

MetroList Services, Inc Real Estate Subscriber Access Rights

Question	Answer
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What rights do I have within Prospector when I first become a Subscriber?

When you first become a Subscriber of MetroList, you have the ability to search, review and print listing results; unless otherwise indicated by your Participant.

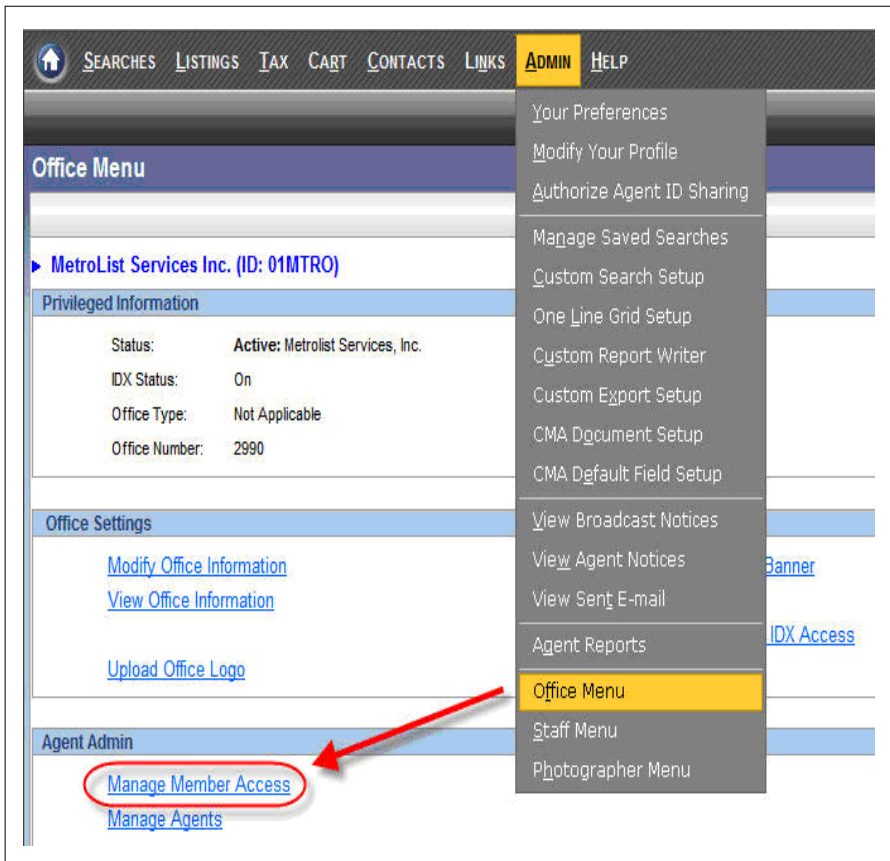
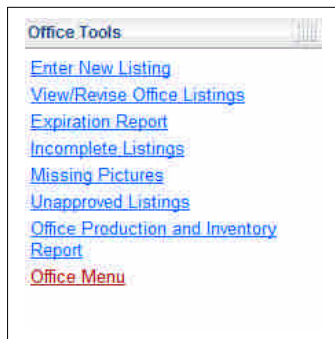
How do I obtain rights to enter and revising my listings?

To add and modify listings, your Participant/Broker must grant you those rights within Prospector. They have the ability to grant access rights within the Prospector system using their Office Menu (See below). They can also submit a written request to MetroList using company letterhead. The request must contain the name(s) of the agent(s) (Agent ID is also helpful) and indicate which rights are to be granted (typically adding and/or modifying listing rights).

1. From Prospector, the Participant needs to locate the **Office Tools** module from their Home Page; click the **Office Menu** link;

OR

1. From Prospector, the Participant clicks on **Admin** from the Menu Bar; select **Office Menu**;



2. Click on the **Manage Member Access** link;
3. Select the **Member Name**;
4. Click on the appropriate box(es) to **Add and/or Modify Listing Rights**; and
5. Click **Save**.