

How to Configure Your IDX

Configuring Your Power Suite Account to Display Your IDX Listings

Now that you have a Power Suite account, you'll want to configure it to pull in your IDX listings and give consumers the ability to search the IDX data from your website.

To configure your Power Suite account to pull in your MLS listings, log into your Power Suite account and access the Contact Info tab of your Profile.

			* Contact In	fo 🔳
Profile Info * Contact Info S	iocial Networks * Office Info	Coverage Area		1
Contact Information		Co	ontact Information	
* First Name:	* Last Name:	Title:		
Power Suite	Support		* First Name:	
IDX Code (If You Have More Tha	Dne IDX Code, You May Enter The V	/alues Separated By A	Power Suite	
*Office Telephone: Ext:	Home Telephone:	Mobile T	IDX Code (If You Have Mo	re Thai

Inside this tab of your profile, there is a field labeled, **IDX Code**.

IMPORTANT! In order to pull your listings in from the IDX, you MUST configure your agent IDX code in this field. If you do not know your IDX code, please contact your broker.

Once you have entered your IDX code into this field, remember to save your profile. After you've made these changes and saved your profile, it can take up to 30 minutes for your listings to start displaying in your Power Suite account.

NOTE: All agents in the state of California are required to display their License Number. Please be sure to enter your License Number in the License Number field in order to get approval from your board.

Configuring Your Power Suite Account to Search the IDX

In order to configure your Power Suite account to search the IDX, you must access the MLS Resource Center, located within the Listings Application of your Power Suite Dashboard.

Get Started				Quick Actions]
	Listings Add, import, search, export and manage listings.	M -	Featured Listings Shine a spatiight on your listings by prominently featuring them on the homepage of your website.	Add a listing Add a Corn House Add ar Corn House featured Searches MIS Resource Center Track IDX Order View My Website	Quick Actions Add a Listing Add an Open House Featured Searches
OPEN CO	Open Houses Market your open houses by premoting them on your website.	i - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	Listings Syndication Divibility your listing to our network of partners for additional exposure and leads.	Advanced Settings © Sties Setue © Experts: Unit Setue © Experts: Setue © Experts: Search Setue	MLS Resource Center MLS Resource Center Track IDX Order View My Website

Inside the MLS Resource Center, find the MLS Board(s) in which you would like to configure your Power Suite account to search and click on the IDX – SELECT link to the right of it.

15 Results Match Your Search		Select to subscribe
		IDX - SELECT
MLS	Select to su	IDX - SELECT
Aspen / Glenwood Springs MLS, Inc AGSMLS Covers the Aspen, Colorado area. Approximately 3368 listings	IDX - SELECT	
Grand County Board of Realtors - GCBOR Covers the Granby, Colorado area. Approximately 1556 listings	IDX - SELECT	IDX - SELECT
Grand Junction Association of Realtors - GJAR Covers the Grand Junction, Colorado area. Approximately 2642 listings	IDX - SELECT	IDX - SELECT
Gunnison County Association of Realtors Covers the Gunnison, Colorado area. Approximately 1619 listings	IDX - SELECT	IDX - SELECT
Information Real Estate Services - IRES Covers the Loveland, Colorado area. Approximately 11323 listings	IDX - SELECT	IDX - SELECT
Pikes Peak Association of Realtors - PPAR Covers the Colorado Springs, Colorado area. Approximately 9847 listings	IDX - SELECT	IDX - SELECT
Pueblo Association of Realtors - PAR Covers the Pueblo, Colorado area. Approximately 2955 listings	IDX - SELECT	
REALTORS® of Central Colorado, Inc. Covers the Salida, Colorado area. Approximately 2375 listings	IDX - SELECT	IDX - SELECT
Royal Gorge Association of Realtors Covers the Canon City, Colorado area. Approximately 1754 listings	IDX - SELECT	IDX - SELECT
Spanish Peaks Board Of Realtors Covers the Spanish Peaks, Colorado area. Approximately 888 listings	IDX - SELECT	IDX - SELECT
Steamboat Springs Board of Realtors Covers the Steamboat Springs, Colorado area. Approximately 1868 listings	IDX - SELECT	IDX - SELECT
Summit Association of Realtors - SAR Covers the Dillon, Colorado area. Approximately 3308 listings	IDX - SELECT	IDX - SELECT
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On this next screen, enter your Contact Information and click Submit.

Note: It is not necessary to enter anything into the Comments box.

Once you click Submit, you will be taken to a page with a Download link and a Tracking Number. Click on the Download Link to obtain the Instructions and/or Paperwork required to get your IDX search configured. An email with a download link will also be sent to the email address you provide. NOTE: There is no need to write down your tracking number. It is stored in your dashboard, under Track IDX Order, located under the MLS Resource Center link.

Please follow the instructions on the forms and return them to the MLS Compliancy Group via the email address/fax number located on the cover sheet of the paperwork for Homes.com.

If you need assistance with filling out any part of the IDX paperwork, please contact the Power Suite Support team at Homes Connect. There are three methods of contact; by telephone, by chat or by email.

The support information is as follows:

Support hours are Monday through Friday, 8am – 8pm EST

Phone: (866) 774-2947

Email: powersuitesupport@homesconnect.com

Chat: There is a live help icon located in your Power Suite Dashboard.

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Hot Leads				$\mathcal{O} \ominus \otimes$	Website Activity	0 🖯 🤅
Lead Details	Recent Activity	Lead Source	Action		Time Period: 7	A.R. 5
Ginger Brandon Email (615) 812-4538	Property Inquiry 6/29/2014	Agent Site 6/29/2014	Select one	• 🗞	<u> </u>	Visits Unique Visitors
tonya Email (303) 704-6164	Login 6/29/2014	Agent Site 6/29/2014	Select one	• Vi		Leads
Jessica Ann Email	Login 6/27/2014	Agent Site 6/27/2014	Select one	•		Conversion Searches
Jana Email (303) 217-1259	Login 6/26/2014	Agent Site 6/26/2014	Select one	•	A.A.A. 216	Listing Views
Carrie Email (303) 452-0259	Login 6/23/2014	Agent Site 6/23/2014	Select one	•		
1234				View all leads		

