



## Baldwin REALTORS & PIC 2.0

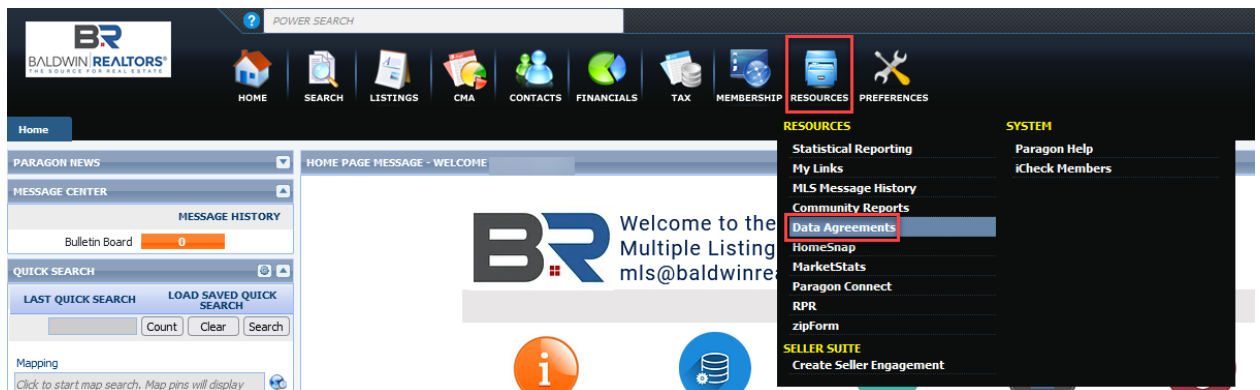
### Member instructions for new Data Access agreements

This document outlines the custom workflow for Baldwin REALTOR® members to initiate data access agreements with approved Baldwin REALTOR® vendors in PIC 2.0 Paragon Account Management (PAM).

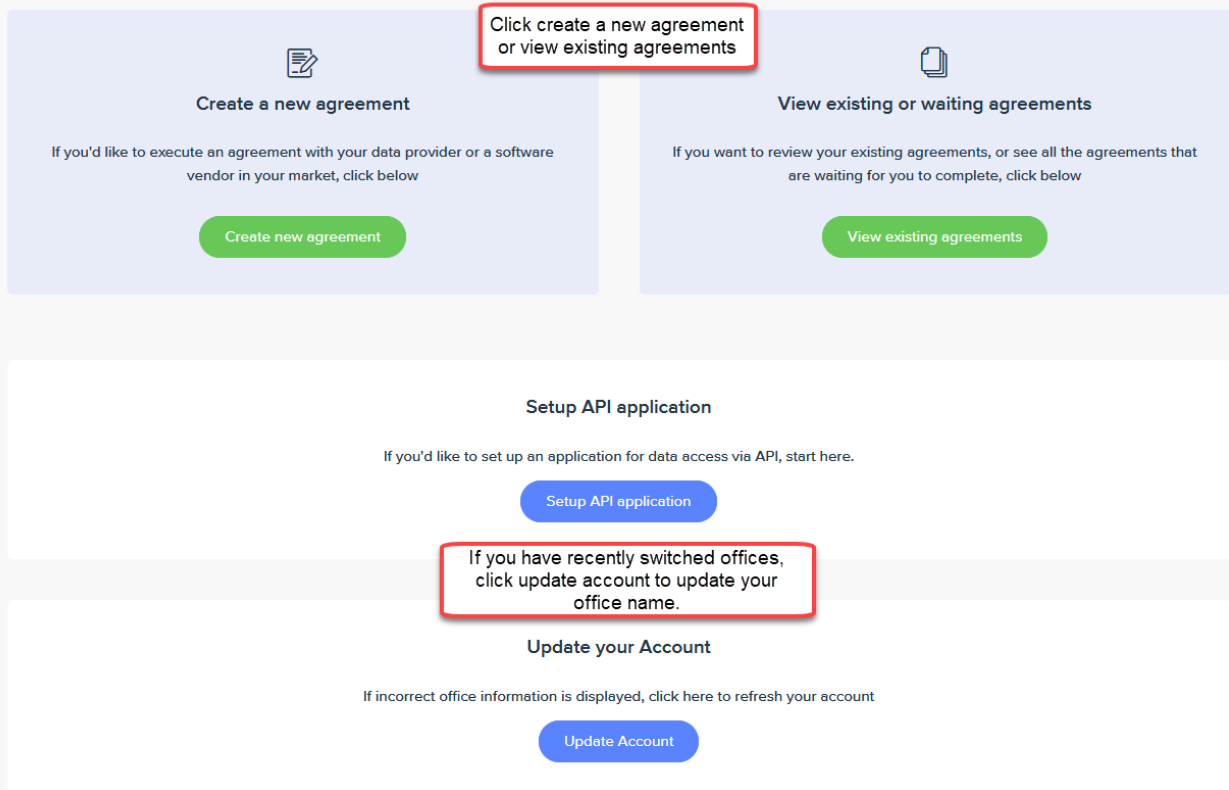
**You will need to login to PAM to locate the vendor you would like to initiate a contract with.**

1. Login to <https://www.baldwinrealtors.com>
2. Click on Members and Login to your Member Portal
3. Locate the Paragon tile and login to Paragon
4. Once logged in to Paragon, click Resources>Data Agreements. This will log you in to PAM

**PLEASE NOTE THAT THE DESIGNATED BROKER FOR YOUR OFFICE MUST FIRST LOGIN TO PAM TO ALLOW ACCESS TO AGENTS FROM YOUR OFFICE. THIS ALLOWS PAM TO ASSIGN YOUR BROKER AS A PARTY TO YOUR 4-WAY AGREEMENT. IF YOUR DESIGNATED BROKER HAS NOT LOGGED IN TO PAM, YOU WILL RECEIVE A MESSAGE LETTING YOU KNOW THIS STEP MUST BE COMPLETE BEFORE YOU CAN LOGIN**



5. Once logged in to PAM, you choose to Create a new agreement or view existing agreements. Available Agreements are lists of approved vendors for each data feed type. Be sure to select the agreement from the correct data feed type list.



6. Locate the vendor you would like to initiate an agreement with and click Agree to Terms
7. Click next to agree to the terms and complete the questionnaire form if required. Once complete, PAM will send a notification to the other parties in the agreement.

To view your agreements, simply click the Agreements link at the top of the page. Use the Filter option to filter agreements bases on status.

**BROKERS** – This is where you find waiting agreements from your agents waiting for your approval. To approve a waiting agreement:

1. Locate the waiting agreement. You can use the search function to search for the agent’s name.
2. Click edit and proceed to agree to the terms to approve. There will be a notification sent to the other parties once you have approved.

**Need assistance:** [data@baldwinrealtors.com](mailto:data@baldwinrealtors.com)