



## How To Series: CREA's Data Distribution Facility

ViMO allows you to *Do-More-On-The-Go!*

You can search listings, view sales results, and share information from you to your clients - faster and more accurately

Listing data is managed and updated daily from CREA's Data Distribution Facility (DDF™); and sales data comes from the Land Registry database.

### HOW TO ADD LISTINGS TO MY ViMO App?

To add Listings to your ViMO profile you need to create a DDF feed in the CREA DDF® online form.

Before creating your CREA DDF feed, we would recommend that your Brokerage Office Owner or Broker of Record signs your company up for the DDF so that sales professionals employed by the brokerage will be able to share brokerage listings.

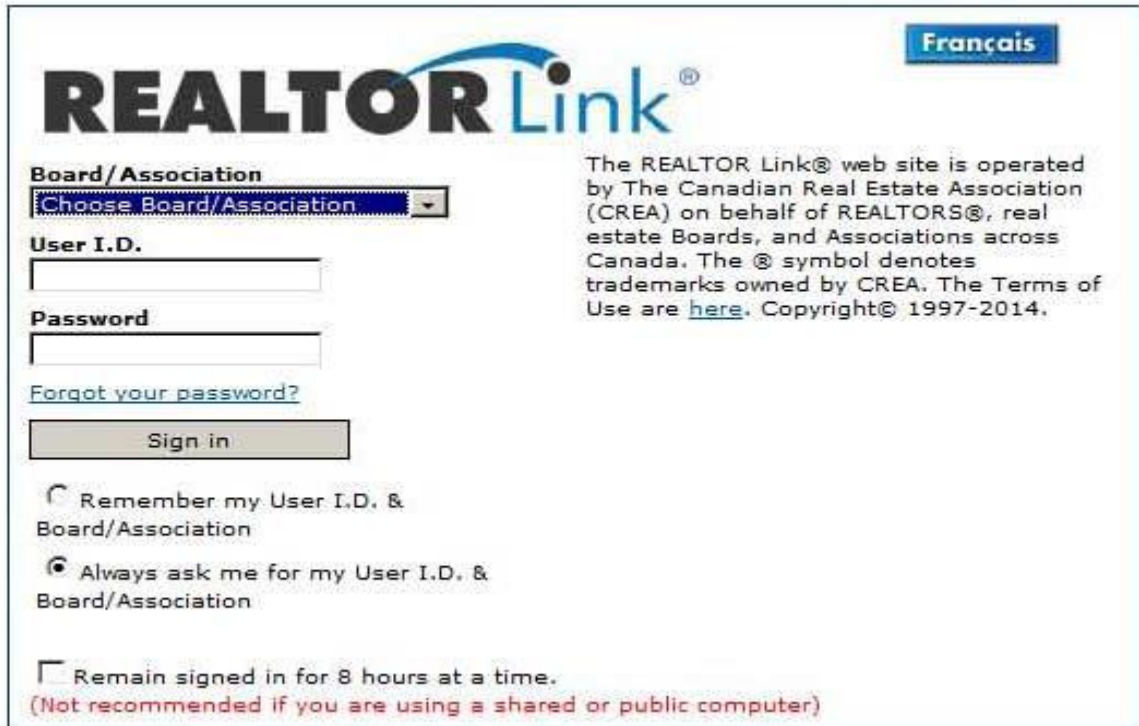
Alternatively, you can create your CREA DDF feed, you will have access to either your own listings or those in the National Shared Pool, but not to those of your colleagues from the same office.

These are the steps to create a CREA DDF feed:

- PLEASE NOTE: Your Real Estate Board may have automated sign-in through your MLS™ system, to the RealtorLink portal, in such case you can go directly to step F.



A. Go to realtorlink.ca website. ([www.realtorlink.ca](http://www.realtorlink.ca))



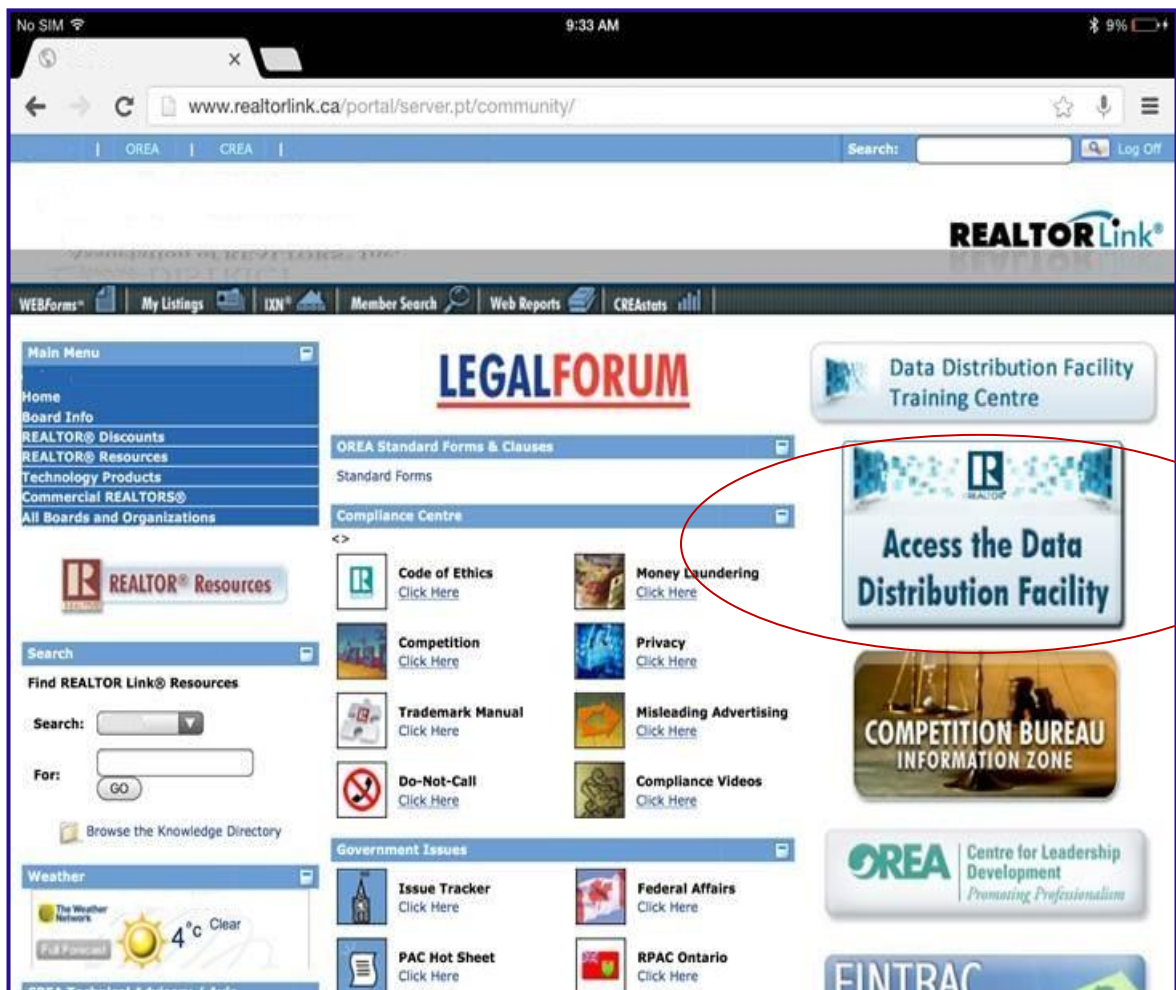
The screenshot shows the REALTOR Link login interface. At the top right, there is a blue button labeled "Français". The main heading is "REALTOR Link" with a blue swoosh over the word "Link". Below the heading is a "Board/Association" dropdown menu with "Choose Board/Association" selected. There are two input fields for "User I.D." and "Password". A link for "Forgot your password?" is located below the password field. A "Sign in" button is positioned below the input fields. At the bottom, there are three radio button options: "Remember my User I.D. & Board/Association", "Always ask me for my User I.D. & Board/Association" (which is selected), and "Remain signed in for 8 hours at a time." A red note below the last option states "(Not recommended if you are using a shared or public computer)". To the right of the login form, there is a paragraph of text: "The REALTOR Link® web site is operated by The Canadian Real Estate Association (CREA) on behalf of REALTORS®, real estate Boards, and Associations across Canada. The ® symbol denotes trademarks owned by CREA. The Terms of Use are [here](#). Copyright© 1997-2014."

Once there you need to:

- B. Select your Board or Association from the drop down
- C. Enter your User I.D.
- D. Enter your Password
- E. Click Sign In



F. Once you sign in, you will be in the REALTORLink portal:



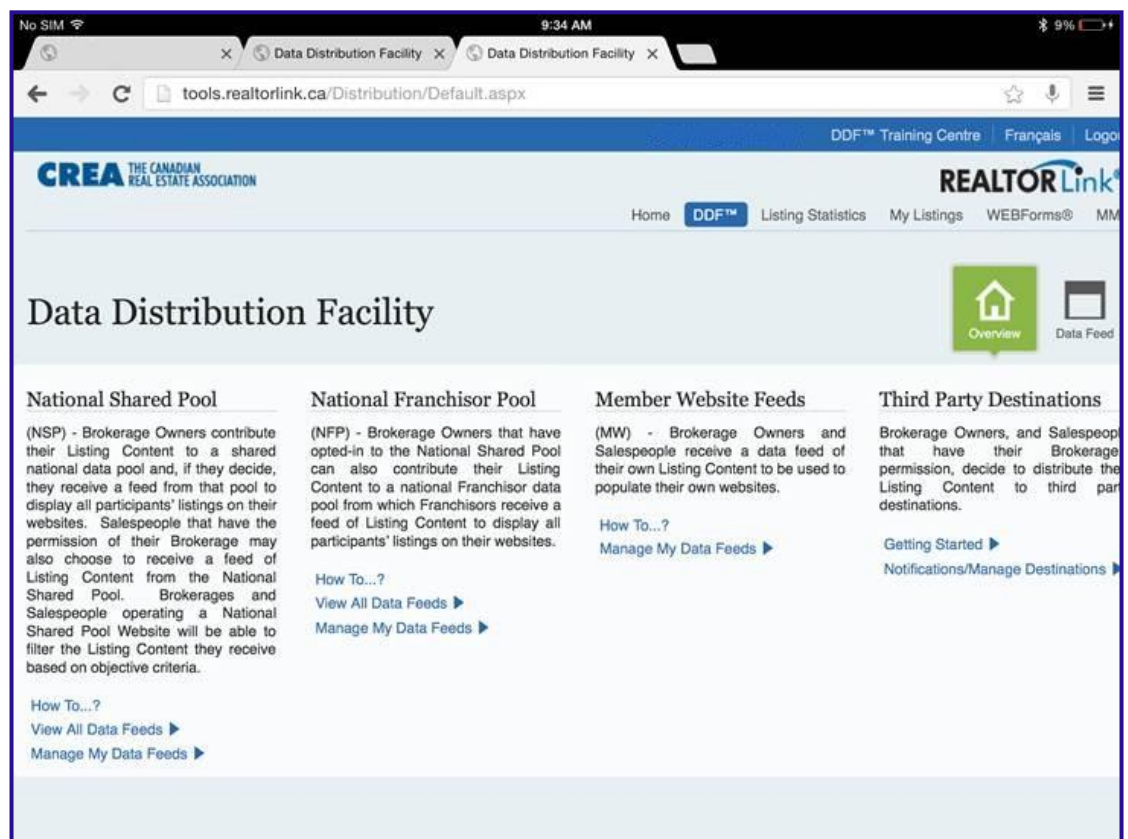
G. To access the DDF link, click on the “Access the Data Distribution Facility” Link located on your right hand side of the screen:



1. In the “Data Distribution Facility Screen”, click on “Manage My Data Feeds”.

Please note: You need to know the type of data feed that your brokerage is part of:

- National Shared Pool: Grants access to the listings of all brokerages that participate in the National CREA DDF program. (Your listings + all others in the national program)
- Member Feed: Grants access to the listings in your brokerage office. (Your listings only or yours + all other agents that belong to the same brokerage office)

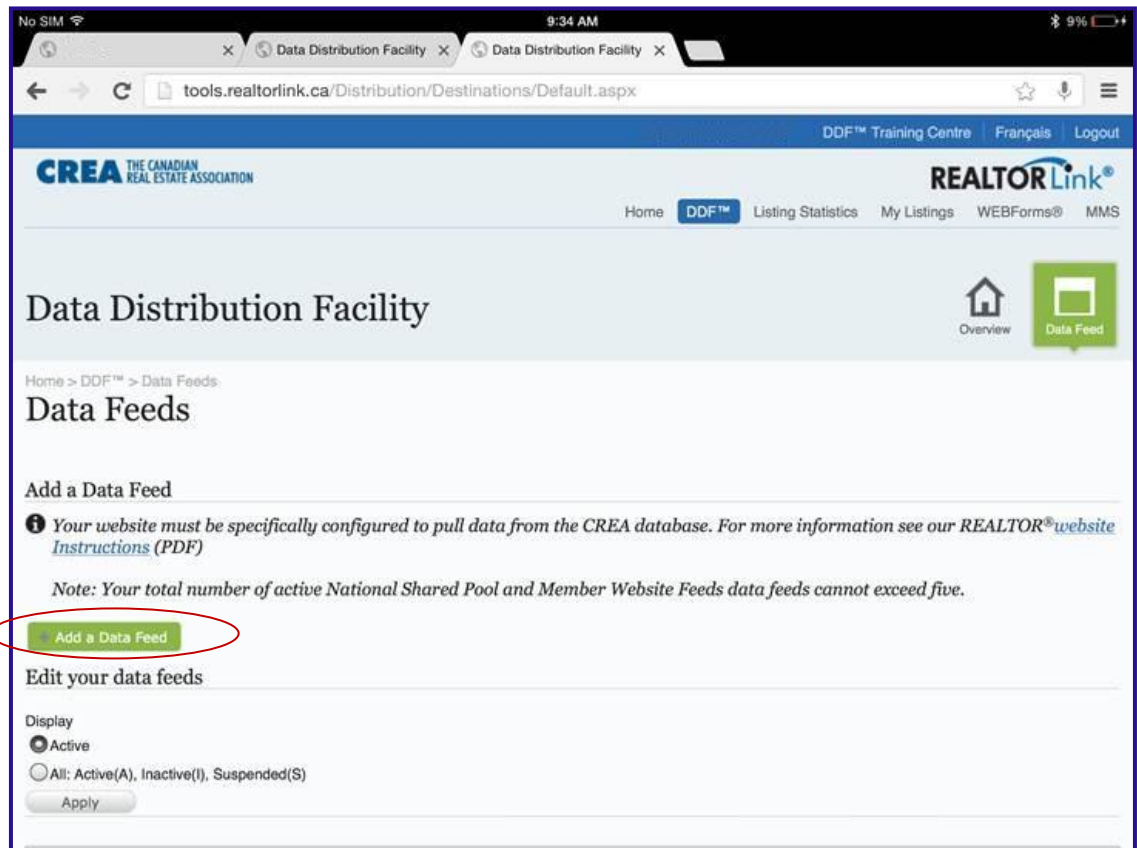


The screenshot shows the Data Distribution Facility (DDF) page on the REALTORLink website. The page is titled "Data Distribution Facility" and features a navigation bar with links for Home, DDF™, Listing Statistics, My Listings, WEBForms®, and MM. The main content area is divided into four columns, each representing a different type of data feed:

- National Shared Pool:** (NSP) - Brokerage Owners contribute their Listing Content to a shared national data pool and, if they decide, they receive a feed from that pool to display all participants' listings on their websites. Salespeople that have the permission of their Brokerage may also choose to receive a feed of Listing Content from the National Shared Pool. Brokerages and Salespeople operating a National Shared Pool Website will be able to filter the Listing Content they receive based on objective criteria.
  - How To...?
    - [View All Data Feeds](#)
    - [Manage My Data Feeds](#)
- National Franchisor Pool:** (NFP) - Brokerage Owners that have opted-in to the National Shared Pool can also contribute their Listing Content to a national Franchisor data pool from which Franchisors receive a feed of Listing Content to display all participants' listings on their websites.
  - How To...?
    - [View All Data Feeds](#)
    - [Manage My Data Feeds](#)
- Member Website Feeds:** (MW) - Brokerage Owners and Salespeople receive a data feed of their own Listing Content to be used to populate their own websites.
  - How To...?
    - [Manage My Data Feeds](#)
- Third Party Destinations:** Brokerage Owners, and Salespeople that have their Brokerage permission, decide to distribute the Listing Content to third party destinations.
  - [Getting Started](#)
  - [Notifications/Manage Destinations](#)



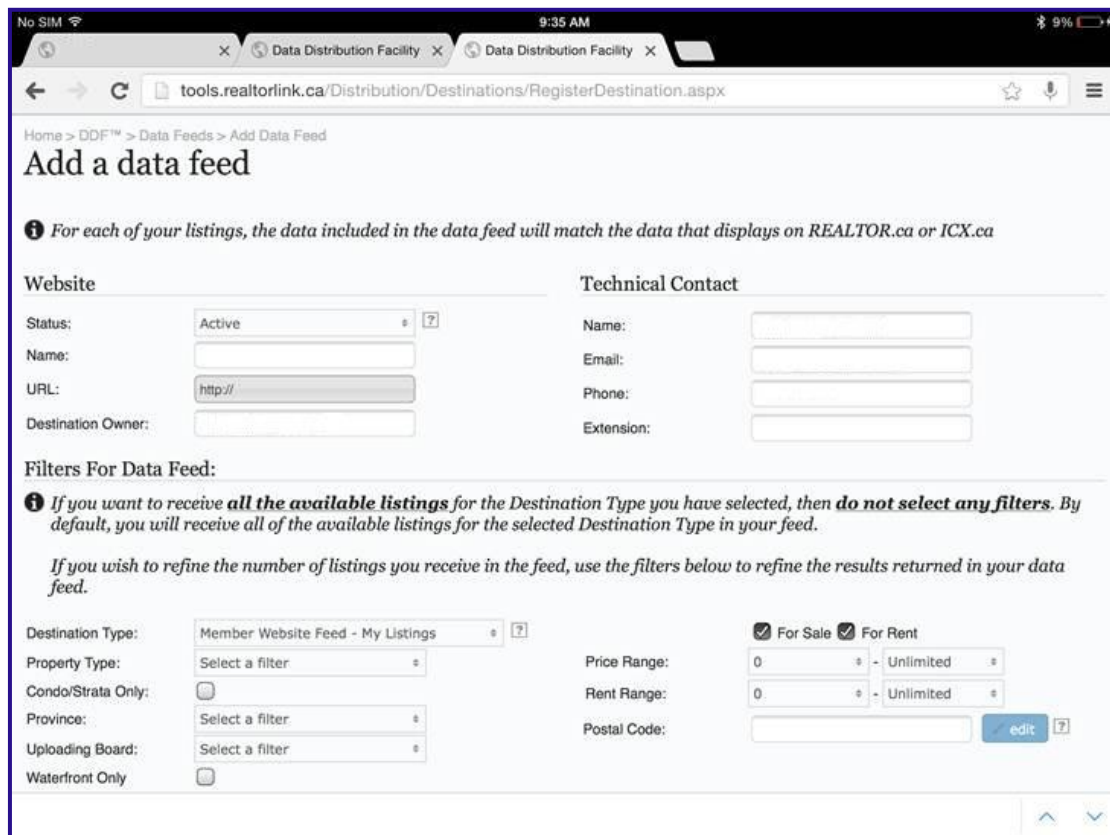
2. Once you get to the "Data Feeds" screen, click on "Add a Data Feed".



The screenshot shows a mobile browser interface for the Data Distribution Facility (DDF) on the REALTORLink website. The page title is "Data Feeds" and the breadcrumb trail is "Home > DDF™ > Data Feeds". The main heading is "Add a Data Feed". Below this, there is a warning icon and text: "Your website must be specifically configured to pull data from the CREA database. For more information see our REALTOR® website Instructions (PDF)". A note follows: "Note: Your total number of active National Shared Pool and Member Website Feeds data feeds cannot exceed five." A green button labeled "Add a Data Feed" is highlighted with a red oval, and a red arrow points to it from the left. Below the button, there is a section titled "Edit your data feeds" with a "Display" section containing radio buttons for "Active" (selected), "All: Active(A), Inactive(I), Suspended(S)", and an "Apply" button.



3. The “Add a Data Feed” screen will open:



- Fill out the fields with the information indicated below:

<p><b><u>Website Section:</u></b>          Status: <b>Active</b>          Name of the Website: <b>ViMO</b>          Fill out the URL:                            <b>www.myvimo.ca</b>          Destination Owner: <b>Your Name</b></p>	<p><b><u>Technical Contact Section</u></b>          Name: <b>Your Name</b>          Email: <b>Your email address</b>          Phone: <b>Your phone number</b>          Extension:</p>
<p><b><u>Filters for Data Feed Section:</u></b>          Destination Type: <b>National Shared Pool</b>          Property Type, Ownership Type Filters: <b>None Recommended</b>          Uploading Board: <b>Select your Real Estate Board</b></p>	

- Please note that the purpose of putting your information in the “Technical Contact Section”, means that you will receive your





credentials directly from CREA, and this will help you be aware of the status of this process.

4. After the feed has been configured, CREA will send a confirmation email with your credentials (user name and password)
5. Once you receive your credentials, please send them to [ViMO.DDF@Teranet.ca](mailto:ViMO.DDF@Teranet.ca) so that we can enable the feed for Listings to your ViMO account.
6. Save Changes

## WHAT HAPPENS NEXT?

Once we receive your credentials, we will send you a confirmation email to inform you that we will initiate the necessary steps to enable the feed for Listings in your ViMO.

To enable the feed for Listings in your ViMO, Teranet needs to execute a **Technology Provider Agreement** with CREA on your behalf.

Once your Listings are available, Teranet will send you a notification.

## HOW LONG WILL IT TAKE TO SEE LISTINGS IN VIMO?

This process could take 2-3 weeks for the DDF application to be processed. The reason for the delay is that a **Technology Provider Agreement** between Teranet and CREA needs to be filled and couriered to CREA. Once this is executed by CREA, we are required to request CREA to add your DDF feed to Teranet's aggregate data feed ,which is then made available through your ViMO app. Therefore, please complete the DDF data feed authorization at your earliest convenience.

