

GPRMLS New User Rules Training



100

-  **Mute your microphone** when you're not speaking to reduce background noise.
-  If you have questions, please **unmute**, use the **chat box**, or click the **raised hand** icon.
-  **No recording or AI-powered note-taking tools, please!**
-  **The class will lock 10 minutes past the hour, and re-entry won't be possible.**

The screenshot shows the Zoom mobile app interface during a meeting. Red arrows and text labels highlight specific controls:

- Muted:** Points to the microphone icon in the bottom toolbar.
- Camera is off:** Points to the video icon in the bottom toolbar.
- Mute and camera controls:** Points to the microphone and video icons in the bottom toolbar.
- Raise hand:** Points to the 'Raise hand' button in the reactions menu.

The interface includes a meeting chat window at the top, a reactions menu in the center, and a bottom toolbar with icons for Audio, Video, Participants, Chat, React, Share, Host tools, AI Companion, Apps, and More.

Your GPRMLS Team



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**MLS Data & Customer
Support Administrator**

General assistance, data integrity,
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**MLS Compliance
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Rules compliance, data integrity,
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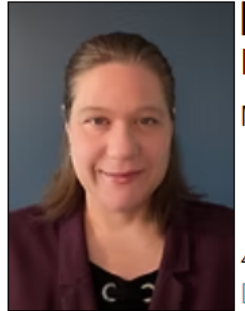
Jaycee Miller

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Training, customer support

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GPRMLS Staff

<https://www.gprmls.com/staff>



A Multiple Listing Service is a means by which cooperation among Participants is enhanced; by which information is accumulated and disseminated to enable authorized Participants to prepare appraisals, analyses, and other valuations of real property for bona fide clients and customers; by which Participants engaging in real estate appraisal contribute to common databases; and is a facility for the orderly correlation and dissemination of listing information so Participants may better serve their clients and the public. *(NAR Section 2 Purpose Amended 8/24) 2/19 (Amended 8/24)*

What is the purpose of an MLS?

Cooperation Defined

Cooperation is the obligation to share information on listed property and to make property available to other brokers for showing to prospective purchasers and tenants when it is in the best interests of their clients.

Administrative Sanctions

To ensure compliance with MLS Rules, MLSs are required to issue administrative sanctions for MLS rule violations. The MLS Participant is required to be copied on all notices of administrative sanctions issued to MLS Subscribers.



What is a DAY?

- A Business Day unless otherwise stated
- Weekends and National Holidays are excluded



What is the LIST DATE?

- The beginning of the listing term as specified in the Listing Agreement
- List Date is day ZERO



Required Consumer Disclosure

Disclosures of Compensation MLS Participants and Subscribers Must Disclose

- Disclose to prospective sellers and buyers that broker compensation is not set by law and is fully negotiable. This must be included in conspicuous language as part of any listing agreement, buyer written agreement, and pre-closing disclosure documents (if any).
- Conspicuously disclose in writing to sellers, and obtain the seller's authority, for any payments or offer of payment that the listing Participant or seller will make to another broker, agent, or other representative (e.g. real estate attorney) acting for buyers. This disclosure must include the amount or rate of any such payment and be made in writing in advance of any payment or agreement to pay. (NAR 5.0.0 Adopted 8/24) 7/24

**This information
cannot be input into
the MLS!**

Violations are subject to the fine policy in Section 1.18(B)

No Compensation Specified on Listings

- Participants, Subscribers, or their sellers may not make offers of compensation to buyer brokers and other buyer representatives in the MLS system.
- Use of MLS data or data feeds to directly or indirectly establish or maintain a platform to make offers of compensation from multiple brokers to buyer brokers or other buyer representatives is prohibited and must result in the MLS terminating that Participant's access to any MLS data and data feeds. (NAR Section 5 Amended 5/09, 8/24) 2/19 (Amended 7/24)

Violations are subject to the fine policy in Section 1.18(B)

No Filtering of Listings

Participants and Subscribers must not filter out or restrict MLS listings that are communicated to customers or clients based on the existence or level of compensation offered to the cooperating broker or the name of a brokerage or agent. (NAR 4.6 Adopted 8/24) 7/24

Violations are subject to the fine policy in Section 1.18(B)

Written Buyer Agreement

Unless inconsistent with state or federal law or regulation, all MLS Participants working with a buyer must enter into a written agreement with the buyer prior to touring a home.

The written agreement must include:

- A specific and conspicuous disclosure of the amount or rate of compensation the Participant will receive or how this amount will be determined, to the extent that the Participant will receive compensation from any source;
- The amount of compensation in a manner that is objectively ascertainable and not open-ended.
- A term that prohibits the Participant from receiving compensation for brokerage services from any source that exceeds the amount or rate agreed to in the agreement with the buyer; and
- A conspicuous statement that broker fees and commissions are not set by law and are fully negotiable. (NAR 5.0.2 Adopted 8/24) 8/24

Violations are subject to the fine policy in Section 1.18(B)

Rule Violation Fines

Any violation of MLS Rules related to the NAR Settlement Agreement may result in the administrative removal of the non-compliant information from the MLS. Violations of the Rules within one calendar year (January – December) will result in the following penalties:

Violations are assessed a fine schedule as follows and applies on a 12 month/calendar year period.

1. \$250
2. \$500
3. \$1,000
4. Fine to be determined by the GPRMLS Board of Directors up to maximum allowable by the MLS, currently \$15,000.

1.17(VII)(A), Section 4.5, Section 5, Section 5.0.0, and Section 5.0.2

What is Required to be submitted?

- All Residential listings
- Single Family
- Duplex, Multiplex, Apartments up to 4 units
- New Construction
- Subject to a VALID Listing agreement
 - EXCEPT Model Homes Not For Sale and Comparable –Only entries
- Must be entered into the MLS within 2 days of the listing date UNLESS publicly marketed.
- Publicly marketed properties must be entered within 1 day. (NAR Clear Cooperation 8.0)

FINES for Violations!

Listing Submission has a separate fine schedule than standard violations.

Failure to submit a listing or submit the listing in the proper time frame:

1. \$100 plus \$100/day once notified by the MLS
2. \$500 plus \$100/day once notified by the MLS
3. \$1000 plus \$100/day once notified by the MLS
4. Review by the GPRMLS Board of Directors up to the maximum allowable by the MLS, currently, \$15,000

What is **Public Marketing**?

Basically, any marketing!

Includes, but is not limited to:

- flyers displayed in windows
- yard signs
- digital marketing on public facing websites
- brokerage website displays (including IDX and VOW)
- Social media
- digital communications marketing (email blasts)
- multi-brokerage listing sharing networks
- applications available to the general public



What is an Office or Firm?

In reference to an OFFICE EXCLUSIVE LISTING, your office or firm is:

- Anyone listed under the same broker at the NREC
- Clients are an extension of the Office/Firm

Office
Exclusive
Listing

Office Exclusive Listing

An “Office Exclusive” listing is a property listing where the seller instructs their agent not to enter their listing in the MLS. If a seller decides not to permit the listing to be entered in the MLS, the listing cannot be publicly marketed, and the agent must email the listing agreement along with the Elimination of MLS Benefits Addendum to MLS staff within two days of the list date on the listing agreement.

***Falls under
Listing
Submission
Fines***

Comparable Only Entry

- Entered for Statistical and Comparable purposes
- Must be entered with a 'SOLD' status within 7 days of the closing date
- 'Agreement Type' in MLS is 'No Listing Agr.- Comparable Only'

You sold a FSBO!

Duplicate Listings

- ALL duplicate listings must be cross referenced in AGENT Remarks
 - Ex: Duplicate Listing MLS#123456789
- Only ONE listing may be placed as Sold
 - The other listing would be Cancelled at that time

This does NOT mean "Oops, I accidentally entered my listing twice."

Data Integrity

Inaccurate or incomplete data is subject to the fine policy in Section 1.18(A) of the MLS Rules.



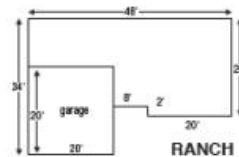
Conforming Bedrooms only

- Must meet building code – properly sized egress window required.
- Measuring and Definitions Guide can be found at <http://www.gprmlsdocs.com/MLSMeasuringGuideandDefinitions.pdf>



Great Plains Regional MLS Measuring and Definitions Guide

The following typical shapes of houses in the region and their method of measurement have been provided as an idea for measuring. Please note: all measurements are, and should be, wall-to-wall external measurements. All MLS users are encouraged to accurately measure each listing. Solid bold lines below indicate main outline. **Below grade calculations are not included, and should be measured and analyzed separately. The following sketches are included only to assist the reader in visualizing the properties and understanding the determination of their size.**



Ranch				
28'	x	26'	=	728'
8'	x	2'	=	-(16')
14'	x	20'	=	280'
First Floor Total =				992 Square Feet

Bedrooms Field



All Status Changes must be reported to the MLS within 2 days after they have occurred

New	Hold- No Showings	Fell Through (cancelled)	
Coming Soon - No Showings	Back on Market (active)	Cancelled	Model Home Not For Sale
Active	Pending	Expired	

Exception:

- Final closing of the sale must be reported within 5 days

Fine for violation:

- \$100 plus \$100/day if not corrected once notified

Listings Unavailable for Showings

- Residential and Multifamily class active listings unavailable for showings for more than 7 calendar days must be in the 'Coming Soon - No Showings' or 'Hold – No Showings' statuses
- Coming Soon - No Showings: Meant to be used at the beginning of the listing period
- Hold - No Showings: Meant to be used after a listing has been in “Active” status
- Listings available to show within 7 calendar days are not required to be in the “Coming Soon – No Showings” or the “Hold – No Showings” statuses

Coming Soon - No Showings

- Available for both "Residential and "Multifamily" listings
- Must have an active listing agreement
- Available to show date is required- system will automatically update to "New" - the date can be adjusted as needed
- Listings that are unavailable for showings more than 7 calendar days of the "List Date" will be required to be entered under the "Coming Soon - No Showings" status
- Does not accrue days on market in the MLS
- Will not be included in Paragon automatic email notifications or the Collaboration Center, and will not be syndicated to IDX/VOW - Realtor.com, Zillow, Homes.com -websites
- There is no limitation on the length of time a listing can remain in the "Coming Soon - No Showings" status

Hold - No Showings

- Available for both "Residential and "Multifamily" listings
- Must have an active listing agreement
- Available to show date is required- system will automatically update to "Active", this date can be adjusted as needed
- If showings are suspended for more than 7 calendar days the status is required to be updated to the Hold - No Showings status
- Does not accrue days on market in the MLS
- Will not be included in Paragon automatic email notifications or the Collaboration Center, and will not be syndicated to IDX/VOW - Realtor.com, Zillow, Homes.com –websites
- There is no limitation on the length of time a listing can remain in the 'Hold – No Showings' status

“What if my seller wants the listing marketed to websites NOW but not shown until later?”

If the listing is available to show with in 7 *calendar* days:

- Status of 'ACTIVE' is allowed
- Date available to show must be disclosed in public AND agent remarks
- Showings and Open Houses can be scheduled in Paragon (On a date after the available to show date)

7
calendar
days

“What if my seller wants the listing to remain active while in contract?”

Offer accepted, on market for back-up offers:

- Can remain ACTIVE.
- ‘Contract Pending’ field in paragon must be marked ‘YES’ the system will add “Contract Pending” as the first words in Public Remarks automatically when the listing is saved.

Offer accepted, contingent on the sale or closing of the buyer's current property:

- Can remain ACTIVE.
- ‘Home Sale Contingency’ must be marked ‘YES’. The System will automatically add “Subject to Existing Home Sale Contingency” as the first words in Agent Remarks.
- Nothing is needed in Public Remarks.

Offer accepted, unilateral termination without notice by either party:

- Can remain ACTIVE.
- Nothing needs to be noted in Public or Agent Remarks.

**Contract
Pending
Listings**

Model Homes

Model Homes for Sale:

Subject to a valid Listing Agreement.

Price listed must reflect price with lot unless clearly noted in Public Remarks.

If closing and possession are not readily available, estimated future date must be noted in Public Remarks.

Model Homes Not for Sale:

- Not subject to a Valid Listing Agreement.
- MUST use the “Model Home Not for Sale” status.
- “MODEL” must be placed across photos attached to the listing.
- The system will automatically add “Model Home Not For Sale” as the first words in public remarks.
- Model Home Not For Sale, Cancelled and Expired status only.

If a Model Home NOT For Sale becomes available for sale:

- Model Home Not for Sale listings CANNOT be converted to a regular listing.
- Must have a listing agreement.
- You can copy/clone.

Confidential Information: Any personal information related to the seller or landlord, or the showing of the property shall not be entered in any field, or featured on any graphic, that is publicly viewable.

Third Party Information: Third-party promotional or advertising information including, without limitation, company names, logos, URLs, trademarks, trade names, and the like shall not be permitted to be displayed in text fields, system graphics, or other publicly-viewable fields, not including property related reports or documents directly related to the condition of the real property.

Agent Reports Available Only To Participants And Subscribers: Any and all reports generated by or available from the MLS Database which are designated as any type of “Agent” report shall not be provided or made available to any person or party other than a Participant or Subscriber.

Security and Lockbox Codes: MLS listings are not to include security codes (lockbox, gate, garage, etc.).

Confidential & Third-Party Info

Must directly promote the property for sale and its amenities.

All photos are automatically watermarked via Paragon.

**The photos can show a yard sign.
(but we recommend removing the yard sign prior to taking photos)**

- The yard sign cannot exceed 10% of the photograph.
- The yard sign cannot show name or contact information.

Cannot contain other text or graphics EXCEPT identifying watermarks such as:

- Participant's logo and/or name (not to exceed 10% of the photo-must be uploaded by the MLS)
- "SIMULATED"
- "MODEL"

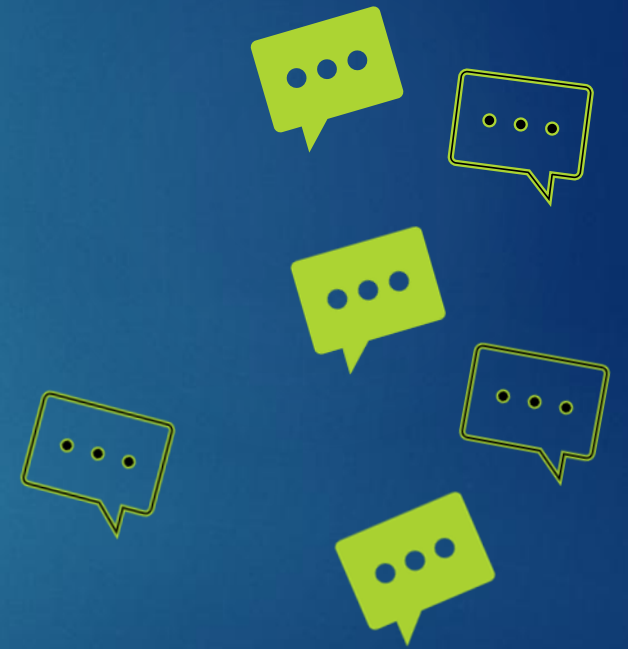
You CANNOT use another agents' photographs.

**Listing
Photos**



Types of Remarks

- **Public Remarks** – intended to be seen by the public
- **Agent Remarks** – intended only to be seen by other agents
- **Office Only Remarks** – intended only to be seen by other agents in your firm



Remarks Guidelines

Remarks fields cannot contain any reference to compensation offered between MLS Participants. Any concessions listed in GPRMLS cannot be limited to or conditioned on the retention of or payment to a cooperating broker, buyer broker, or other buyer representative and those concessions may only be directly from the seller to the buyer. 7/24

Violations are subject to the fine policy in Section 1.18(B)

Subscriber/Participant Information

Information regarding the listing agent or the listing firm shall be allowed only in the “Agent Remarks,” “Office Remarks,” and other data fields that are specifically labeled for such information and shall not be permitted to be displayed in text fields, graphics, or hypertext-linked displays that are publicly viewable, not including required associated documents outlined in Section 1.17(VII)(E).

Exceptions: The name of the builder’s company of the listed property

Public Remarks

Examples of what Public Remarks can contain:

- Carpet/decorating/repair allowance
- Seller will pay \$\$\$ towards buyers closing costs
- 1-year home warranty provided/included
- 1st years HOA fees paid
- Seller will prepay 1 year of taxes
- Personal property that is included such as surround sound, tv, surveillance, etc.
- Seller to finish basement with acceptable contract
- Seller financing available
- Rent-to-Own/Lease option available

What you CAN say!

Public Remarks

Examples of what Public Remarks cannot contain:

- Agent name or contact information
- Reference to lender financing
- Web address or information
- Builder promotion “Built by best builder in town!”
- Promotion of listing agent or brokerage- this includes reference to team names
- Branded virtual tours or videos or reference to branded videos or virtual tours
- “Use our preferred lender and have your closing costs paid.”
- “Free credit report and appraisal if you choose to use.....lender”
- Wholesale financing rates available with purchasing this home, call for info

What NOT to say!

Associated Docs

Docs put in Paragon must be associated with a listing.

- Only contain information related to the listing property.
- Cannot contain agent or brokerage promotion.

These Associated Docs are required to be uploaded within 2 days of the listing being input into the MLS

- Seller Property Condition Disclosure (except new construction)
- Lead Based Paint (homes from 1978 and older)

If any of the “green” fields are checked, applicable certification(s) must be added.



Associated Docs

Examples of what Associated Documents can contain:

- Seller Property Disclosures
- Seller Property Condition Disclosure Exemption
- Lead Based Paint Disclosure
- Pre-inspection Reports
- Plat Maps
- Covenants
- Inspection reports (ex. termite, radon, HVAC, well)
- Warranties
- Upgrades (ex. sewer, furnace, AC, windows)
- Utility costs provided by utility company (no invoices/bills, homeowner information)

What you CAN
include



Associated Docs

Examples of what Associated Documents cannot contain:

- Affiliated Business Disclosure
- Wire Fraud Notice
- Notes for showings
- Property flyers with branding
- Instructions for submitting offers

What you
CANNOT
include



Short Sale Policy

- Short Sales must be disclosed when reasonably known to the listing participants.
- Confidential disclosures and information should be communicated through Agent Remarks only.

Passwords & Lockbox Use

- **PASSWORDS-DON'T SHARE THEM! UP TO A \$15,000.00 FINEABLE OFFENSE!**
- Lockbox must be removed within 5 days of the listing being marked Sold/Cancelled/Expired



Rule Violation Fines

Violations can result in listings being deleted.

Violations are assessed a fine schedule as follows and applies on a 12 month/calendar year period.

1. Warning
2. \$50
3. \$100
4. \$200
5. Review by the GPRMLS Board of Directors

****Nothing in the policy however shall limit the MLS Board's ability to impose penalties including fines up to \$15,000.00 as defined in the MLS Rules and Regulations.****

Failure to Correct Listings

Failure to correct listing input policy violations, status changes, inaccurate data, or failing to submit required documentation within 2 calendar days of receiving notice may result in a fine to the listing agent of \$200.00 in accordance with MLS Rule 1.18(B)

**This fine is
in addition
to other
applicable
fines**

GPRMLS Forms & Docs



[GPRMLS Input Forms](#)



[MLS Measuring and Definitions Guide](#)



[No-Show Status Addendum](#)



[Elimination of MLS Benefits Addendum](#)



[Enhancement Request](#)



[Personal Assistant Application](#)



[Office Admin Application](#)

<https://www.gprmls.com/forms>

Required Video Training (Self-Study)

Estimated Completion Time: 90 Minutes

Paragon Connect

1. Paragon Native App Installation (1:20)
2. Dashboard - A Quick Overview (2:13)
3. Homepage Navigation (20:08)
4. Near Me Search (3:07)
5. Property Searching (3:52)
6. Driving Directions (1:49)
7. Adding Contacts (15:30)
8. Dashboard - Buyer Activity (6:06)
9. Dashboard - Sellers (4:12)
10. Adding a Listing (4:43)

Paragon Professional

1. Homepage Overview (2:20)
2. Homepage Message (0:50)
3. Preferences (1:53)
4. Searching (3:52)
5. Quick Search (1:59)
6. Adding a Listing (2:35)

GPRMLS New User Training
<https://www.gprmls.com/newusertraining>

Training & Help Resources



Jaycee Miller

MLS Customer Training &
Support Administrator

Training, customer support

402-252-5669 (voice/text)
Jaycee@GPRMLS.com

New User Training

<https://www.gprmls.com/newusertraining>

GPRMLS Training HQ

<https://www.gprmls.com/traininghq>

Paragon Help

https://help.paragonrels.com/MLS_Home.htm



GPRMLS Main Line

(402) 252-5657

Mon - Fri 8:00 am - 4:45 pm

MLS@GPRMLS.com



Paragon Customer Care

(877) 657-4357

Mon - Fri 6:00 am - 8:00pm

Sat 9:00 am - 3:00 pm

Sun 11:00 am - 3:00 pm

Paragonsupport@ice.com

[Paragon Videos](#)



Thank you for being
here today!



Questions & Answers



10/24/25