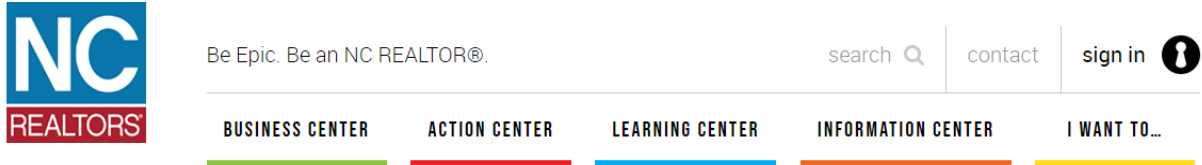


Forms Licensing – Member Instructions:

1. Go to NCREaltors.org
2. Click sign in in the top right corner



3. Enter login information
 - a. Username is your NRDS ID Number
 - b. If you do not know your password click "Get Started" on the right side of your screen or contact Leigh Morgan at LMorgan@ncrealtors.org

Login

Welcome to the NC REALTORS® web portal. This is the login page.

Once you are logged in, you can go to your dashboard to change your password at any time, but **DO NOT CHANGE YOUR USERNAME.**

If you receive an error message when logging in, please try a different website browser and/or clear your website browsing history and data. If you are still experiencing problems logging in, please contact NC REALTORS® at hello@ncrealtors.org or 336-294-1415.

The image shows a login page with a light blue background. On the left, there is a "Login" section with a "Username" input field (with a clear 'x' button), a "Password" input field, a "Remember Me" checkbox, and a blue "Login" button. On the right, there is a grey box with the text "New member? Forgot your password? Not sure if you have a login?" and a dark grey "Get Started" button.

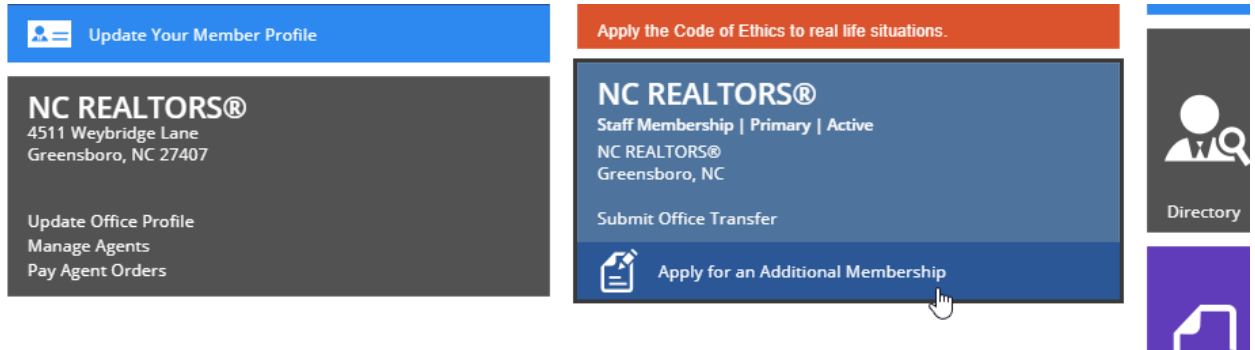
4. Once logged in click the gear icon in the top right corner



5. Click View Dashboard



6. On the dashboard click “Apply for Additional Membership” in the bottom right corner box



7. Membership Application Wizard:
- Association = “Forms Licensing”
 - Membership Type and join date screen
 - Membership Type = “Forms Licensing”
 - Local Join Date = Today’s Date
 - Leave other fields as is
 - Application Fee Screen:
 - Select the number of licensed agents in your office
 - Forms Licensing Agreement:
 - This is your contract for the Forms Licensing Agreement
 - Please read this contract and enter the information at the bottom of the screen
 - Firm Legal Name and Firm DBA
 - Signature and Position Title
 - Office Search
 - Enter any one or multiple fields to search our database for the office you are completing the agreement for.
 - If you cannot find your office in the search please contact Ashley Daugherty at ADaugherty@ncrealtors.org
 - If your office is found please click the radio button beside the office and then click “Select Office”
 - Home Address
 - Please enter your current home address
 - Please note this is your home address for you personally not the office street address. This information is for your contact record and not connected to the office record.

- g. Mailing Address
 - i. Please enter your current mailing address
 - 1. Please note this is your mailing address for you personally not the office mailing address. This information is for your contact record and not connected to the office record.
 - h. Additional Contact Information:
 - i. Please fill in your email address, phone numbers, and fax numbers.
 - ii. Please also list your preferred contact methods.
 - iii. Primary Field of Business: This information is required by the National Association of Realtors®
 - i. Review application information
 - i. Use the back button to make any corrections
 - ii. Once all information is correct click Submit Application
8. Order Summary Screen
- a. This screen shows your total amount due to complete your agreement and receive the forms.
 - b. Click "Submit Application and Pay by credit card"
9. Payment Screen
- a. Enter your card information
 - b. Click continue
10. Payment Summary Screen
- a. Verify information and then click submit payment
11. Application confirmation Screen
- a. You have now completed your application and payment. You will receive two emails.
 - i. First email will be a payment receipt
 - ii. The second email will contain information on accessing the forms. (This email will take about 30 minutes to appear in your inbox)