

Date \_\_\_\_\_

Activate your ARMLS Subscription, Go to [ARMLS.com/payfees](https://ARMLS.com/payfees)

This section to be completed by Association Staff

MLS ID/Username: \_\_\_\_\_ Company/Office Name: \_\_\_\_\_

Password: \_\_\_\_\_ Office ID: \_\_\_\_\_

Subscriber Type:  Designated REALTOR<sup>®</sup>  REALTOR<sup>®</sup>  Appraiser  Affiliate with Key  
(check one)

### Subscriber MLS Profile Information

**\*Required**

\_\_\_\_\_  
\*First Name Middle Name \*Last Name

\_\_\_\_\_  
\*Email Address Website (leave blank if none)

\_\_\_\_\_  
\*Mailing Address \*City \*State \*Zip

\*Primary Phone # (\_\_\_\_) - \_\_\_\_ - \_\_\_\_  Home  Cell Phone  Office  
(\*Check one)

Fax # (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

#### Your ARMLS Subscription

The Association has assigned your MLS ID and login information as provided to you on this form. To activate your subscription, login to [ARMLS.com/payfees](https://ARMLS.com/payfees) with your MLS ID and password. You will login to our ATLAS system and will be prompted to purchase your MLS subscription. Your subscription begins the day you pay and will expire in 365 days. **Please note, there are no refunds.**

#### ARMLS Support Centers

You may also activate your ARMLS subscription at one of our Support Centers. Please ask your Association for the nearest location to you or go to [ARMLS.com/Support](https://ARMLS.com/Support). Our Support Centers will be able to assist you with lockbox/key and MLS system support.

#### Access to your MLS products

You may access your purchased MLS products from our ATLAS system. Go to [ATLAS.ARMLS.com](https://ATLAS.ARMLS.com), login with your MLS ID and password, then select the product from the left launch panel. **Note: When accessing Flexmls for the first time, you will be prompted to change your password.**