

# Newport Beach Association of Realtors

## INSTALLING ValetMLS software

- **You may need to turn off all firewalls, pop up blockers and virus protection software in order for the install to work.**
- Connected to the internet using **MS Internet Explorer 6.0 or greater**
- Enter the address [www.valetmls.com](http://www.valetmls.com) in the address box and press enter or click go
- Look to the left of the ValetMLS home page and click **Download**
- At the bottom of the download page click:  
**Download and install ValetMLS for Orange Coast Association of Realtors**
- Click **Open** in the file download window. (If you get a security warning window click **RUN**).
- In the upcoming windows click: **Next, Accept, Next, Install**
- The ValetMLS download window will be displaying the download progress bar. *Note that the download will exceed 100% (approximately 140%). This is normal.*
- After the download the ValetMLS Installation will take place
- When the installation is complete the **Valet MLS Login** will be displayed
- Close the Valet MLS Login window

The software installation is now complete!

The installation will have put an icon on your desk top called **Mozilla**. Do not do anything with this icon. It is a browser used by the ValetMLS software.

The last step is to create a ValetMLS icon for your desktop. Follow these simple steps:

Click on your windows **Start** button. Click on **Programs**. Find and click on the **ValetMLS** group. You will see ValetMLS and ValetMLS Update. ***Right*** Click on **ValetMLS**. You will see a drop up window. Click **send to** then in the next drop up window click **desktop**. A ValetMLS icon is now on your desktop.

Double click on this new icon to login to ValetMLS!

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## UPDATING your ValetMLS software

- Make sure you are connected to the internet
- Click the Windows **START** button at the bottom left corner of your desktop screen
- Click **PROGRAMS** or **ALL PROGRAMS** (depending on which version of Windows you're using)
- Find and click **VALETMLS** (group)
- Click **VALETMLS UPDATE**
- A web page will open for ValetMLS Update
- Scroll to where it says:
  - . ValetMLS Code Update – **Download Now** (Click Download Now)
    - Click **INSTALL**
    - When complete click to close completion window
  - . ValetMLS Data Tables – **Download Now** (Click Download Now)
    - Click **INSTALL**
    - When complete click to close completion window
- Exit the ValetMLS Update page

**You have now successfully updated your ValetMLS software**