## For Brokers: Check your office roster to make sure your office has access to the MLS

When you convert to Bright, you will have the very important task of managing your office’s access to the MLS. This will include approving new agents, noting any agents that have left your office, as well as approving and accepting agent transfers. All of which can be done right here within the Bright website.

Prior to your conversion, you will continue to perform many of these tasks within your current MLS system. However, it is also very important to confirm all of the members of your office have access to Bright, as this ensures their MLS access after they convert, and will help make the transition to Bright easier for you and your entire office.

### View your office’s access to Bright now through the office roster.

You can view a list of active and inactive agents within your office through your office roster. Through the office roster you can view and even download the agents currently available within Bright.

[View instructions on how to access your office roster and download your report here.](https://applications.brightmls.com/help/content/15387.htm)

If you notice an active agent or office member who should have access to Bright that is not listed on your office roster, contact the Bright Support Center at 1-844-552-7444.

### All new agents or assistants and terminations should continue to be done through the Sussex or Coastal MLS for now.

Until your conversion, any new agents and members of your office need to join either Sussex or Coastal MLS through the Association, as you had done previously. The same should be done with all terminations.

New agents are being provided access to Bright on a weekly basis, so after these agents join your current MLS, they will be given access to Bright. After your conversion, new agents will join through Bright.