FMLS COMPUTER USER FORM

FAX TO: 678-904-0444

NOTE: Forms will not be processed if all required fields are not filled out.

PLEASE e-mail User Names/Passwords to Broker/Office Mgr User Name: _____

LEAVE THESE FIELDS BLANK IF YOU ARE A NEW USER, THEY WILL BE ASSIGNED

USER NAME | **PASSWORD**

REQUIRED INFORMATION

First Name (Required)

Broker Code Ex. ABCD01 (Required)

Last Name (Required)

Real Est. License # or "Staff" (Required)

Agent E-mail address 55 characters (Required)

Section 1: Add New User or Enter User Name above to Change Information

Home Address (# and street)

City

State (if not GA)

Zip Code

Agent Contact Phone

Agent Fax Number

Company Name

Agent Web Site Address

Agent Pager

Access Level

Agent Cell Phone

X _____ Signature of Broker or His/Her Designee (Req)

Access level indicates the availability an agent or broker has to the database

AG	=	Agent	**Subscriber** - Search & Reports without Add/Edit capability
SA	=	Agent Search/Add	**Subscriber + Edit** – Search & Reports with Add/Edit capability for own listings
OM	=	Office Manager	**Office Assistant** – Search & Broker Reports with Add/Edit for office listings
BR	=	Broker	**Office Broker** - Search & Broker Reports with Add/Edit for branch office listings
HB	=	Head Broker	**Head Broker** – Search & Access across branches with Add/Edit for branch office listings
CO	=	Corporate Staff	**Head Assistant** - Search & Access across branches with Add/Edit for branch office listings

Section 2: Delete a User

☐ **Delete** the following USER NAME:

X _____ Signature of Broker or His/Her Designee (Req)

Section 3: Transfer a User

☐ **Transfer** the USER NAME listed above

FROM OLD BROKER CODE

TO NEW BROKER CODE

X _____ Signature of NEW Broker or His/Her Designee (Req)