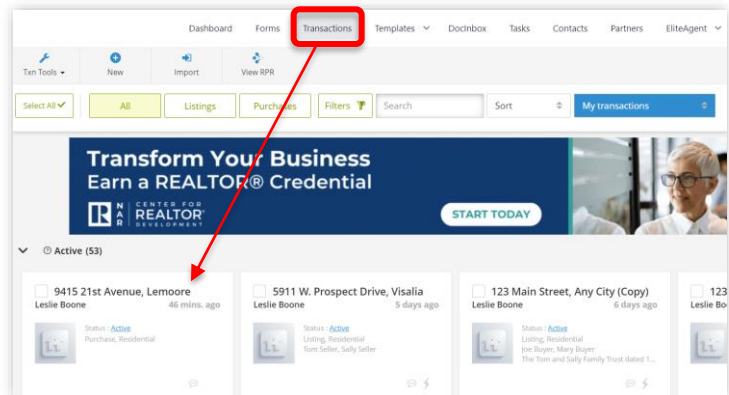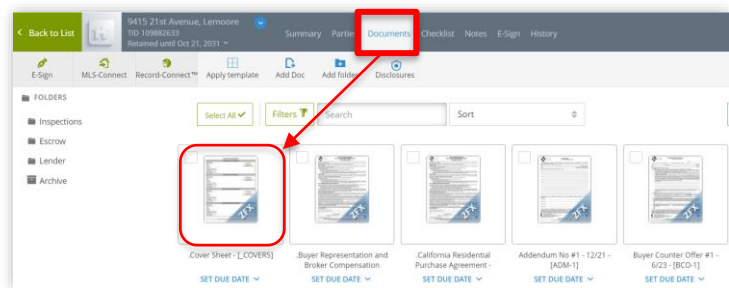MLS Connect is available inside your zipForm transaction and pulls listing data directly from the MLS into your transaction. There are multiple ways to access MLS Connect inside your transaction. Follow the steps in this guide to use MLS Connect inside the Form Editor in your zipForm transaction.

Using MLS Connect inside the Form Editor

1. On the **Transactions** page inside your zipForm account, click to open a transaction.
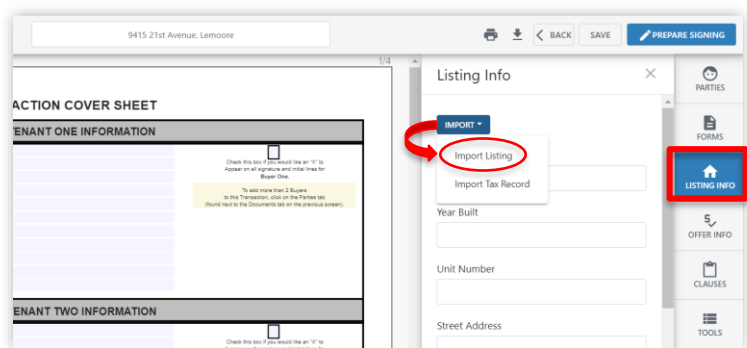

2. Click the **Documents** tab in the gray navigation bar, then click on a document to open it in the form editor.

3. Click the **Listing Info** tab on the right.

4. Click the **Import** button.

5. Select **Import Listing** from the dropdown menu.

NOTE: The three main pieces of data that come from MLS Connect are the Seller name, the property address, and the Listing Agent info. If the Seller name was not entered on the MLS, it will not populate to your transaction when using MLS Connect. Record Connect is another resource that can populate the owner of record into your transaction.

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6. Complete the following fields:

- **MLS Name** = the name of your MLS should display. If you belong to more than one MLS, click the dropdown menu and select the appropriate MLS.
- **Listing Type** = select the property type for the listing as it shows on the MLS.
- **MLS User ID and Password** = if your MLS requires a login, enter your user ID and password that you use to login to your MLS directly.
- **MLS Listing ID** = enter the MLS number exactly how it displays on the MLS.
- **Replace existing data…** = check the box if you would like the system to overwrite the data that you may have typed into certain fields like the Seller name, property address, and Listing Agent.
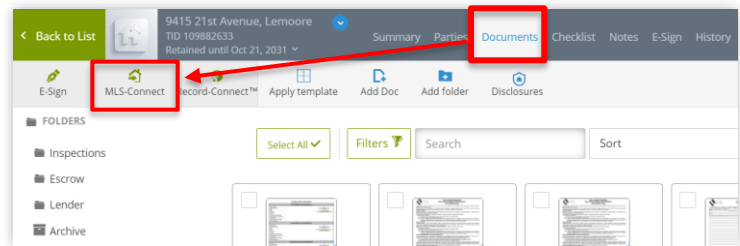
7. Click **IMPORT** to import the data from the MLS for this listing into your transaction.

Import Listing Using MLS-Connect®

Having trouble using MLS-Connect®? Get Help

MLS Name — BAREIS

Listing Type — Residential

MLS User ID — lboone   Password — ••••••••••••••••

MLS Listing ID — 231579

☑ Replace existing data with imported data
If not, data will be imported into fields that are not already set.

CANCEL   IMPORT

Ways to use MLS Connect

1. When creating a **new** transaction.

2. In the **Summary** tab inside a transaction.

3. In the **Documents** tab inside a transaction.

4. In the **Form Editor** inside a transaction.