

**IDX Request, Activation and AMS posting**

Date of Request & sent info: \_\_\_\_\_

Office name: \_\_\_\_\_

Name ( BIC or  Agent) \_\_\_\_\_

Service Requested:  FTP/Data Pull       RETS       VOW

Forwarded to [Tom@NavicaMLS.net](mailto:Tom@NavicaMLS.net)

Follow-up \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Received agreement & signed ... date \_\_\_\_\_

Forwarded to member for signatures

Posted in AMS Group:  Annual pay       Quarterly pay

Invoiced for current quarter or remainder of year

.....

**DE-Activated IDX subscription**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Service to De-activate:  FTP/DataPull       RETS       VOW

Revise all associated AMS Group posting/s: \_\_\_\_\_

\_\_\_\_\_

Confirmation email to Agent