

# Agent/Appraiser Information

## Primary Board Affiliation

Ada  Caldwell  Elmore  Emmett Valley  Malheur  Nampa   
Payette/Washington  Western Magic Valley

Other  \_\_\_\_\_ (specify)

## Contact Information

Have you ever been a REALTOR® in Idaho or any other state?  
Yes  No

NRDS # \_\_\_\_\_

Agent Name: \_\_\_\_\_

LICENSE # \_\_\_\_\_ Expires: \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

# IMLS Classes

*Please call **24 hours** in advance if you cannot attend the class,  
Otherwise you will be charged a **\$25.00 NO SHOW fee.***

## *Required Classes within 60 days of joining*

- **IMLS Rules Orientation**  
IMLS Rules & Regulations
- **IMLS New Member Orientation**  
IMLS Products & Services

## *Optional Classes*

- **Input & Maintenance**
  - **Required to be able to input listings.**
  - Must have broker authorization/signed security form.
- **Paragon Basic (E1030) 2 CE Credits**
  - Intro to Paragon MLS system that includes basic searching, emailing and printing.
- **Paragon Advanced (E1037) 2 CE Credits**
  - Creating a CMA (Comparative Market Analysis) and Auto-Email Notification / Client Connect.
- **Instanet: Forms, DocBox & Authentisign**
  - Accessing from Paragon
  - DocBox & Doebox 2 Go
  - Authentisign Intro
- **Instanet: Transactions (E1039) 2 CE Credits**
  - Transaction process from start to finish
  - Adding forms/documents to transaction
  - Authentisign Signings start to finish
- **Realtor Property Resource Hands-On (E1029) 2 CE Credits**
  - What it is and how to access
  - Paragon Integration with RPR
  - Searching and using RPR Data & RPR Mobile


# Accessing MLS Data

Paragon: [www.paragonimls.com](http://www.paragonimls.com)

**One Click Access**  
to Exclusive Marketing Tools and Services

Login ID:  [I forgot my password](#)

Password:  [I want to change my password](#)



Mobile Options:

Paragon Mobile: [www.imlsmobile.com](http://www.imlsmobile.com)



# IMLS Dashboard

**INTERMOUNTAIN MLS GATEWAY** Contact IMLS  
Phone: 376-IMLS (4657) or (866) 466-IMLS (4657)  
Fax: (208) 472-1916 or (855) 441-IMLS (4657)  
support@intermountainmls.com

Home

Applications & Member Services

Paragon	Instant	Supra	Cloud CMA	Listing Waiver Search	Online Bill Pay	IMLS Mobile	MLS Charts	IMLS Flyer Program	RPR
Find	LibTrac	ShowingTime	Charts/Graphs	Listingbook	RDesk IDX	REtechnology	Goomzee	ListHub	DPR
Homes.com	Clarity Direct Connect	SafeMLS + Web Admin							

NAR Member Resources

REALTOR Claim your FREE REALTOR domain today!	MVP Program Earn free rewards for simple actions 2x a month.	REALTOR Benefits Program Exclusive offers and special discounts for REALTORS®.	Information Services Answers, eBooks, Virtual Library and Archives.	REALTOR Party We are the REALTOR Party.	REALTOR Safety Program Make safety a priority every day with NAR resources.

# Supra XpressKEY™

## Equipment Annual Lease

\$75.00 initial activation fee (*one time*)

\$241.55 per year (*prorated monthly*)

\$29.95 optional insurance (*renew annually*)

**\*\$249 +tax replacement cost if lost/stolen/damaged\***

### Function:

- Sends real time showing data
- Open keybox key container
- Release keybox shackle

### GPS Functions:

- Notify listing agents when showings start and end
- Automatically assign lockboxes to listings to provide address detail on reports & notices
- Assist in identifying the location of the XpressKEY if it is lost or stolen
- Display a map of the last known location of the XpressKEY when an agent sends an alert notification email



# Supra eKEY™

**\$75.00 initial activation fee**

**Basic: \$16.10 / mo.**

Open Supra keybox key container

Release keybox shackle

Set timed access and CBS

Read keybox for showing activity

Leave feedback for listing agent

**Professional: \$27.80 / mo.**

All benefits of the basic service

Search MLS listings

View agent roster

Personal listing showing activity

