

1.) Login to MARIS MLS. Go to <https://matrix.marismatrix.com/>

2.) Click Marketing Reports



3.) Click "Agent Production Report"

4.) On the Agent Production Report

Enter Start Date: 01/01/20YY

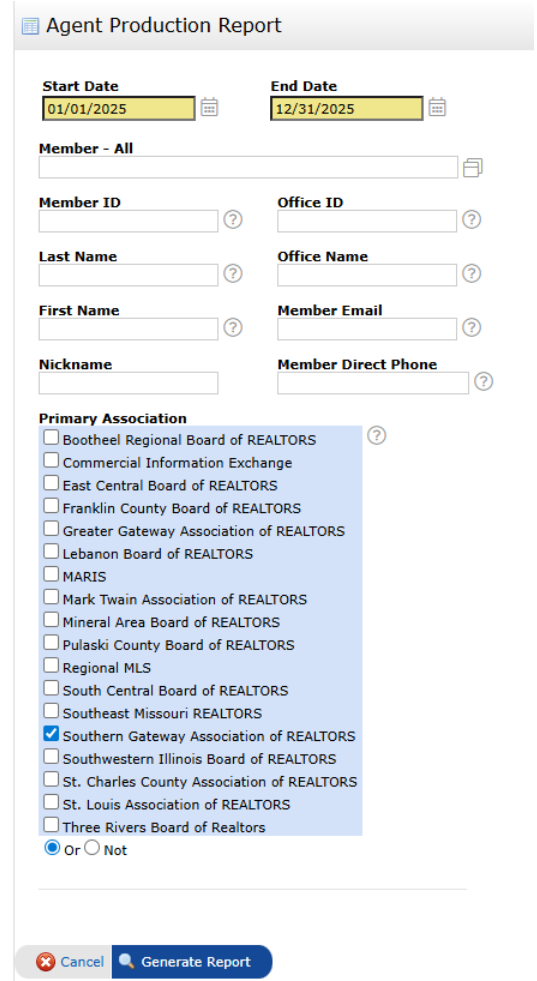
Enter End Date: 12/31/20YY

To search for agent report, use the following field:

- Use Member ID (MLS Office ID). (Last name and First Name fields did not work in our testing)

Click Southern Gateway Association of REALTORS

5.) Click Generate Report.



Agents who represented both sides:

Please complete a ***Sales Volume Adjustment*** form to include the second side. Form can be found on website with other application information.

Check to make sure it is not already represented in the *Agent Production Report*.

