

Action Item Checklist for my Paragon (East Bay) Listings and Settings

BAREIS members will no longer have access to Paragon MLS as of January 19, 2021 at 5pm

These items **will not** automatically transfer to BAREIS Plus from a data share MLS: You will not be able to access your listings, contacts, searches, carts, preferences and settings currently saved in Paragon after January 19, 2021. You must retrieve this data from Paragon and enter it into BAREIS before January 19, 2021 to retain access to this information.

BEFORE Launch Action Items

January 19, 2021 - Pre-Launch



On-Market Listing: Do you have an active, contingent or pending listing in Paragon?

- If the property is entered **only in Paragon** (not in BAREIS), you need to:
 - Enter the listing into BAREIS before January 19th
 - Withdraw the listing from Paragon before January 19th
- If the property is posted in **both Paragon and BAREIS**, you need to withdraw the **Paragon** listing before January 19th.



Export Contacts to a CSV file from [Paragon](#) and import into [BAREIS](#)



Make note of your Contact Search Criteria from Paragon and enter in BAREIS after importing your CSV file



Create a backup of your Saved Searches and Hotsheets from [Paragon](#) and enter in BAREIS

AFTER Launch Action Items

January 20, 2021 - Post-Launch



Check Your Listings in [BAREIS Plus](#) to ensure data transferred from BAREIS completely and accurately



Import Contacts in [BAREIS Plus](#)
(if not imported into BAREIS Pre-Launch)



Enter your Contact Search Criteria in BAREIS Plus
(if not entered into BAREIS Pre-Launch)



Enter Saved Searches and Hotsheets in BAREIS Plus
(if not entered into BAREIS Pre-Launch)



Visit bareis.com/plus for more information

Questions? Contact us at: info@norcalmls.com or 707-575-8000

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