Tech Tips

Has your phone number changed? Do you need to change your personal information? Save time by editing your personal information through the Georgia MLS Internet Member Services tool. Georgia MLS Internet Member Services (IMS) allows for all members to edit their personal information and for brokers to manage their Georgia MLS membership invoices. IMS can be accessed through the GAMLS homepage by clicking the “Update” link located in the top right of the screen, or by selecting “My Georgia MLS Account” under Membership in the Quick Access Links.

In the “Personal Information” section of IMS, members can make password changes and add or edit contact information. Brokers can view their current invoice, pay outstanding balances, and view their invoice history, by accessing the “Georgia MLS Office Account” link on the IMS homepage.
Located on the Georgia MLS homepage in the ‘Quick Access’ section, **Roster Management** allows for brokers and office admins to add, edit, and remove members from their Georgia MLS roster. Here’s a breakdown of the member types:

- **Licensee** – New licensees can be added to an office’s roster when they are shown as active at the Georgia Real Estate Commission.

- **Secretary** – A secretary, or office admin, is an individual that will be assisting a broker or an entire office. A secretary has the ability to manage roster requests, edit listings, and perform searches for all members in the office.

- **Assistant** – An assistant is an individual that will be assisting one licensee. Assistants will have the ability to search in Paragon and edit listings on the licensee’s behalf.

- **Appraiser** – If an office has an in-house appraiser, that individual can also be added to a broker’s roster.

- **Team** - A Licensed Team is a collection of licensees operating under a single identity. A team lead will be designated as the responsible member, then additional team members can then be added to the team. A team login is in addition to the individual members’ of that team’s logins.