

Greater La Crosse MLS Corporation

flexMLS Login Instructions

1. Update your Internet Browser!
 - for Internet Explorer, either use the cd-rom from Association Office or online. The most recent version, which works best but is not mandatory, is 6.026
 - for Netscape, either order the cd-rom or download from their site
2. Find the site!
 - the website address for the new system is <http://www.mlswis.com>
 - for AOL users, minimize your AOL screen & open a new browser window by clicking on the blue “E” icon on your desktop & then type in the address
2. Login Name: your login name will follow this template:
 - met.*l*22222, where “*l*” is the beginning of your agent code & 22222 is your current agent code
 - note: there must be a ‘dot’ (.) between “met” & “*l*” and all letters must be in small case
 - note: if you don’t know your current agent code, check any mls roster in the front of mls books or sold & closed books. If you can’t locate it, please call 785-7744
3. Passwords:
 - your password is the same as your current password in Maestro!
 - be sure to remember: NO CAPS!
 - if you are having difficulty with the password, or don’t remember it, call 785-7744 for troubleshooting

Once you are in the system, please be aware that there are still some functions that are being refined. The La Crosse tax database should be functioning and there should no longer be a separate login required for that. The search & email functions are fully operable, however, you will need to set up your address book and other systems before using those. To setup, on the menu/sidebar, click on Preferences then My Profile. Or, when you log in the first time, the system will walk you through a setup routine.

If you have questions about the new system, please call the Association Office at 785-7744 or the Metro MLS Helpdesk at 1-800-490-3731. This is a new system that is taking some getting used to, so we’ll do our best to help work through any questions you have!