

Instructions of pulling the Agent Production Reports are as follows:

1. Login to BrightMLS.com
2. Click on the "Market Research" tab at the top of the page
3. Click on the "Agent and Office Production" in the drop down menu
4. Click on the Agent Production Report
5. Select the Date Range and add Agent ID
6. Click Generate Report button

Note: New Construction Sales might not be added to the BrightMLS. Please add any new construction and have your broker sign off on the report.