

# PASSWORD SECURITY FOR ADMINISTRATIVE ASSISTANTS

For disclosing your MLS password and Login Name with **anyone**, you are subject to a **\$1500** fine. The second offense will result in a **\$3000** fine. The third offense will result in the Subscriber being expelled from Triangle MLS, Inc., for a period of one year. Following that period of time, reinstatement as a MLS Subscriber shall require the approval of the TMLS Board of Directors. It is important **NOT** to share your MLS password with **anyone**.

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Due to the confidential nature of information contained in the Triangle MLS, Inc. (hereafter TMLS) database, I, \_\_\_\_\_, (hereafter USER) hereby agree to the following:

- USER agrees to maintain secrecy and security of his/her personal password to the TMLS database.
- USER understands that having the right to access the TMLS database brings with it responsibility to maintain the security and the integrity of the database and understands that it is important that USER not share his/her password or access information to anyone.
- USER understands that staff, assistants, contract help and third party developers, etc. must receive access to TMLS through the TMLS office, according to TMLS rules. Do **not** share your password with these people. Each of them will need his/her own.
- USER agrees to immediately notify TMLS and change his/her password if USER password security is compromised in any way.
- If USER's password is compromised and USER does not notify TMLS of the security breach and any party other than USER accesses the TMLS database with said password, the USER will be fined **\$1500** and/or be subject to other penalties referred to above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name