

Downloading a Roster of Agents (Admin Account)

- Click the **ADMIN** menu and select **Manage Agents**
- Scroll through your **entire active roster**
- If needed, use the **search filters** at the top of the page to narrow your list to specific agents (e.g., by office name or member status)

Once the list of agents is displayed:

- Click **Tools** at the top of the screen
- Select **Download Agents**
- In the pop-up window, choose your preferred file format (TSV or CSV)
- Click **Download**

The file will download and be saved to your computer.

The image displays three sequential screenshots of the MyStateMLS Admin interface, illustrating the steps to download a roster of agents. The top screenshot shows the 'ADMIN' menu with 'MANAGE AGENTS' selected, leading to a 'View Active Offices & Agents' page. The middle screenshot shows the search filters for 'MEMBER ID', 'MEMBER STATUS', 'IS AFFILIATE', and 'AGENT NAME', with 'Active' selected for member status. The bottom screenshot shows the 'ACTIONS' menu with 'Download Agents' selected, opening a 'SELECT FILE TYPE' dialog box where 'CSV' is chosen. The dialog box also includes 'Download' and 'Close' buttons.

Photo	Name	Office	License	Auth	Contact	Menu
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