

**GULF SOUTH REAL ESTATE INFORMATION NETWORK, INC.  
MLS PARTICIPANT SECRETARY/ADMINISTRATIVE ACCESS VERIFICATION  
FORM**

**Date:** \_\_\_\_\_

**MLS Participant:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**MLS Office ID/Branch** \_\_\_\_\_

The Gulf South Real Estate Information Network (GSREIN) MLS Rules and Regulations provide for in Section 6(e) Office Secretary/Administrative MLS Access: Personnel affiliated with you in a Secretary/Administrative capacity in your company may be issued an MLS password. One Secretary/Administrative password may be issued per every 15 real estate licensees who are members in good standing of GSREIN within a branch office.

GSREIN shows the following person(s) as having Office Secretarial/Administrative MLS access for your office:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

At this time you now have **45 active members** in good standing within your branch office. This allows for you to have **three secretary accesses** for your office. Please list below which three of the above secretary accesses you wish to remain active.

By your signature below you confirm that the persons listed below are affiliated with you in a Secretary/Administrative capacity and that you authorize them to have MLS passwords assigned to them with BR access level. BR access level allows them to add and modify all listings in your office, search all listings, and to run all agent and office reports and statistics.

Secretary/Administrative Access 1 \_\_\_\_\_

Secretary/Administrative Access 2 \_\_\_\_\_

Secretary/Administrative Access 3 \_\_\_\_\_

\_\_\_\_\_  
**MLS Participant or Participant's Authorized Representative (Print and Sign)**

\_\_\_\_\_  
**Date**

Email completed form to: [KimMorgan@NOMAR.org](mailto:KimMorgan@NOMAR.org) or [MLS@NOMAR.org](mailto:MLS@NOMAR.org)  
Fax to: 504-888-1812