WHAT'S NEXT?

As a new ARMLS subscriber, this helpful pamphlet will guide you on what to do when you’re new!

STEP 1
Log in to Flexmls!
• ARMLS.flexmls.com
• Change temporary password

STEP 2
Get educated! You’ll find our Online Courses at ARMLS.com/classes. These are recommended:
• ARMLS Orientation
• ARMLS Rules
• Supra Key Course

STEP 3
Know your resources!
• ARMLS Support Number: 480-921-7777
• ARMLS.com/blog
• ARMLS.com/support

LOCKBOX FACTS
BTLE stands for Bluetooth Low Energy
If the BTLE lockbox won’t open, it might need a Call Before Showing (CBS) code. Your Supra Key will alert you that a CBS code is required.

Supra BTLE lockboxes have a lifetime warranty provided by ARMLS if the box malfunctions.

BTLE lockboxes have a battery that can last up to 10 years with normal usage!

Take the Online Supra Key Course at ARMLS.com/KeyCourse

CBS CODE FACTS
• CBS stands for “Call Before Showing”
• 7-digit code programmed into lockbox at time of purchase
• Required by contractors (inspectors, photographers, etc)
• Can be added as an additional security measure for all listings

HELPFUL VIDEOS & MORE!
ARMLS.com/webinars-recordings

ARMLS SUPPORT LINE
480 - 921 - 7777
Open M-F: 8:30am - 5:00pm
Saturday: 8:30am - 5:00pm

SUPRA SUPPORT LINE
877 - 699 - 6787
Open 5am - 7pm (PST) 7 days a week!

CBS CODE REQUIRED
This lockbox requires a 7-digit Call Before Showing code to access. For more info visit ARMLS.com/CBS

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EDUCATION OPPORTUNITIES!*
• JumpStart (great for new agents!)
• In-depth Online Classes
• In person Hands-On Classes

SIGN UP AT: ARMLS.com/Classes

*no additional charge
Key Comparison Charts

ATLAS ........................................ ARMLS ........................................ 480-921-7777 ARMLS.com
CE Classes ...................................... Association ............................... See list: ARMLS.com/a-list
ER/EA Forms ................................. AAR ........................................... 480-304-8930 AARonline.com
Ethics Complaints ......................... Association ............................... See list: ARMLS.com/a-list
Flexmls ........................................ ARMLS ........................................ 480-921-7777 ARMLS.com
Lockboxes ..................................... ARMLS ........................................ 480-921-7777 ARMLS.com
Monsoon ...................................... ARMLS ........................................ 480-921-7777 ARMLS.com
MLS Password Resets .................... ARMLS ........................................ ARMLS.com/reset-password
Profile Sheets ............................... ARMLS ........................................ 480-921-7777 ARMLS.com
Purchase Contracts ....................... AAR ........................................... 480-304-8930 AARonline.com
RPAC ............................................ Association ............................... See list: ARMLS.com/a-list
RPR .............................................. RPR .............................................. 877-977-7576 NARRPR.com
ShowingTime ............................... ARMLS ........................................ 480-921-7777 ARMLS.com
Sold/Change Forms ...................... ARMLS ........................................ 480-921-7777 ARMLS.com
Supra .......................................... ARMLS ........................................ 480-921-7777 ARMLS.com
TransactionDesk ........................... AAR ........................................... InstanetSolutions.com
Update Email/Phone ..................... Association ............................... See list: ARMLS.com/a-list

Need to Transfer a Lockbox?

**Step 1:** Download or Print our [Lockbox Transfer Form](#).

**Step 2:** Fill out the section that pertains to you (Transferer or Receiver) then make sure both parties sign!

**Step 3:** Email the form to Support, or if you wish to make code changes to the box, make an appointment to bring the lockbox with the form to any of our Support Centers.

**Get to Know the Software!**

**Flexmls** is our MLS software. Search for properties, upload your listings and set up clients for auto-emails and portals!

**Monsoon** is our tax software. Search public records for non-MLS sales, retrieve tax information, farm and prospect!

**ShowingTime** is the scheduling software. Request and manage your showings, create customized feedback requests and create listing activity reports!