

TREB Online Agreement System

Member Documentation

November 2014

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Logging In

All Members have to log in to Stratus to use the TREB Online Agreement System.

1. Log in to Stratus and click the **Forms/Clauses** option under REALTOR® TOOLS on the right-hand side of the screen.
2. From the Forms/Clauses slider menu, click **Online DLA/IDX/VOW**.



Your TREB Membership# should auto-fill, if not, click in the box and type your TREB Membership#.

3. Enter your 4-digit PIN.
4. Press the button on your Authenticator and enter the 6-digit password that appears.
5. Click **Sign On**.

 A screenshot of the 'TREB Online Agreements' login page. The header features the title 'TREB Online Agreements' in large blue letters, with a background image of a handshake and binary code. Below the header, a prompt reads 'Please enter your username and password to sign on'. There are three input fields: 'Membership #' (which is pre-filled), 'Your PIN #' (with a small eye icon for toggling visibility), and 'Authenticator Password'. Below these fields are two buttons: 'Sign On' and 'Clear'. At the bottom of the page, a copyright notice reads 'Copyright © Toronto Real Estate Board 2014'.

From the landing page you can see all the agreements you have that are “In Progress” as well as the your currently Active Online Agreements (broken down by Agreement type). There is also a link to view your Legacy Agreements (any paper format agreements that are still active).

Active Tab

The Active Tab gives a snapshot of all your Active Online Agreements as well as agreements that are currently "In Progress."

There is also a section for Access to Data Feed Agreements in paper (PDF) format; **this will only be available temporarily.**

The details for any agreement (Active or In Progress) can be viewed at any time by clicking the **hyperlinked Member Name** for that agreement.



TREB Online Agreements

Active Start New Welcome STAN TUSOE Home | Help | Sign Off

Agreements in Progress

Name	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
STAN TUSOE	1078-00	2014-11-25	Real Web Solutions	DLA	With ThirdParty

Active Online Agreements

Data License Agreements

Name	Broker/Branch	Entry Date	Third Party	Level	Status
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IDX Third Party Information Forms

Name	Brokerage	Entry Date	Third Party	Status
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IDX Data Feed Agreements

Name	Brokerage	Entry Date	AVP	Status
STAN TUSOE	1078-00	2014-11-25	A2N Technologies Inc.	With Broker

VOW Data Feed Agreements

Name	Brokerage	Entry Date	Third Party	Status
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Active Agreements from Legacy System

Access to Data Feed Agreements (PDF Versions)

The new Online Agreement System is a paperless, timely, and easy way for Members to initiate, complete, and disable any data feed. This system will run in parallel with access to the PDF versions of the Agreement for a limited period of time to allow Members to adjust. Below are links to information for the different feeds.

[Data Transfer Service](#)
[IDX Forms](#)
[IDX Datafeed](#)
[VOW Datafeed](#)

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Data Transfer Agreement Agreement Details

Agreement ID:	4
MemberID:	9556177
Member Name:	AGENT, JOE
Broker & Branch Code:	1378-00
Brokerage:	EXAMPLE REALTY INC.
Email Address of Subscriber:	ostratus@trebnet.com
Sent to Third Party Date:	ostratus@trebnet.com
Third Party:	Colour Tech Marketing Inc.
Third Party Contact:	Testing Third Party
Third Party Email:	jagent@trebnet.com
Third Party Agreed Date:	jagent@trebnet.com
Sent to Broker Date (MMDDYYYY):	2014-04-03 11:32:00.0
Broker Signature Date:	2014-04-03 11:34:00.0
Broker Sent to TREB Date:	2014-04-03 11:34:00.0
Comments:	Added Data Transfer Agreement
Admin User:	
Timestamp:	2014-04-03 11:36:00.0

[Disable](#)

ID#	Activity	Last User	Date
135	PROCESSED	1221441	2014-04-03
134	Broker of Record has updated their section.	9556156	2014-04-03
127	9556177 has nudged Broker.	9556177	2014-04-03
126	Third party has updated their section.	493	2014-04-03
37	9556177 has resent request to Third Party.	9556177	2014-04-03

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Each detail page will have the particulars of the agreement in the top section of the screen and the history log in the bottom of the screen. This allows Members to see all changes to the agreement over time.

Disable/Unsubscribe Agreement

The details for any Active Agreement can be viewed at any time by clicking the **hyperlinked Member Name** for that agreement. Between the Agreement Details and the History Log at the bottom of the screen, there will be a **Disable** button for the Data License Agreement and an **Unsubscribe** button for the IDX Data Agreement and the VOW Data Agreement.

At any time, should you wish to discontinue the agreement, simply click the **Disable** button or the **Unsubscribe** button. The appropriate Unsubscribe or Disable form will open. Read the form carefully, once an agreement has been unsubscribed or disabled it CANNOT be reactivated; you will have to resubmit a whole new agreement. Agree to the terms and conditions and click **Submit**. The Unsubscribe or Disable form will be submitted to TREB for processing and the Third Party or AVP will be notified.

Start a New Agreement

To start a New Agreement, Members can click the **Start New** tab.

Start a New Agreement

Data Transfer Agreement	☐
IDX Third Party Information	☐
IDX Data Agreement	☐
VOW Data Agreement	☐

Click the radio button to the right of the type of agreement you wish to start and then click the **Continue** button.

NOTE: Within each agreement are instructions as to what needs to be done to submit the agreement.

Data License Agreement

Please read through the agreement and addendum carefully. At any time you can print a blank copy of the agreement by clicking the printer icon just below the instructions at the top of the page.

Click  to print a blank version of the agreement for review.

NOTE: On the Print pop-up that appears, make sure you check the box next to “Choose Paper Source by PDF Page Size.”

NOTE: You **MUST** agree to all the terms and conditions in order to submit the agreement. At any point, should you decide you do not agree, you can click the **Active** tab to return to your Active Agreements list, or you can click the **Start New** tab to begin a different agreement.

Most of your information will be auto-populated from Membership based on your TREB Member#; however, you have the option to update your email address and you must select a level of access for the feed.

Licensee Email:	agent_joe7@hotmail.com
Access Level:	☐ Brokerage's Listings ☐ Branch Office Listings ☒ Licensee's Listings

Click the radio button next to Brokerage's Listings if you want access to the entire Brokerage's listings (Firm's listings). Click the radio button next to Branch Office's

Listings if you want to have access to only your own office's listings. Click the radio button next to Licensee's Listings if you want to have access to only your own listings.

NOTE: Your Broker of Record has authorization to change the level of access you are allowed to have.

Click the drop-down for Third Party to select your Third Party from the list; if you are doing it yourself, select **None Specified/Member doing it themselves**, or if you cannot find your third party, please scroll to the bottom and select **New Third Party Not in List**. Please enter the Third Party Contact and then the Third Party email. Verify that you have completed everything required and then click **Send to Third Party**.

Name	Branch/Office	Entry Date	Third Party	Agreement Type	Status
AGENT, JOE	1378-00	2014-04-03	Adosoft Inc.	OTA	With Broker
AGENT, JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

From here, the Agreement goes to your Third Party, then your Broker of Record and finally TREB for processing. At any point you can check the status of your agreement by clicking the **Active** tab and checking the Agreements in Progress section.

IDX Third Party Information Form

Please read through the form carefully. At any point you can print a blank version of this form by selecting **File/Print** from your browser.

NOTE: You **MUST** agree to all the terms and conditions in order to submit the agreement. At any point, should you decide you do not agree, you can click the **Active** tab to return to your Active Agreements list, or you can click the **Start New** tab to begin a different agreement.

Your information will be auto-populated from Membership based on your TREB Member#; however, you must select a type of website access for the iframe.

Website Type: ☒ Member Site ☐ Branch Office Site ☐ Brokerage Site

From the drop-down list, select your designated Third Party; if they are not there, select **New Third Party not in list**. Enter the rest of your Third Party contact information. Verify that you have completed everything required and then click **Send to Broker**.



From here, the agreement goes to your Third Party, then your Broker of Record and finally TREB for processing. At any point you can check the status of your agreement by clicking the **Active** tab and checking the Agreements in Progress section.

IDX Data Agreement

Please read through the agreement carefully. At any time you can print a blank copy of the agreement by clicking the printer icon just below the instructions at the top of the page.

Click  to print a blank version of the agreement for review.

NOTE: On the Print pop-up that appears, make sure you check the box next to "Choose Paper Source by PDF Page Size."

NOTE: You MUST agree to all the terms and conditions in order to submit the agreement. At any point, should you decide you do not agree, you can click the **Active** tab to return to your Active Agreements list or you can click the **Start New** tab to begin a different agreement.

Most of your information will be auto-populated from Membership based on your TREB Member#; however, you have the option to update your email address.

Click the drop-down for Third Party Provider to select your Third Party Provider from the list; if you are doing it yourself, select **None Specified/Member doing it themselves**, or if you cannot find your third party, please scroll to the bottom and select **New Third Party Not in List**. Please enter the Third Party Contact and then the Third Party email.

Next, enter up to three URLs that you will be using for your website. Verify that you have completed everything required and then click **Send to Third Party**.



From here, the agreement goes to your Third Party, then your Broker of Record and finally TREB for processing. At any point you can check the status of your agreement by clicking the **Active** tab and checking the Agreements in Progress section.

NOTE: Any time a Member submits an agreement, an email notification will go to them from the TREB Online Agreement System. Please verify that you have the right to have the TREB Online Agreement System notify your Third Party or AVP via email before submitting your AVP or Third Party contact email.

VOW Data Agreement

Please read through the agreement and addendum carefully. At any time you can print a blank copy of the agreement by clicking the printer icon just below the instructions at the top of the page.

Click  to print a blank version of the agreement for review.

NOTE: On the Print pop-up that appears, make sure you check the box next to "Choose Paper Source by PDF Page Size."

NOTE: You **MUST** agree to all the terms and conditions in order to submit the agreement. At any point, should you decide you do not agree, you can click the **Active** tab to return to your Active Agreements list or you can click the **Start New** tab to begin a different agreement.

Most of your information will be auto-populated from Membership based on your TREB Member#; however, you have the option to update your email address and you must select a level of access for the feed.

Click the drop-down for AVP to select your AVP from the list; if you are doing it yourself select **None Specified/Member doing it themselves**, or if you cannot find your third party, please scroll to the bottom and select **New Third Party Not in List**. Please enter the AVP Contact and then the AVP email. Enter up to three URLs for your VOW website. Verify that you have completed everything required and then click **Send to AVP**.

Name	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
AGENT, JOE	1378-00	2014-04-03	Adosoft Inc.	DTA	With Broker
AGENT, JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

From here, the agreement goes to your Third Party, then your Broker of Record and finally TREB for processing. At any point you can check the status of your agreement by clicking the **Active** tab and checking the Agreements in Progress section.

NOTE: Any time a Member submits an agreement, an email notification will go to them from the TREB Online Agreement System. Please verify that you have the right to have the TREB Online Agreement System notify your Third Party or AVP via email before submitting your AVP or Third Party contact email.

Reminders and Resends

Under the Active Tab are your Agreements in Progress; the status tells you which party currently has your agreement. At any time you can remind your Third Party or AVP to update your agreement, or nudge your Broker of Record to approve it and send it to TREB.

Name:	Broker/Branch	Entry Date	Third Party	Agreement Type	Status
AGENT, JOE	1378-00	2014-04-03	Adosoft Inc.	DTA	With ThirdParty
AGENT, JOE	1378-00	2014-05-21	Adosoft Inc.	VOW	With TREB

Resend for Third Party

Click the hyperlinked name for the Agreement you wish to send a reminder for (where the status is *With Third Party*).

Agreement ID:	36		
MemberID:	9556177		
Member Name:	AGENT, JOE		
Broker & Branch Code:	1378-00		
Brokerage:	BOAR REAL ESTATE		
Email Address of Subscriber:	jagent@trebnet.comm		
Sent to Third Party Date:	2014-06-10 12:06:00.0		
Third Party:	A2N Technologies Inc.		
Third Party Contact:	Joanne		
Third Party Email:	jbarker@trebnet.com		
Currently Agreement is with Third Party			
Click Here to resend to Third Party			
Broker has yet to Approve			
TREB has yet to Approve			
ID#	Activity	Last User	Date
157	Member initiated DLA Agreement	9556177	2014-06-10 12:06:00.0

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From the detail page of the IDX Data Feed, Data License or VOW Agreement, click the **Click Here** hyperlink to resend a message to your Third Party (or AVP). At any time, click the **Active Tab** or the **To Previous Page** link to return to your Active Agreements.

Agreement Third Party Resend

Please verify the Third Party Email address is correct, edit it if necessary. Should the third party not respond within 90 days the agreement will be considered cancelled.

Third Party/AVP Name:	A2N Technologies Inc.
Third Party/AVP Contact:	Joanne
Third Party/AVP Email:	jbarker@A2NTech.com
Resend to Third Party	

On the Agreement Third Party Resend page, re-enter the email address for your contact and click **Resend to Third Party**; this will resend the original email from when you initiated the agreement. You will receive a confirmation email like the original that the agreement has passed to your Third Party or AVP.

Remind My Broker of Record

Click the hyperlinked name for the Agreement you wish to remind your Broker about (where the status is *With Broker*).

Agreement ID:	6	
MemberID:	4121441	
Member Name:	BARR, JOANNE	
Broker & Branch Code:	9014-99	
Brokerage:	TORONTO REAL ESTATE	
Email Address of Subscriber:	jbarr@trebnet.com	
Sent to Third Party Date:	2014-11-25 17:00:00.0	
Third Party:	Adosoft Inc.	
Third Party Contact:	Ado Topuz	
Third Party Email:	at_dusk27@hotmail.com	
Third Party Agreed Date:	2014-11-25 17:00:00.0	
Sent to Broker Date: (MM/DD/YYYY)	2014-11-25 17:00:00.0	
Click Here to REMIND your Broker		
Currently Agreement is with Broker of Record		
ID#	Activity	Date
26	4121441 has reminded Broker.	2014-11-25 17:31:00.0
23	Third party has updated their section.	2014-11-25 17:00:00.0
20	Member initiated DLA Agreement	2014-11-25 16:57:00.0

From the detail page of the IDX Data Feed, IDX Third Party Information Form, Data License or VOW Agreement, click the **Click Here** hyperlink to REMIND your Broker. At any time, click the **Active Tab** or the **To Previous Page** link to return to your Active Agreements.

An automated email goes directly to your Broker of Record asking them to go into the TREB Online Agreement System to update your agreement. A confirmation page

appears and you will receive a confirmation email that states you have reminded your Broker.

Logging Out

At any time, to log out of the TREB Online Agreement System, click the **Sign Off** hyperlink along the menu bar. A pop-up will appear to confirm you wish to Sign Off of the system. Click **OK** to exit.