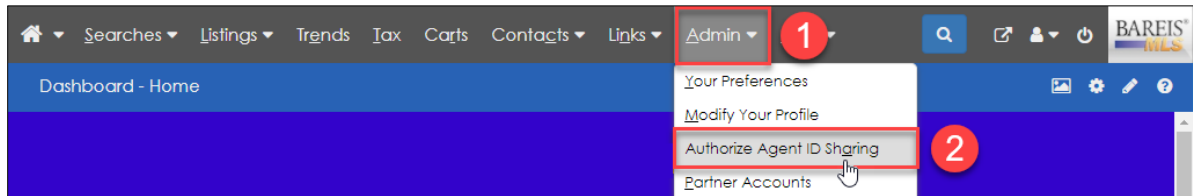


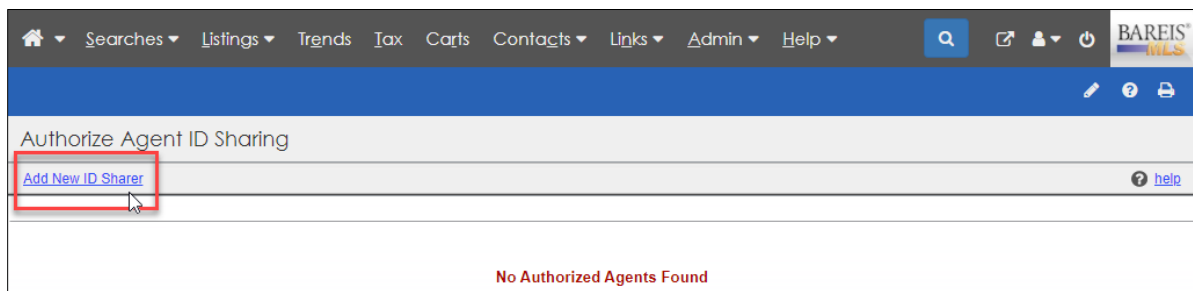
# BAREIS MLS®

## Authorize Agent ID Sharing in BAREIS Plus

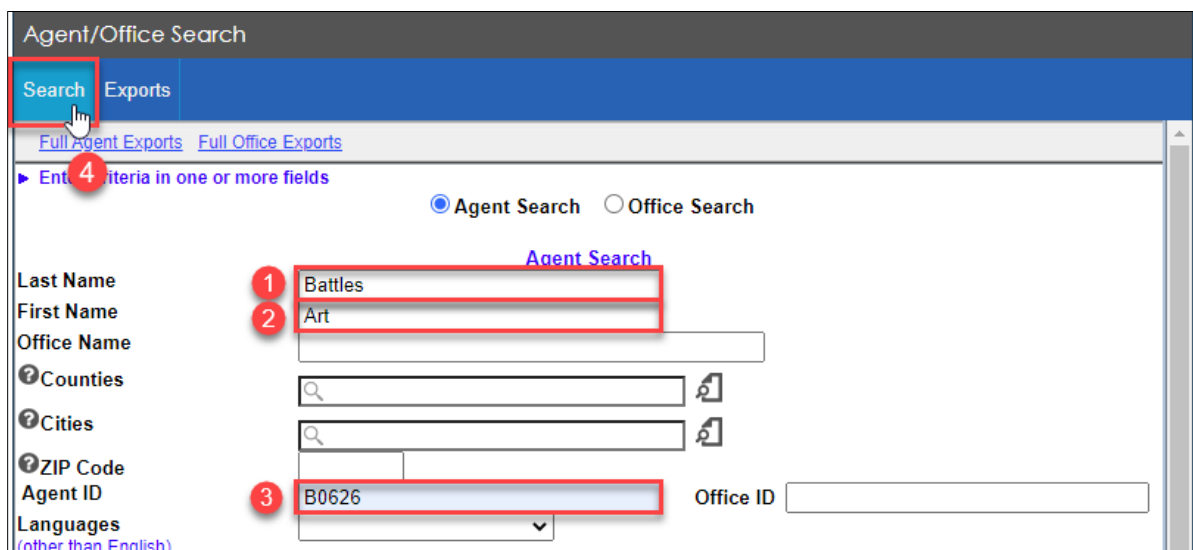
1. On the Clarity dashboard, click on the **BAREIS PLUS** icon.
2. From the top menu bar, click **Admin** (1) and then select [Authorize Agent ID Sharing](#) (2) from the drop down



3. The **Authorize Agent ID Sharing** screen displays all Agent IDs with authorized shared access to your account. This screen allows you to modify shared access by adding or removing agents. To add an agent to shared access, click on [Add New ID Sharer](#) in the upper left.



4. In the **Agent / Office Search** window, enter the agent's Last Name (1), First Name (2), and if known, Agent ID (3). Then click on the Search (4) button in the upper left.



# BAREIS MLS®

## Authorize Agent ID Sharing in BAREIS Plus

5. In the Agent Search Results, locate the agent you'd like to add and click on the [Select](#) link to the left of their Agent ID. If more than one agent appears in your search results, make a selection based on the [Office Name](#) and [Office Phone](#).

Agent ID	Agent Name	License Number	Office Name	Office Lic.	Office Address	Office Phone
<a href="#">Select</a> B0626	<a href="#">Battles_Art</a>	BARE0001	<a href="#">Bay Area Real Estate Information Services, Inc.</a>	BA998877	153 Stony Circle Ste 200 Santa Rosa CA 95401	707-575-8000

6. A pop-up validation message will ask “Are you sure you want to add this agent to your list of authorized ID sharers?”. Click the [OK](#) button.

An embedded page at rebareis.rapmls.com says  
Are you sure you want to add this agent to your list of authorized ID sharers?

[OK](#) [Cancel](#)

7. The newly added agent will now appear on the **Authorize Agent ID Sharing** screen.

On/Off	Agent ID	Name	Office	
<input checked="" type="checkbox"/>	B0626	Art Battles	Bay Area Real Estate Information Services, Inc.	<a href="#">Delete</a>