

HICENTRAL MLS, LTD.

IDX – GETTING STARTED

1. Contact a web designer or IDX solution provider (See Questions to Ask Your Web Site Designer).
2. Decide which IDX solution best suits your needs:
 - **Matrix™ Data Export** – Downloads can be processed between 8:00 pm – 8:00 am. Data must be reformatted to be compatible with the database that your web site using, and then imported to the database.
 - **Setup Fee: *None***
 - **IDX framing solution from Matrix™** - This is a search engine directly linked to your MLS system, which would allow visitors to your site the ability to search for active listings and see customer display.
 - **Setup Fee: *None***
 - **Active-Online Dataset*** - An active-only limited dataset that includes listing and open house data.
 - **Setup Fee: *\$75.00 + Tax***
 - **Full Dataset*** - All statuses and all data fields are included in this dataset. It will include listing, open house, agent, office, media, and history tables.
 - **Setup Fee: *\$75.00 + Tax***
 - **Monthly Fee: *\$75.00 + Tax***
(Startup: 2 months must be paid in advance)

*Active-Only and Full Datasets use the RETS standard for acquiring MLS data.

3. Submit signed IDX Agreement and applicable fees to HiCentral MLS. All MLS Subscribers displaying IDX listing data must sign an IDX Agreement. If you are a licensee or independent contractor affiliated with an MLS Participant, the firm's Principle Broker or Broker-in-Charge must also sign the agreement.

Required forms are available for download at <http://www.hicentral.com> > Members > MLS Support > IDX/VOW. If you are subscribing to HiCentral MLS, Ltd.'s IDX Data Feed, you will be notified by HiCentral MLS, Ltd.'s personnel of the effective date, login name and password. Please allow 3 – 5 business days to establish your subscriptions.

4. If subscribing to the Active-Only or Full Datasets- The following forms are required:
 - a. IDX Agreement
 - b. 3rd Party Agreement.
 - c. Payment Form

For Matrix™ Data Export or IDX framing solution, the following forms are required:

- a. IDX Agreement

HICENTRAL MLS, LTD.

QUESTIONS TO ASK YOUR WEBSITE DESIGNER

Setup Costs

- ◆ Initial costs for website development: what is included?
- ◆ Maintenance costs (monthly, quarterly, semi-annual, or annual): What is included?
- ◆ Is hosting fee included, or required?
- ◆ Are monthly charges included? If so, how many?
- ◆ How much personal interaction will there be, or is it all online? Any face-to-face? How much? Any phone? How much?
- ◆ What is the cost for additional work (examples would help)?
 - Possible examples
 - Change in agent name
 - Add a link
 - Add a banner
 - Add a web page
- ◆ **Who owns the Domain Name?**
- ◆ **Who owns the site content?**

Questions about the website vendor:

- ◆ Who is the vendor? (Corporation, Sole Proprietor, LLC?)
- ◆ What is vendor's experience with web-based database, real estate websites, etc. and with whom have they worked? CHECK THESE REFERENCES!
- ◆ When can I expect to have my website operating if I sign a contract with you?
- ◆ Where are you located and how do I communicate with you?
- ◆ Why should I use you for my website?

For more information, call 791-3789 or e-mail at idx@hicalmls.com.