
- **Why do I have to sign?**
  - This is an updated version of the same document that everyone has to sign before they can use the PCMLS. We had to update the agreement when we moved the MLS off into its own corporation.
- **Are the agreements the same?**
  - No, we have a **Participation** Agreement for Principal Brokers and a **Subscription** Agreement for Branch Brokers, Associate Brokers, and Agents.
  - In addition, **everyone** that has access to the MLS needs to sign the **Schedule of Fines and Sanctions**.
- **Is Sendside legitimate?**
  - Yes, they are an Electronic Signature company similar to DocuSign
  - There is no charge to register and sign these documents – just create a User ID and Password.
- **What happens if I don't understand, or can't make it work?**
  - Contact Sendside Support at [Tickets@Sendside.net](mailto:Tickets@Sendside.net). They will get you up and going lickety-split. 😊
- **But I am Out of Town (not really a question; in fact, really more of a scream)?!?!**
  - If you have internet access, you can accept the agreement anywhere you have internet.
- **Where can I find a copy of the documents I am signing?**
  - They will remain in the Sendside account that you just created.
  - They are also posted on the board website ( [www.ParkCityRealtors.com](http://www.ParkCityRealtors.com) ). Log into the Member's Area (top right). You will find them on both the first page and under the "Association Info" tab.
- **Can I sign a hard copy?**
  - Yes, you may print and sign a copy and deliver it to us via email, fax, or hand delivery.
  - You may also come into the Board office and sign a copy that we have at the front desk.
  - **We would prefer that you use the electronic signature program so that the system doesn't keep reminding you to sign something that you have already signed, but we understand if you don't like electronic signatures.**
- **Do Assistants need to sign the Agreements?**
  - Not at this time. We are putting together a modified version of the Subscription Agreement for the Assistants. We will distribute the Assistant version soon.
- **Do IDX Vendors and Webmasters need to sign the Agreements?**
  - No, our 3<sup>rd</sup> Party Vendor Agreement covers everything for our Vendors.
- **What about Affiliates?**
- No, Affiliates do not need to sign the Agreements, only Members that access the MLS need to sign.
- **What happens if I don't want to sign?**
  - We will regretfully suspend your MLS access on September 21<sup>st</sup>. We will reactivate you after you sign the agreement.