

Using Your Admin Profile

An **Admin Account** is designed to assist brokers and agents with administrative tasks within MyStateMLS.

Administrative users can manage listings, offices, and other brokerage information without needing a real estate license.

- Admin users are given access to a dedicated **ADMIN menu**, which contains tools specifically designed for brokerage management.

Accessing the Admin Tools

Admin users will see an **ADMIN menu** at the top of the MyStateMLS navigation bar. From this menu, Admin users can access tools such as:

- **Manage Offices** – update office (and satellite offices) information and settings
- **Manage Agents** – view and manage agents within the brokerage
- **Manage Listings** – assist with listing management and updates
- **Manage Listing Photos** – add or organize listing photos
- **Manage Open Houses** – manage open house information for listings

The screenshot displays the MyStateMLS Admin dashboard. At the top, the 'ADMIN' menu is open, showing options like 'MANAGE OFFICES', 'MANAGE AGENTS', 'MANAGE LISTINGS', 'MANAGE LISTING PHOTOS', and 'MANAGE OPEN HOUSES'. The dashboard includes sections for 'Notifications', 'My Listings' (with sub-sections like Active, Pending, Sold, etc.), 'Company Listings', 'My CMA's', 'Company Docs', and 'My Saved Carts'. A sidebar on the left contains navigation options such as 'Cart (2)', 'My Listings', 'New Listing', 'Pro Search', 'Search MLS', 'Contacts', 'My Account', 'Listing Forms', 'Marketing Assets', 'Digital Docs', 'Affiliate Program Dashboard', 'Get Open Listings', and 'CE Shop'. A warning banner at the top states: 'Be aware of phishing emails. If you receive one, DO NOT CLICK OR REPLY! Check the sender's email address.' The user profile 'JANE BROKER' is visible in the top right corner.

Who Should Use an Admin Account?

- Admin Accounts help streamline brokerage operations by allowing support staff to manage listings, offices, and administrative data within MyStateMLS.
- Different levels of permissions can be assigned to an Admin account. For example, some Admin users may be allowed to manage listing information, while others may also have permission to update office settings such as payment information. The level of access granted to an Admin account is determined by the office holder or broker.