



## Non-Licensed Personal Assistant (PA) Access

There is no fee for a non-licensed personal assistant. Access codes must not be divulged to anyone. As a participant of the OneKey® MLS, you are reminded that all licensed associates for whom you request access must apply as subscribers.

Participants are obligated to immediately notify OneKey® MLS of any changes to staff with OneKey® MLS system access. Personal Assistants cannot share access codes.

PA Name (PRINT): \_\_\_\_\_

\*PA Email Address (Required): \_\_\_\_\_

\*PA Cell Phone Number (Required): \_\_\_\_\_

\*\* Will be working as an assistant for: \_\_\_\_\_ / \_\_\_\_\_  
Print OneKey® MLS Agent Name Agent User ID

\*\* Matrix functionality for Personal Assistants, with approved OneKey® MLS system access, will be limited to “Working As” or “On Behalf” of the member for whom they are the Personal Assistant. Full Matrix functionality will be available once a Personal Assistant has “Switched To” the Agent for whom they are working.

\* By signing up for membership and/or subscription to our online services, you acknowledge and agree to the use of multi-factor authentication (MFA) as an additional layer of security. MFA helps protect your account by requiring multiple forms of verification, such as a password and a unique code sent to your phone or email. All personal information collected for MFA purposes will be handled securely, in compliance with all state and federal laws/regulations, and used solely for authentication. We value your privacy and are committed to safeguarding your data.

***I agree to abide by the Rules and Procedures of OneKey® MLS.  
I do NOT hold a New York real estate/appraiser license.***

PA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Name: \_\_\_\_\_ Office Code: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Office City: \_\_\_\_\_

**OneKey® MLS Participant/  
Broker Owner Name (Print):** \_\_\_\_\_

**OneKey® MLS Participant/  
Broker Owner Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

All information requested is required. Incomplete applications cannot be processed.

Please allow 3-5 business days for processing after we receive your completed application. Once processed, you will receive a welcome email with instructions on how to complete the New Member Registration.

EMAIL [OneKeyMLS@HGAR.com](mailto:OneKeyMLS@HGAR.com) or FAX TO: 914-681-6044