

UtahRealEstate.com

IDX SERVICES

How to Setup IDX



Step 1: Start the IDX Setup Wizard

Click on the **Tools** tab from the main navigation menu within the MLS, select the **Data Licensing** option, and then under the section titled "IDX Subscription" select **Start IDX Setup Wizard**. You will then be taken to the **IDX Setup Wizard**, which will contain step-by-step instructions on how to navigate through the setup. The next step will be selecting your vendor.

IDX Subscription Setup Wizard

Setup Steps

- ✓ Welcome
- ✓ Select Vendor
- 3 Display Website
- 4 Broker Agreement
- 5 Payment
- 6 Finished

Welcome

Welcome to the IDX Subscription setup wizard. By completing the steps of this wizard, you will be able to access and display your broker property listings from UtahRealEstate.com's database using a third party vendor, for the purpose of operating a website, display in print media, or for use in back office software.

[Continue to Step Select Vendors](#)

[Delete](#) [Home](#)

IDX Subscription Setup Wizard

Setup Steps

- ✓ Welcome
- ✓ Select Vendor
- 3 Display Website
- 4 Broker Agreement
- 5 Payment
- 6 Finished

Select Vendor

WARNING!!!!!! Changing the vendor for this subscription feed after the broker agreement has been signed will require your broker to accept a new agreement, and will make this service unavailable.

Please select from the list of active vendors:

Select from list:

- ✓ Select from list
- Agent Extra (BackAgent)
- Blueroot360
- BoomTown
- Broker Agent 360
- Buyer Acquire
- China Technologies
- Clientopoly
- Commissions Inc. (HBN Media)
- Dotsignal
- ePropertySites (Agent Marketing)
- Firepoint Solutions
- Home Junction
- HomeASAP
- Homes.com (IDX)
- HouseHunt
- IDX Broker
- itHomefinder
- iHOUSEweb
- Inside Real Estate

[Delete](#) [Home](#)

Step 2: Select your Vendor

Use the drop down list to select the third party company or vendor that will be providing you with an IDX website or product. If you do not see your vendor on the drop down list, your vendor will need to contact UtahRealEstate.com's Data Licensing Department to sign up as a vendor.

Step 3: Enter the URL for your Website

Enter the website address or URL of your business website in the applicable domain name field.

IDX Subscription Setup Wizard

Setup Steps

- ✓ Welcome
- ✓ Select Vendor
- ✓ Display Website
- 4 Broker Agreement
- 5 Payment
- 6 Finished

Display Website

Domain Name:

(e.g. my-display-website.com)

Rules:

- Only letters, numbers, and dashes (-) may be used. No spaces.
- A dash may not start or end the name.
- A maximum of 40 characters total may be used.
- Do not start this web page URL with a prefix such as "www", "http://", or a number.

[Submit Changes](#)

[Continue to Step Broker Agreement](#)

[Delete](#) [Home](#)

Step 4: Request Approval from your Broker

Select the **Send Broker Request** button to notify your broker of your request to create an IDX subscription. You will not be able to move to the next step in the IDX Setup Wizard until your broker has approved your IDX request. However, you will receive an automated email as soon as your broker approves the request.

IDX Subscription Setup Wizard

Setup Steps

- ✓ Welcome
- ✓ Select Vendor
- ✓ Display Website
- 4 Broker Agreement
- 5 Payment
- 6 Finished

Broker Agreement

Your broker needs to sign the Broker Agreement before your IDX Subscription can be activated.

If you would like to send your broker an email requesting that they sign the broker agreement click on the "Send Broker Request" button below.

[Send Broker Request](#)

[Delete](#) [Home](#)

Step 5: Setup Fee Payment (Only For New IDX Subscriptions)

If you are creating a new IDX subscription with UtahRealEstate.com for the first time, there is a one-time \$50 IDX subscription domain setup fee. This fee covers the life of your IDX subscription, regardless of whether you change the URL or vendor associated with the IDX subscription at a later time.

Step 6: IDX Setup Complete!

Your vendor will receive an automated email as soon as you complete the IDX Setup Wizard which will confirm that your IDX subscription has been created and approved by your broker.