

Managing Your Agents (Admin Account)

MyStateMLS

WALL ADMIN TOOLS LISTINGS SEARCH CRM JB JANE BROKER

Olive Test > 801 S Olive Avenue 601 > 801 Olive Unit 1024 > Search WPB Drip Email > 400 SW 15th Drive > Simon Gray Realty

TOOLS SEAF

View Active Offices

13 Total Page 1 of 1 1 to 13

Photo	Name	Office	License	Auth	Contact	Menu
	Jane Broker	Simon Gray Realty, FL 719 Northlake Blvd North Palm Beach, FL	FL	Company Admin Community Manager *Active	999-000-1111	Actions Edit Email View Listings
	Michelle Davis	Simon Gray Realty, FL	FL	Agent		

Admin users with the appropriate permissions can manage agents directly from the **ADMIN** menu.

The **Manage Agents** section allows administrative staff to view agents within the brokerage, update profile details, and access their associated listings. To manage agents:

- Click the **ADMIN** menu at the top of the navigation bar
- Select **Manage Agents**

This will display a list of all agents associated with your brokerage.

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Olive Test > 801 S Olive Avenue 601 > 801 Olive Unit 1024 > Search WPB Drip Email > 400 SW 15th Drive > Simon Gray Realty, FL > Super Simon > Joe Mendez > Offices > Simon Gray Realty, LTD > Edit My Account

Jane Broker – #254402

✓ Account #254402

Jane Broker
Member Since February 19th, 2026
Last Login on March 13th, 2026 3:26:12 pm

✉ pascale@statelistsings.com
☎ 999-000-1111
🕒 Renewals on 2/19/2026

Your Profile Is Not Public Update Personal Info
Update Email/Password Update Profile Photo

💰 Payments
No payment info on file
Update Card Info My Products
Payment History

📧 Text Messages for Leads & 2FA
You do not have text/sms message enabled.
Send Leads via Text Message NO

🏢 Office #17073 & License
Simon Gray Realty, FL
719 Northlake Blvd
North Palm Beach, FL 33408
You are the company admin.

Florida (FL) License 000000 Expires 12/31/2026 Update
Update License & Office

👤 Invite An Agent To This MLS
Use this link to signup agents under your referral code:
https://www.mystatemls.com/join.html?signup&r=254402-699720319
Copy To Clipboard

You are already an MLS Affiliate

📄 Syndication
Adjust default options for feeding your listings to syndication sites
Update Options

Agent Actions

From the **Actions** menu next to each agent, Admin users may be able to:

- **Edit** – access and update the agent's profile, including personal details, office/association, and account settings.
- **Email** – quickly send an email directly to the agent.
- **View Listings** – access all listings associated with that agent.

Updating Agent Information

Once you select an agent and click **Edit**, you can access their full profile and make updates based on your permission level.

This may include updating **contact information, office assignments, license details, or account settings.**