

ACTIVATE, AUTHENTICATE, AND EDUCATE

YOUR INTEGRATION CHECKLIST

Step 1: Pay Your TRREB Member Invoice

Invoices for TRREB dues were sent to Members on March 16, 2023. This invoice is due by April 15, 2023. If you have not received an invoice, please contact membership@bdar.ca

Step 2: Complete Your TRREB Member Application and Beneficiary Form

TRREB Membership Applications and Beneficiary Forms were sent through DocuSign on March 27, 2023. Many fields have been pre-populated for you with your Member information from our records and cannot be edited. Please fill in the remaining fields, sign, and submit the completed documents through DocuSign by April 15, 2023. If you have not received an invoice, please contact membership@bdar.ca

Step 3: Set up Your Clarity Authenticator App

To gain access to the TRREB MLS® System, you need to set up your Clarity Authenticator App with a BDAR Team Member following these steps:

1. Download the app called "MobileAuth" through the Apple App Store or Google Play Store
2. BDAR Team Members will be calling Members throughout the month of April to set up your 4-digit PIN number and security questions and to activate your account. You are also welcome to drop in to the Simcoe County Regional Hub (676 Veterans Drive, Barrie) at any time throughout the month of April to get authenticated.

Step 4: Access the TRREB MLS® System and Additional Tools

Once you have been set up with the Clarity Authenticator App, you can log in to the TRREB MLS® System through <https://www.torontomls.net/>.

Step 5: Attend MLS® System Training

Many training sessions are available this month delivered both virtually and in-person including:

- April 17 @ 1pm – REALM™ Training (Virtual on Zoom)
- April 20 @ 10am – Matrix™ Training (Virtual on Zoom)
- April 21 @ 1pm – REALM™ Training (In-Person at 676 Veterans Drive)
- April 24 @ 1pm – REALM™ Training (In-Person at 676 Veterans Drive)
- April 25 @ 1pm – REALM™ Training (Virtual on Zoom)
- May 4 @ 10am – Matrix™ Training (In-Person at 676 Veterans Drive)

Registration for these sessions is available on BDAR's Matrix™ Message of the Day and on <http://bdar.ca/events>

Step 6: Trial System Front Ends

The Matrix™ and REALM™ front end options are available for all BDAR Members to test through the months of April, May, and June. In addition to the system training provided, it's important to work within both options in order to decide which Front-End to continue with on June 30, 2023.