

## **ROSTER CHANGE FORM**

(This form must be completed for all Paragon Users being added or deleted from the firm's CWMLS roster)

Effective Date \_\_\_\_\_ Office name and location

**ROSTER ADDITIONS:** When adding people to your roster, please note the TYPE of addition they are:  
**BRANCH DESIGNATED REALTOR® (Security 6)** - Managing Office Manager of multiple (branch) offices - full access.

**DESIGNATED REALTOR®(Security 5)** - Managing Office Broker-full access.

**REALTOR® (Security 4)** - Actively enters and maintain their own listings.

**REALTOR® (Security 3)** - Can only partially enter their own listings. Cannot make listings "go live".

**OFFICE STAFF (Security 6)**- Ability to actively enter and maintain ALL office listings.

**AGENT ASSISTANT (Security 2)**- Assistant must use "Assume Identity" to access Paragon for Agent.

**TEAM (Security 3)**- Will be billed the same as an Agent profile. Team Administrator Profile Required.

**CWMLS DOES NOT BILL OFFICES FOR UNLICENSED OFFICE STAFF OR UNLICENCED AGENT ASSISTANTS.**

**ADDITIONS:**

**NAME:**

**EMAIL:**

**PHONE:**

**TYPE:**

**BRANCH DESIGNATED REALTOR®** - Managing Office Manager of multiple (branch) offices - full access.

**DESIGNATED REALTOR®** - Managing office broker

**REALTOR® (Security 4)** - Actively enters and maintains their own listings

**REALTOR® (Security 3)** - Can only partially enter their own listings. Cannot make listings "go live"

**OFFICE STAFF** - Ability to actively enter and maintain ALL office listings

**AGENT ASSISTANT** - Can only Assume an Agent's Identity

**AGENT:**

**TEAM** -Will be billed the same as an Agent profile. Team Administrator Profile Required.

**TEAM ADMINISTRATOR (Security 3)** – Only the Team Admin has direct access to the Team profile. All other team members must access the Team profile using "Assume Identity" access provided by the Team Admin

**TEAM MEMBERS:** (Complete for Teams only. Put an \* after the Team Administrator's name)

**DELETION:**

NAME: Is this person going to another office?

Yes

No

**ROSTER DELETIONS:** All MLS users must be dropped from your roster if they are no longer working in your office. This includes Office Staff and Agent Assistants. All lock boxes must be left with the Designated REALTOR®.

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**MLS of Choice:** It is not required that all agents in your office are on your MLS roster with CWMLS. However, it is required that agents not on your CWMLS roster are participating in another MLS within the state of Wisconsin or contiguous state. Proof of participation in another MLS is required for all agents in your office that are not listed on your CWMLS roster. Listings of Non-participating CWMLS agents cannot be entered into Paragon under a participating agent's name. Violations of this rule will be fined \$1,000 per occurrence.

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**Supra Inactive and Unassigned Status:** Once CWBR receives a Roster Change Form dropping an agent from an office MLS roster, the member's Supra status is moved to Inactive. The agent will not be able to use their Supra device but will continue to be charged the monthly subscription fees.

If an agent is leaving the business and is not going to another office, the agent must contact Supra at 1-877-699-6787 to unassign their eKey subscription in order to not be billed for future months of service.

Receipt of the Roster Change Form by CWBR will NOT result in Supra deactivation. It is the agent's responsibility to cancel their Supra subscription.

Once a Supra Key is unassigned there will be a \$50 activation fee required to reactivate the key.

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**Registration/Removal of Agents With the Department of Safety and Professional Services (DSPS):** It is the Designated REALTOR'S® (managing broker) responsibility to make sure that their roster with the DSPS is current, showing only the agents associated with their firm. Forms to add or remove an agent from their DSPS roster can be found on the DSPS website, [dsps.wi.gov](http://dsps.wi.gov). These forms can also be found in Paragon in the MLS Documents section in the DSPS Add and Drop folder.

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**DESIGNATED REALTOR SIGNATURE & DATE** (Required for additions and deletions)

(Typed name in this box will serve as signature)

**EMAIL FORM TO** [cwbr@cwbr.org](mailto:cwbr@cwbr.org)

*Updated December 29, 2022*

## **AGENT DATA WORKSHEET FOR PARAGON**

**ALL MLS USERS MUST COMPLETE THIS FORM AND MUST HAVE THEIR OWN LOGIN AND PASSWORD.**

**SHARING LOGINS AND PASSWORDS ARE STRICTLY PROHIBITED AND IS FINEABLE UP TO \$5,000**

AFTER YOUR SETUP IN PARAGON IS COMPLETED BY CWBR, PARAGON WILL SEND YOU A TEMPORARY PASSWORD EMAIL THAT YOU MUST RESPOND TO WITHIN 3 HOURS IN ORDER TO SET THE PASSWORD THAT YOU WANT

**USER LOGIN/ID (Can be alpha numeric up to 15 characters – LOWER CASE ONLY NO SPECIAL CHARACTERS)**

**NAME**

**EMAIL ADDRESS**

**PHONE NUMBER**

**LICENSE NUMBER**

**OFFICE NAME, LOCATION AND PHONE NUMBER**

**\*\* The information provided in this document is how your information will appear in Paragon.**

**EMAIL FORM TO [cwbr@cwbr.org](mailto:cwbr@cwbr.org)**

*UPDATED DECEMBER 20, 2022*