

## CSVBR MEMBER HOW-TO

# Ask Your AI About Your MLS



Hook up Flexmls to your AI app. It takes about **10 minutes**. You only do it once. Then you can just ask it questions!

### Bring

Your Flexmls username and password

### Use

A computer, not a phone

### Time

About 10 minutes. Just once!



### Hi! I'm Casey.

I'll help you. Do one step at a time. Don't rush! Each step has a picture. See the **yellow spot**? That's where you click.



### What are we doing?

Think of Flexmls as a **big library** full of home listings. Your AI app is a **helper** who can run into the library and look things up for you. Today we give your helper a **library card**.

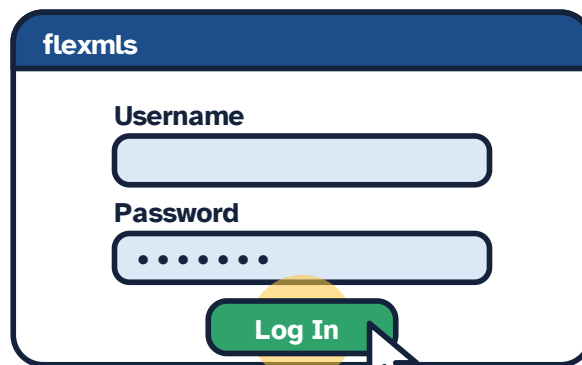
**Good news:** your helper can only **read**. It can't change or delete your listings. Ever.

1

## Log in to Flexmls

Open Flexmls. Log in like you do every day.

- ✓ It worked if you see your Flexmls home page.



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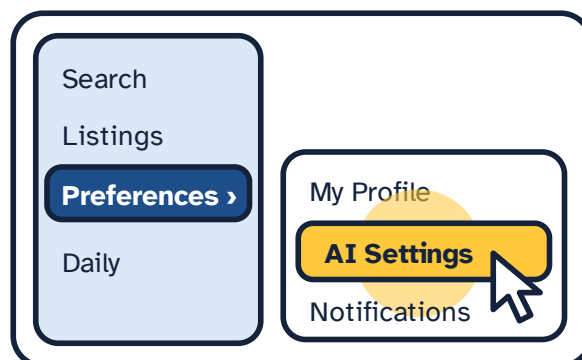
## Find "AI Settings"

Click the **menu**.

Click **Preferences**.

Click **AI Settings**.

Can't find AI Settings? That's OK!  
Call the CSVBR office. We'll turn it  
on for you.



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## Flip the switch ON

Click the switch.

A box with rules pops up. Click **I Agree**.

✓ It worked if the switch is **green** and says ON.

### AI Settings

MCP Server

ON

Terms of Use...

I Agree

## Part B

## Give your AI the library card

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## Open your AI app

Open the AI app you like to use. It might be **Claude** or **ChatGPT**.

Log in.

Using a different AI app? Ask the CSVBR office if it works.

### Pick your AI app

Claude

ChatGPT

Other

...then log in

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## Open Settings

Look at the **bottom-left corner**. Find **your name** or **picture**. Click it.

Click **Settings**.



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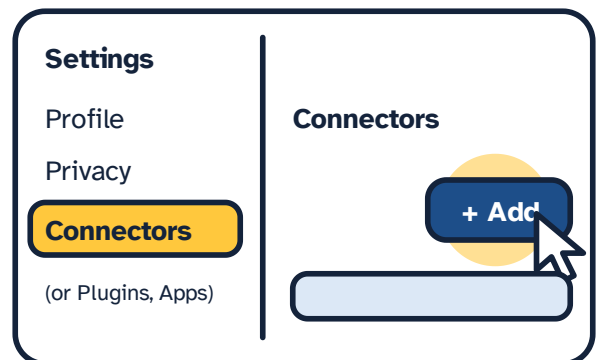
## Find "Connectors"

Click **Connectors**.

Click **Add** (or the +).

Don't see "Connectors"? It might be called **Plugins** or **Apps**.

**ChatGPT users:** click Plugins, then turn **Developer Mode** ON first.



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## Type two things

**Box 1 (Name):** type **Flexmls**

**Box 2 (URL):** type this web address.

Every letter and dot counts!

**`https://mcp.fbsdata.com/  
mcp`**

See a little box to check? Check it.

Click the button at the bottom. It might say **Add**, **Continue**, or **Create**.

### Add a new connection

Name

**Flexmls**

URL

**`https://mcp.fbsdata.com/mcp`**

**Add**

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## Sign in to Flexmls

Click **Connect**.

A Flexmls window pops up. Type your **Flexmls** username and password. (The same ones from Step 1!)

**Flexmls**

**Connect**

**flexmls sign in**

.....

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## Look for "Connected"

Look for a message that says it worked.

**You did it! Your AI has its library card!**

No message? Check the web address in Step 7 for typos. Still stuck? Call the CSVBR office.



### Part C

## Keep your chats private

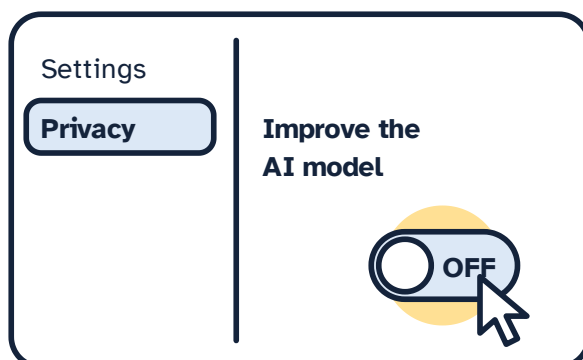
10

## Turn OFF "Improve the model"

Your AI app has a switch that lets the company learn from your chats. Let's turn it **OFF**.

**Claude:** Settings → Privacy → "Help improve our AI models" → OFF

**ChatGPT:** Settings → Data Controls → "Improve the model for everyone" → OFF



**Important: ask in your AI app, not Flexmls!**

Your questions go in **Claude, ChatGPT, or whatever AI app you use**. Do **not** type them into the Flexmls search. Your AI app goes into Flexmls and finds the answer for you.

Open your AI app. Start a new chat. Type a question like you're talking to a friend. Try one of these:

**FIND HOMES**

"Show me 3 bedroom homes for sale in Sunbury under \$250,000."

**EXPIRED LISTINGS**

"Which homes in Union County expired in the last 30 days?"

**MARKET NUMBERS**

"What is the average days on market in Northumberland County this year?"

**YOUR LISTINGS**

"Show me my active listings."

**OPEN HOUSES**

"What open houses are happening in Lewisburg this weekend?"

**FLEXMLS HELP**

"How do I save a search in Flexmls?"

**Always double-check!**

Your helper is smart, but it can still make mistakes. Before you share anything with a client, **check the price and details in Flexmls**.

## Need help?

**Can't find "AI Settings" or are stuck?** Call the CSVBR Office for Assistance.

**Want to stop later?** Go to Flexmls → Preferences → AI Settings. Flip the switch OFF.

Central Susquehanna Valley Board of REALTORS® · Steps based on Flexmls Help, October 2026.  
Screens may look a little different as AI apps and Flexmls update.