



**SWMLS SuperUser request Form**

This form is used by the Qualifying Broker (Participant) of the MLS office to grant access to another Realtor or Admin at that office to “work as” or “SuperUse” as another Realtor at your office. SuperUse of another MLS account means that the individual who is SuperUsing has access to another REALTORS Transaction Forms, Supra Functions, any other MLS Product that have Single-Sign-On ability and has the ability to edit/change listings under that Realtor’s name.

As part of this request the SuperUser agrees that their MLS account will be enabled with Dual-Authentication for the duration of the time they have SuperUse access. This is done to add an extra level of security for your brokerage and to cut down on liabilities that could arise from an unauthorized user who can modify your office transactions or listings.

SuperUse access is limited to real estate professionals at your MLS office. If you are a Qualifying Broker at a different MLS office an exception could be made to grant SuperUse another REALTOR at your separate office.

QB license exception: SuperUse access can also be granted to an MLS user across any MLS office as long as that individual holds a Broker License with the New Mexico Real Estate Commission. SuperUse access can be granted for an individual to access another MLS office if the same Qualifying Broker manages the additional offices.

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By signing this form you are taking full responsibility for the actions of the below named person in relation to this requested access. I agree that MLS access is provided only in pursuit of real estate duties covered under their licensure. I understand that by authorizing the above named person as a SuperUser in my office, that this individual will maintain Dual-Authentication of their own FLEX account and will not perform any duties while SuperUsing that would put you or the person being SuperUsed in liability of violating the SWMLS rules, NAR Code of Ethics, or New Mexico License rules.

*For the purposes of this form the Qualifying Broker is noted as the Designated Broker who is assigned as the sole Participant of that MLS office, and may be different from your Managing Broker.*

Qualifying Broker (SWMLS Participant) Name: \_\_\_\_\_

Qualifying Broker (SWMLS Participant) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscriber/Admin Name who can SuperUse as others (provide name or MLS ID)

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The Subscriber IDs to be added to the SuperUser’s account (provide name or MLS ID)

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Internal Use Only:

SWMLS Office ID  
SuperUser Name  
Date setup in FLEX

QB Name  
SuperUsing As



Please submit this form to [support@SWMLS.com](mailto:support@SWMLS.com) once signed. SuperUse requests are processed within 48 hours (2 business days).

Internal Use Only:

SWMLS Office ID  
SuperUser Name  
Date setup in FLEX

QB Name  
SuperUsing As