**How to LOGIN to MLSSAZ Flexmls for the first time:**

Type www.mlssaz.com into your web browser – Firefox is our recommended browser (you may experience blocked photos, etc. using another browser). You will be able to LOGIN in the top right-hand corner of the screen:

You will enter your Member ID (may also be referred to as username) shown on your Website Information Worksheet form you got when your membership was approved.
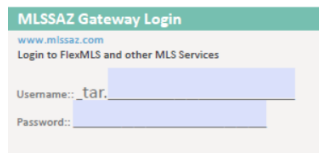
Member ID: you must type the tar. (lower case and the period) and your member number all together: tar.#####.

The first time you enter a password it will be a temporary password and you will be asked to change it after you click on MLS LOGIN.

Enter the information Clarity Security asks you for – record your username, password, and answers to your security questions in a safe place.

Once you complete this information you will be taken to your home screen of MLSSAZ Flexmls and click on the Flexmls Icon:
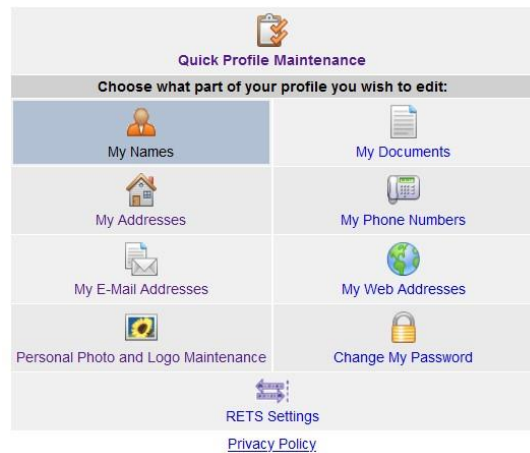

Manage Your Profile

Go to the upper right-hand side of your screen and you will see your initials and a drop-down arrow. Use the drop-down arrow and click on MY PROFILE to find your profile choices.
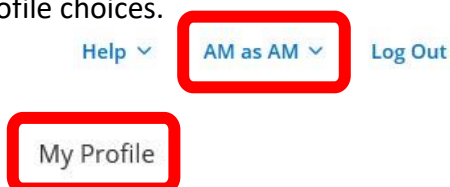
Click on each field to review or change information:

My Names: MLSSAZ will reflect your license name. If you have a nickname or alias, you will need to apply with ADRE for the change. When approved call Member Services at T.A.R.

My Addresses: Please do not add your home address as a second address. If you change offices, your broker must submit a Notification of Transfer form to our front desk and then you can update your profile in MLSSAZ.

My E-mail and Web Addresses: This information is filtered to the public site. You will want to ensure you keep this information up to date.

Personal Photo & Logo: You can easily upload your photo or logo. To change your photo, you must delete or edit what is already there. Adding a new photo will not replace the old. Questions email techsupport@mlssaz.com.

Have questions, email techsupport@mlssaz.com

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My Phone Numbers: These numbers will be public, and you designate preferred mobile or office. You will want to ensure you keep this information up to date.

Need to change your password? The fastest and easiest way is to email techsupport@mlssaz.com.

Quick Profile Maintenance – add languages spoken, Certifications and Designations and display preferences.

Languages Spoken: ✖ American Sign Language ✖ Spanish ✖ Hebrew

Professional Designations ❓

Available

Grad REALTOR® Inst (GRI)
Green (GRN)
Military Reloc Prof (MRP)
Perf Mangmnt Network (PMN)
Cert Risk Mgt Spclst (rCRMS)

Add >

Display Options ❓

Listing Name	☑ Include Designations
Footer Name	☑ Include Designations
Public View Name	☑ Include Designations
Private View Name	☑ Include Designations

How to Start a Search:

1. Click Menu
2. Choose Quick Search under Search category (you can make it a favorite by adding a yellow star to the left)
3. Choose your Search Template in the upper left-hand corner of your screen under the Flexmls logo:

≡ Menu   MLS Intranet   Contact

1 - Residential ⓘ
Change Search Template ⌄

1 - Residential
1 - Residential Enhanced
2 - Land-Lot
2 - Land-Lot Enhanced
3 - Multi Family

4. Choose your Status options from the drop-down menu (use CTRL or CMD button and ENTER to choose more than one).
5. Use Area, Subdivision, Community or Zip Code:
   a. It is recommended to use Zip Code instead of City because our postal service delivers based off the zip code listed, not the city; therefore, if a listing agent uses Tucson as the city but puts in a Marana, Oro Valley, Mt. Lemmon or similar zip code, there may be two different search results depending on the criteria used.

☑ Status of Active, Signature Pending, Cancellation Provision, Pending Short Sale Approval, Active Contingent 📅

Active
Signature Pending
Cancellation Provision
Pending Short Sale Approval
Active Contingent

See All and Select Date Ranges...

☐ Area   X
Start typing to search...
See All...

☐ City   X
Start typing to search...
See All...

☐ Subdivision   X
Start typing to search...
See All...

☐ Community   X
Start typing to search...
See All...

☐ Zip Code   X
Start typing to search...
See All...

6. Select the rest of your criteria.
7. If you need a field not in the standard search—use the Add a field.

➕ Add a field to the search

8. You can search ANY field that is entered in the profile for a new listing from Age Restrictions, HOA fees to Gas Range to Dog Run to Extra Room. Even Exterior Features – Front Faces.
9. You may view in a list, by detail, the photos or the map.

EDIT SEARCH   LIST   DETAIL   PHOTOS   MAP

Have questions, email techsupport@mlssaz.com