



Important Update: Temporary SuperUser Access Policy

Dear SWMLS Subscribers,

Effective January 7, 2026, the SWMLS Executive Committee has approved a temporary adjustment to SuperUser access while a permanent policy is being developed.

This temporary measure allows **cross-office SuperUser access** within the same Brokerage for Associate Brokers, and **cross-brokerage SuperUser access** for Qualifying Brokers. This change was made in recognition of inconsistencies in how the current guidelines have been applied and the need for alignment with New Mexico License Law.

What You Need to Know:

- **This is a temporary policy.**
- The **Board is actively reviewing** the current SuperUser rules and how they align with operational needs, security, accountability, and New Mexico regulations.
- **We are working with legal guidance** to ensure the final policy complies with state law and supports practical business operations.
- **Once finalized, all members will receive at least 30 days' notice** before any permanent changes take effect.
- Any cross-office SuperUser access granted under this temporary policy **may need to be updated or revised** once the final policy is implemented.

We understand the importance of clarity and consistency in your business practices and are committed to providing a long-term solution as quickly as possible.

Thank you for your patience and cooperation as we move toward a compliant and sustainable policy.

Sincerely,
SWMLS Staff



SWMLS SuperUser request Form

This form is used by the Qualifying Broker (Participant) of the MLS office to grant access to another Realtor or Admin at that office to "work as" or "SuperUse" as another Realtor at your office. SuperUse of another MLS account means that the individual who is SuperUsing has access to another REALTORS Transaction Forms, Supra Functions, any other MLS Product that have Single-Sign-On ability and has the ability to edit/change listings under that Realtor's name.

As part of this request the SuperUser agrees that their MLS account will be enabled with Dual-Authentication for the duration of the time they have SuperUse access. This is done to add an extra level of security for your brokerage and to cut down on liabilities that could arise from an unauthorized user who can modify your office transactions or listings.

SuperUse access is limited to real estate professionals at your MLS office. If you are a Qualifying Broker at a different MLS office an exception could be made to grant SuperUse another REALTOR at your separate office.

QB license exception: SuperUse access can also be granted to an MLS user across any MLS office as long as that individual holds a Broker License with the New Mexico Real Estate Commission. SuperUse access can be granted for an individual to access another MLS office if the same Qualifying Broker manages the additional offices.

By signing this form you are taking full responsibility for the actions of the below named person in relation to this requested access. I agree that MLS access is provided only in pursuit of real estate duties covered under their licensure. I understand that by authorizing the above named person as a SuperUser in my office, that this individual will maintain Dual-Authentication of their own FLEX account and will not perform any duties while SuperUsing that would put you or the person being SuperUsed in liability of violating the SWMLS rules, NAR Code of Ethics, or New Mexico License rules.

For the purposes of this form the Qualifying Broker is noted as the Designated Broker who is assigned as the sole Participant of that MLS office, and may be different from your Managing Broker.

Qualifying Broker (SWMLS Participant) Name: _____

Qualifying Broker (SWMLS Participant) Signature: _____ Date: _____

Subscriber/Admin Name who can SuperUse as others (provide name or MLS ID)

The Subscriber IDs to be added to the SuperUser's account (provide name or MLS ID)

Internal Use Only:

SWMLS Office ID
SuperUser Name
Date setup in FLEX

QB Name
SuperUsing As



Please submit this form to support@SWMLS.com once signed. SuperUse requests are processed within 48 hours (2 business days).

Internal Use Only:

SWMLS Office ID
SuperUser Name
Date setup in FLEX

QB Name
SuperUsing As