

The Exclusion Form Submission Process

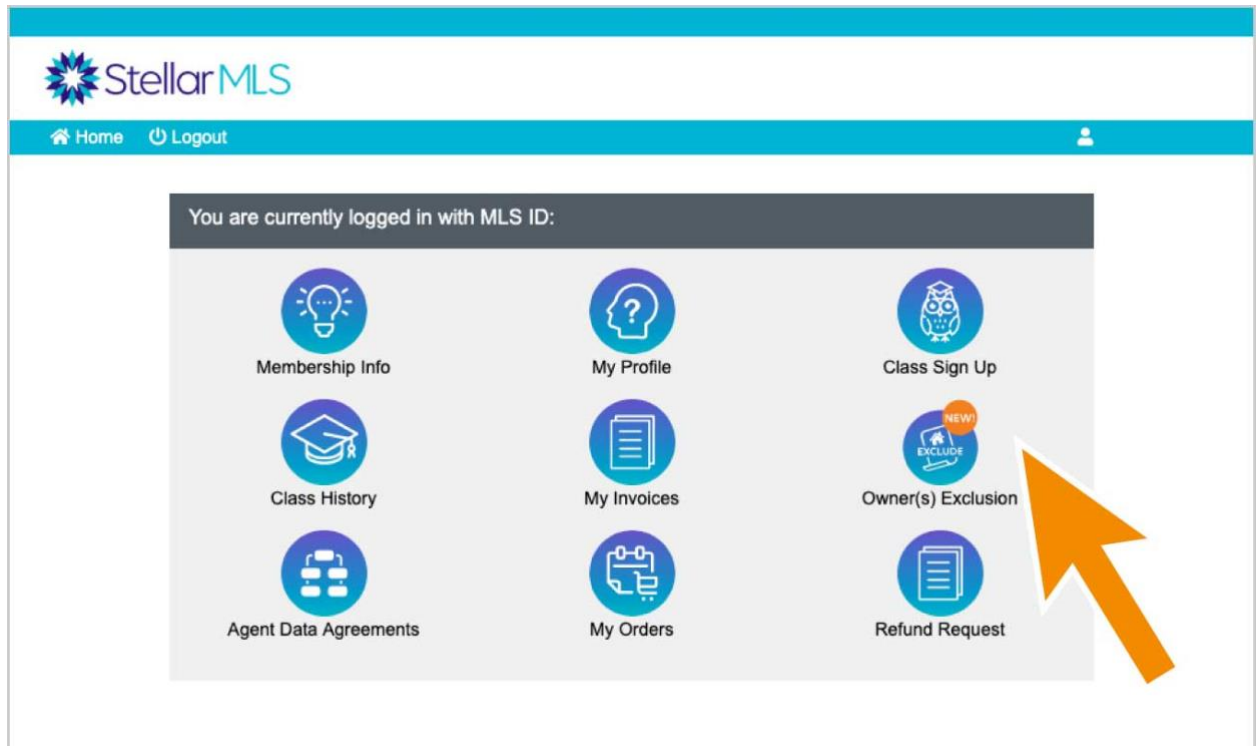
To submit an Exclusion Form, follow the steps below.

Step 1:

Log in to your [Stellar MLS Portal](#) and click on My Stellar MLS Account.

Step 2:

After logging in to your Stellar Portal, click on the **Owner(s) Exclusion** icon to visit the submission form page.



Step 3:

Once on the Owner(s) Authorization to Exclude Listing page, click on the orange **Submit Exclusion Form** button.

StellarMLS

Home Logout

OWNER(S) AUTHORIZATION TO EXCLUDE LISTING FROM THE MLS

+ Submit Exclusion Form

EXCLUSION FORM HISTORY

Show 10 entries Search:

Street Number	Street Name	Unit Number	City	State	Listing Contract Date	Exclusion Status	Action
1	street		orlando	FL	08/21/2019	Cancel	Details Copy
1	street		orlando	FL	08/21/2019	Cancel	Details Copy

Step 4:

Upload your signed exclusion form (be sure to use the newest version), complete the information on the page, and click **Submit**.

The screenshot shows the StellarMLS web interface for submitting an exclusion form. The page title is "SUBMIT OWNER(S) AUTHORIZATION TO EXCLUDE LISTING FROM THE MLS". The main heading is "UPLOAD YOUR SIGNED EXCLUSION FORM". Below this, there is a message: "To successfully submit your Owner(s) Exclusion Form, you must upload your signed exclusion form and complete the information below. Need the newest exclusion form? Click [here](#) to download it." There is a file upload section labeled "Upload Signed Exclusion Form (PDF only)" with a "Choose File" button and "No file chosen" text. Below the upload section are four input fields: "Agent MLS ID", "Agent Name", "Broker MLS ID", and "Broker Name". At the bottom of the form, there is a section labeled "ENTER PROPERTY ADDRESS" with several input fields.

To Edit, Cancel, or Copy

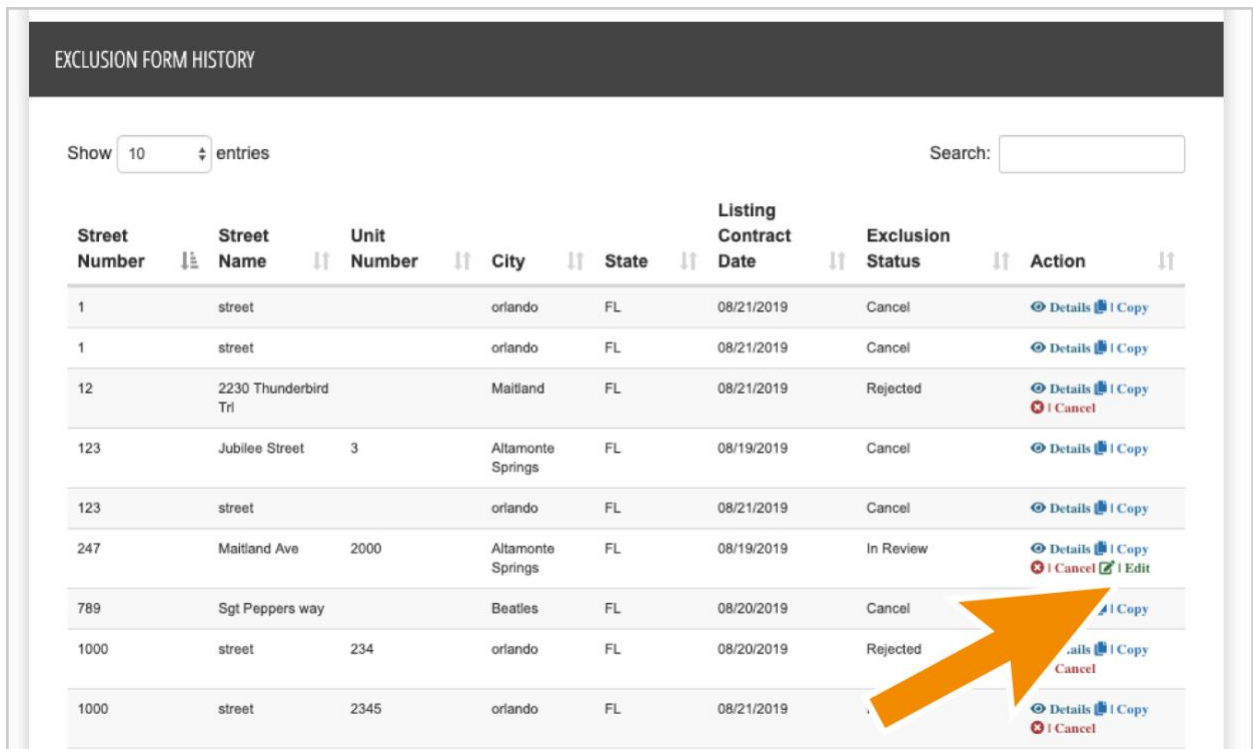
To Edit, Cancel, or Copy an Exclusion Form submission, follow the steps below.

Editing a Submission:

You are able to edit and then resubmit a form that has been marked as "In Review" or "Rejected". A form that has been marked "Filed" or "Canceled" cannot be edited, but instead must be canceled and re-submitted. *Note: Anytime you edit or copy a submission, the online submission requires a new attachment.*

To Edit an In Review or Rejected Submission:

1. Find the submission you want to edit under the Exclusion Form History tab and click the green **Edit** button. This will take you to your selected form.
2. You will need to upload a new attachment each time you edit the form. After doing this, make your desired edits and click the **Update Exclusion** button at the bottom of the page.



Street Number	Street Name	Unit Number	City	State	Listing Contract Date	Exclusion Status	Action
1	street		orlando	FL	08/21/2019	Cancel	Details Copy
1	street		orlando	FL	08/21/2019	Cancel	Details Copy
12	2230 Thunderbird Trl		Maitland	FL	08/21/2019	Rejected	Details Copy Cancel
123	Jubilee Street	3	Altamonte Springs	FL	08/19/2019	Cancel	Details Copy
123	street		orlando	FL	08/21/2019	Cancel	Details Copy
247	Maitland Ave	2000	Altamonte Springs	FL	08/19/2019	In Review	Details Copy Cancel Edit
789	Sgt Peppers way		Beatles	FL	08/20/2019	Cancel	Details Copy
1000	street	234	orlando	FL	08/20/2019	Rejected	Details Copy Cancel
1000	street	2345	orlando	FL	08/21/2019		Details Copy Cancel

Canceling a Submission:

If you change your mind and want to list your property in the MLS, or if you want to edit an existing agreement that has already been filed, you will need to cancel a submission. To easily edit and re-submit a canceled agreement, see instructions in the "Copying a Submission" section below.

To Cancel a Submission:

1. Find the submission you want to cancel under the Exclusion Form History tab and click the red **Cancel** button. *Note: If you still have a valid listing agreement you must either enter the listing into the MLS or file an updated Exclusion Form with Stellar MLS to remain in compliance.*

EXCLUSION FORM HISTORY								
Show 10 entries					Search: <input type="text"/>			
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1	street		orlando	FL	08/21/2019	Cancel	Details Copy	
12	2230 Thunderbird Trl		Maitland	FL	08/21/2019	Rejected	Details Copy Cancel	
123	Jubilee Street	3	Altamonte Springs	FL	08/19/2019	Cancel	Details Copy	
123	street		orlando	FL	08/21/2019	Cancel	Details Copy	
247	Maitland Ave	2000	Altamonte Springs	FL	08/19/2019	In Review	Details Copy Cancel Edit	
789	Sgt Peppers way		Beatles	FL	08/20/2019	Co.	Details Copy	
1000	street	234	orlando	FL	08/20/2019		Details Copy Cancel	
1000	street	2345	orlando	FL	08/21/2019	Filed	Details Copy Cancel	

Copying a Submission:

If you need to submit multiple similar forms, or if your form has been canceled, you may want to copy an existing submission and edit it for your new submission. Forms that are In Review, Filed, or Canceled can be copied and then edited and resubmitted. Forms that have been Rejected cannot be copied.

To Copy a Previous Submission:

1. Find the submission you want to copy under the Exclusion Form History tab, and click the blue **Copy** button. This will copy and then open a new instance of the form you have selected. You can now edit and use the copied form as a new submission.

Note: Anytime you copy a submission, you must attach a new completed and signed Exclusion form.

EXCLUSION FORM HISTORY

Show 10 entries

Search:

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123	street		orlando	FL	08/21/2019	Cancel	Details Copy
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