# HOW TO USE YOUR NOMAR MEMBER PORTAL

Brokers & Office Delegates - June 2024

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# Logging In

- To go directly to your NOMAR Portal, go to portal.nomar.org
  - If you receive an "Oops!" or "Page Not Found" error, ensure you are fully logged out of the MLS or LACDB rather than just closing the window.
    - If you are fully logged out and still receiving an "Oops" or "Page Not Found" error, try opening the Portal in a **Private or Incognito window.**
- Log in with the same username & password that you use for the MLS. Please note that the password is case-sensitive.
  - If you encounter any issues with your username or password, or if they are not working, don't worry. Take a screenshot and email us at lexie@nomar.org. We're here to help.
    - When you email us, please include the screenshot, your full name, and the username & password you are trying to use to log in. This will help us assist you more effectively.

Username
Forgot Password?

Click "Login."

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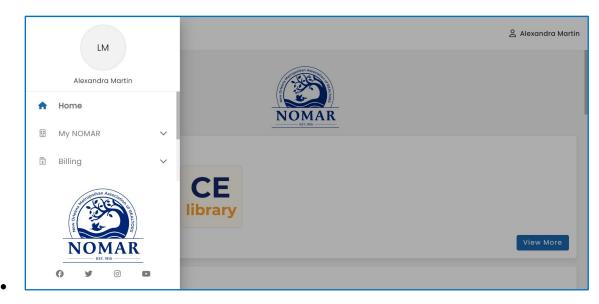
# Your Home Screen

Welcome to your Home Screen! This is the hub for everything you will do in your Portal.

Alexandra Martin Resources & Services Alerts
Home
Billing All payments are up to date
Subscriptions
Output         Search         Coming up at NOMAR
C Logout
Q Welcome To Your New Member Portal         Homeownership Month Webinar: Let's Get Moving!         View Method
Your new Member Portal is your new home for managing payments, your Association subscription, MLS subscription, your eKey subscription, contributions, classes, events, committees, and more. Here are a few
helpful videos to get you started! 🗇 27-Jun-2024 🕓 12:00 PM - 01:00 PM
View More
Learn Morel YPN Lunch and Learn: Affiliate Panel Q&A View Mo
Events
Your upcoming events 27-Jun-2024 © 12:00 PM - 02:00 PM
NOMAR Forewarn Zoom Training View Mc

If you do not see the sidebar to the left of your screen, click the three lines in the upper left-hand corner. This will open the sidebar.





Agents will have three categories: "My NOMAR," "Billing," and "Subscriptions." Brokers and those with Office or Group Delegation will have these categories, plus "Brokerage."

### **Resources & Services**

- In the center of the screen is Resources & Services
  - From here, you can **Download a Letter of Good Standing** or **Change Office**

#### How to Download a Letter of Good Standing

• In Resources & Services, click "View More."

DS	💮 Home	
	Resources & Services	Alerts
🛉 Home		Unpaid invoices
🗄 My NOMAR 🗸 🗸		▲ 1 unpaid invoice
Billing		Total amount
Subscriptions	View More	View More
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[→ Logout	Notifications	Coming up at NOMAR
	Velcome To Your New Member Portal Your new Member Portal is your new home for managing payments, your Association subscription, MLS subscription, your ekey subscription, contributions, classes, events, committees, and more. Here are a few helpful video to act you strated!	Homeownership Month Webinar: Let's Get View More
	View More	🖞 27-Jun-2024 🕚 12:00 PM - 01:00 PM
	Learn More!	YPN Lunch and Learn: Affiliate Panel Q&A View More
	Your upcoming events	● Events 27-Jun-2024 ③ 12:00 PM - 02:00 PM
NOMAR	É É	Forewarn Zoom Training View More
() Y 🛈 🖪		Events

• From here, click "Letter of Good Standing."

	Resources & Servi	×
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	Change Office	>
View More		Supra CE library

• The Letter of Good Standing will open in a **new tab**. From here, you can download the letter to your computer and send it to people as necessary.

#### How to Transfer to a New Brokerage or Another Office in the Same Firm

REALTORs moving to an office with the same MLS of choice (Matrix to Matrix or Paragon to Paragon) can transfer to their new office via their NOMAR Portal by following the steps below.

REALTORs moving to an office with a different MLS of choice (Matrix to Paragon or Paragon to Matrix) will receive an error message and should request that their Broker follow the steps in their Portal for an Office Transfer Request.

If you receive an error message at any point, stop what you are doing, take a screenshot, and send an email to <a href="mailto:lexie@nomar.org">lexie@nomar.org</a>. In the email, include the screenshot, your full name, and the office to which you are trying to move

	Resources & Services	Alerts
A Home		Unpaid invoices
I My NOMAR		▲ 1 unpaid invoice
Billing		Total amount
Subscriptions	View More	View Mo
Q Search		
[→ Logout	Notifications	Coming up at NOMAR
	Welcome To Your New Member Portal Your new Member Portal is your new home for managing payments, your Association subscription, MLS subscription, your eKey subscription, contributions, classes, events, committees, and more. Here are a few	Homeownership Month Webinar: Let's Get View Mo
	helpful videos to get you started!	Events     27-Jun-2024     S 12:00 PM - 01:00 PM
	View More	
	Leun wore:	YPN Lunch and Learn: Affiliate Panel Q&A View Mo
all the local data	Your upcoming events	Events

In Resources & Services, click "View More."

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• From here, click "Change Office."

	× Resources & Services
Al	► Letter of Good Standing
	E Change Office >
View More	GSREIN ROAMMIS

- If the site does not validate your license automatically, type in your license number and click "Validate license."
  - Please note that if you have a "short" number, you may need to include the four zeros at the beginning of the number. The final license number should be eight digits
    - Example: "1111" becomes "00001111," and "0111" becomes "00000111."
- Once your license is validated, click "Next."

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DMAR		
hange Brokerage	2	
Your Details		
First Name *	Last Name *	
Cell Number *	Email Address *	
Your Louisiana Real Esta	te License	
Name on License *	License Number *	License State *
		LA
License Type *	License Status *	License Expiry *
Salesperson	Active	30-DEC-2024
	ed.	
✓ Your License has been validate		

Select your new office from the list and click "Next."

r r	NOMAR
(	Change Brokerage
	Find Your New Brokerage Office
	Your license is tied
	Birdsong, Betsy is the Designated REALTOR® or Head Broker for the office/s listed below.
	Select your Brokerage Office *
	(GREATER BATON ROUGE ASSOCIATION OF REALTORS ) NRDS
	Previous

• Read and agree to the Terms & Conditions and click "Next."

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Confirmation of Trar	Isfer
You have Requested to trar	isfer to :
	(NEW ORLEANS METROPOLITAN ASSOCIATION OF REALTORS INC.) NRDS#
Transfer Agreement	
By submitting this application I agre of REALTORS © (NOMAR) and rules	
By submitting this application I agre of REALTORS® (NOMAR) and rules ; failure to provide complete and acco I understand that this is a legal agre for my breach of the Agreement, inc	e to abide by the Bylaws and Code of Ethics of the National Association of REALTORS® (NAR), Louisiana Association of REALTORS®, the New Orleans Metropolitan Ass and regulations of the ROAM MLS, as amended from time to time. I also affirm that the information provided herein is true and correct to the best of my knowledge. I a rate information as requested, or any misstatement of fact, can be grounds for revocation of my membership. ement between me and NOMAR, and, if indicated, between me and ROAM MLS. This Agreement shall continue until terminated by NOMAR and/or ROAM MLS, as applic fught to amend this Agreement without prior notice.
By submitting this application I agre of REALTORS® (NOMAR) and rules : failure to provide complete and acc I understand that this is a legal agre for my breach of the Agreement, in NOMAR and ROAM MLS reserve the I acknowledge that it is my responsi	and regulations of the ROAM MLS, as amended from time to time. I also affirm that the information provided herein is true and correct to the best of my knowledge. I a urate information as requested, or any misstatement of fact, can be grounds for revocation of my membership. ement between me and NOMAR, and, if indicated, between me and ROAM MLS. This Agreement shall continue until terminated by NOMAR and/or ROAM MLS, as applic ulting, for example, my failure to apple, my failure to attend required classes, for failure to a bloke by the NOMAR and/or ROAM MLS fulles and Regulations, as applica
By submitting this application I agre of REALTORS® (NOMAR) and rules : failure to provide complete and acc I understand that this is a legal agre for my breach of the Agreement, in NOMAR and ROAM MLS reserve the I acknowledge that it is my responsi	and regulations of the ROAM MLS, as amended from time to time. I also affirm that the information provided herein is true and correct to the best of my knowledge. I a urate information as requested, or any misstatement of fact, can be grounds for revocation of my membership. ement between me and NOMAR, and, if indicated, between me and ROAM MLS. This Agreement shall continue until terminated by NOMAR and/or ROAM MLS, as appli during, for example, my failure to pay feer, my failure to attend required classes, for failure to abide by the NOMAR and/or ROAM MLS Rules and Regulations, as applic right to amend this Agreement without prior notice. billy to the Board to see that dues are paid in a timely manner; and that invoices are available in the Member Portal; and that I may be asked to pay a reinstatement fee

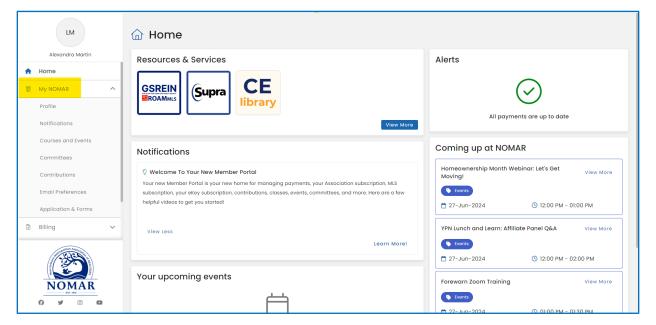
• Sign in the box by clicking and dragging your cursor before clicking "Complete."

Change Brokerage			
Characterization for			
Charge Summary for <b>Description</b>	Amount		
Change Brokerage	No Charge		
Total	\$0.00		
		^includes tax	
Please sign below *			
Please sign below *			

- You will receive a screen letting you know that the change will take approximately 15 minutes to take effect.
  - Log out of your Portal and the MLS. Log back in after at least 30 minutes to ensure the changes have occurred.

# My NOMAR

# Profile



### How to Change Your NOMAR Contact Information

While at NOMAR, you may want to update your personal information, such as your name, phone number, email address, or home address. **Updating this information in your NOMAR Member Portal will NOT automatically update the information in the MLS. If you want to update your personal information in the MLS, please follow the instructions for "How to Update Your Contact Information in the MLS."** 

If you are a **Secondary Member** or have an **MLS-only** relationship with NOMAR, **you cannot update your personal information** from your profile; you must contact your **primary board** to make these changes.

**Please note:** Your Preferred Name will not appear on the MLS. **To change the name you want to appear on the MLS, please get in touch with membership@normar.org.** 

To update your personal information, click "My NOMAR." This will open a drop-down menu.
 From the drop-down menu, select "Profile."

LM	ⓓ Home	
	Resources & Services	Alerts
Home     My NOMAR     Notifications		All payments are up to date
Courses and Events Committees	Notifications	Coming up at NOMAR
Contributions	Welcome To Your New Member Portal     Your new Member Portal is your new home for managing payments, your Association subscription, MLS	Homeownership Month Webinar: Let's Get View More Moving!
Email Preferences Application & Forms	subscription, your ekey subscription, contributions, classes, events, committees, and more. Here are a few helpful videos to get you started!	<ul> <li>Events</li> <li>27-Jun-2024</li> <li>12:00 PM - 01:00 PM</li> </ul>
Billing	View More Learn Morel	YPN Lunch and Learn: Affiliate Panel Q&A View More
	Your upcoming events	Events     27-Jun-2024     0 12:00 PM - 02:00 PM
	É	Forewarn Zoom Training View More
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• To edit the information, click "Edit Profile."

🖭 Profile details	
First name:	Preferred name:
Middle name:	Last name
Email:	Billing CC email: -
Generation: -	Mobile:

- Make changes to your information as necessary.
  - Information that is grayed out cannot be changed from your profile.
    - If everything is grayed out, NOMAR is not your Primary Board. To make these changes, please get in touch with your Primary Board.
- Click "Save Changes."

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📧 Profile details			
- First name	Preferred name		
- Middle name	-Last-name		
- Email	Billing CC Email		
			×
	Mobile area	Mobile number	
Generation			

• Log out of your Portal and the MLS. Log back in after at least 30 minutes to ensure the changes have occurred.

If you have changed your personal information in your Profile and would like the change to be **reflected in the MLS**, you will need to **make the change in the <u>Subscriptions tab</u>** as well. Instructions for this process can be found in this guide's <u>"Subscriptions" section</u>.

#### **Courses & Events**

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#### How to Register for a Course or Event

A video tutorial for this process can be found HERE

In the My NOMAR drop-down menu, click <u>"Courses & Events."</u>

LM	Home Resources & Services	Alerts
Home My NOMAR Profile		
Notifications	View More	All payments are up to date
Courses and Events	Notifications	Coming up at NOMAR
Contributions	Welcome To Your New Member Portal     Your new Member Portal is your new home for managing payments, your Association subscription, MLS	Homeownership Month Webinar: Let's Get View More Moving!
Email Preferences Application & Forms	subscription, your ekey subscription, contributions, classes, events, committees, and more. Here are a few helpful videos to get you started!	<ul> <li>€ vents</li> <li> <sup>↑</sup> 27-Jun-2024      </li> <li> <sup>↑</sup> 12:00 PM - 01:00 PM         </li> </ul>
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	Your upcoming events	Events     27-Jun-2024     ① 12:00 PM - 02:00 PM
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() Y © D		► Events 77-Jun-2024 ③ 01:00 PM - 01:30 PM

• From the Calendar, select the event that you would like to register for

LM Alexandra Martin	É	Courses c		ses				
ᢙ Home								
My NOMAR	^	Filter by: ( Events	Ethics Orientation	Certifications	Designations CE Accr	edited ) ( Meetings ) (	Classes Select All	
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Notifications		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Contributions		2	3	4	5	6	7	8
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() ¥ 0 E			Cloud CMA Training	Matrix 2- Basics of Matri.				

- Note whether the event is in-person or virtual.
- To register for the event, click "Book."

	LM				Orientation	X
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		RPR- Remine- Home Sn	METAIRIE- New Member	🖬 2024 Mandatory: "LREC	METAIRIE- New Member	Code of Ethics Orientation
ŵ	Home	Code of Ethics Training	METAIRIE- MLS Orientatio		📋 02-Jul-2024	(\$ 09:00 AM - 12:00 PM
Ħ	My NOMAR			12	🖤 CE: 2 hours	Course Code: 0141
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		🖬 Showing Time- Training	METAIRIE- New Member		1 Provider: NOMAR	
	NOMAR	2024 Mandatory: "LREC	METAIRIE- MLS Orientatio			
	() Y () D					Book

• Click "Confirm"

mm	Book		
	Are you sure you want to book y event/class?	our attendo	ance to this
De		Cancel	Confirm

#### How to Cancel a Course or Event

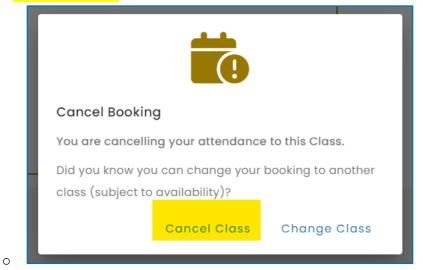
- To Cancel a course, go to "My Bookings" at the top of the page.
- Find the event or course you want to cancel and click "Details."

	LM	Courses and Events     S My Bookings
6	Home	Courses and Event
Ħ	My NOMAR	
	Profile	METAIRIE- New Member Code of Ethics Orientation
	Notifications	Orientation
	Courses and Events	C 09:00 AM - 12:00 PM     Southshore / 3rd floor Classroom
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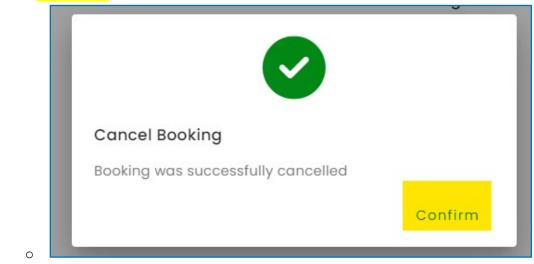
When the course or event opens, click "Cancel Booking."

LM	🛱 Courses and Events	Crientation	${\color{black}\times}$ ${\color{black}\overline{\amalg}}$ This is an in person Course Class
là Home	≅ Calendar Sty Bookings 15° My Courses	METAIRIE- New Mer Orientation	nber Code of Ethics
My NOMAR	📋 Courses and Event	🗂 02-Jul-2024	() 09:00 AM - 12:00 PM
Profile	METAIRIE- New Member Code of Ethics Orientation	𝖓 CE: 2 hours	Course Code: 0141
Notifications	Orlintation	3645 N I 10 Service Rd. W , Classroom )	Metairie , LA 70002, USA (3rd floor
Courses and Events	O2-Jul-2024     O9:00 AM - 12:00 PM     Southshore / 3rd floor Classroom	Description: All new members are require and the MLS training.	ed to complete both Code of Ethics
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Contributions	Details	Members Exclusive Price	
Email Preferences		🔊 Instructor:	
Application & Forms		LP	
NOMAR		Lori Ann Palisi	
0 ¥ 0 🗖		Cancel Booking	Change Class

Click "Cancel Class."



• Click "Confirm."



## **Applications & Forms**

#### How to Transfer an Existing NOMAR Member to Your Brokerage

If your new agent is moving from a Matrix office to a Paragon office or vice versa, NOMAR staff will need to transfer the agent to your office. For this to happen, the Broker must complete an **Office Transfer Request** form. Once they have done so, NOMAR staff will move the agent to the new office based on the provided information.

Under "My NOMAR," click "Applications & Forms"

A Home	Resources & Services	Alerts
My NOMAR A	CSREIN ROAMMIS Supra CE library	All payments are up to date
Courses and Events	Notifications	Coming up at NOMAR
Committees Contributions	🛇 Welcome To Your New Member Portal	Homeownership Month Webinar: Let's Get View Mc
Email Preferences	Your new Member Portal is your new home for managing payments, your Association subscription, MIS subscription, your effect youtscription, contributions, classes, events, committees, and more. Here are a few helpful videos to get you started!	<ul> <li>Events</li> <li> <sup>™</sup> 27-Jun-2024             <sup>™</sup> 12:00 PM - 01:00 PM      </li> </ul>
🗄 Billing 🗸 🗸	View More	YPN Lunch and Learn: Affiliate Panel Q&A View Mo
	Your upcoming events	Events     27-Jun-2024     0 12:00 PM - 02:00 PM
NOMAR	Broker Summit 2024 (Southshore) View More	Forewarn Zoom Training View Ma

• Select the form labeled "Membership Office Transfer."

	СМ		E Application & Forms Click below to access useful application forms and surveys.		Search	Q
	Home My NOMAR	^	Membership Office Transfer >			
	Profile			·		
	Notifications					
	Courses and Events					
	Committees					
	Contributions					
	Email Preferences					
	Application & Forms	•				
8	Billing	~				
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- Fill out the name, email, phone number, and license number for the member transferring to your office and click **"Search."**
- Once the Agent is validated, click "Next."

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NOM	AR AR
Mor	mbership Office Transfer
wici	
	1. Member Full Name *
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l	
2	2. Member Email *
ſ	
3	3. Member Mobile Number *
4	4. Member License Number *
	Search
	Next

• Fill out the information for the Broker and office to which the member is transferring (even if the member is only going from one branch to another but keeping the same broker) and click "NEXT."

NOI	MAR	
Me	embership Office Transfer	
	5. Broker Name * The broker whose office the member is transferring to.	6. Broker License Number * The license number for the broker to which the member is transferring.
	7. New Office Name * The office to which the member is transferring.	8. New Office License Number (if applicable) The corporate license number for the office the member is transferring to.
	9. New Office Address * The full street address, including city, state, and zip code	
0	Previous	Next

#### • Fill out the MLS Office Code, access level, and Delegation needed and click "NEXT."

Mer	nbership Office Transfer
1	0. MLS Office ID *
	his is the 6-digit code associated with your office on the MLS. (Example: NOMR01 or NM1100)
	1. MIS Access Needed *
F	A more process records and the process records a provide the process records and the process record
0	None: The individual does not have an MLS subscription
0	Standard: This option allows the subscriber to view listings only
0	Edit: This option provides Edit/Input access
0	Office: This option provides broker-level functions for an individual office
C	Group: This option provides broker-level functions for all branch offices within the firm
	2. Delegation Needed *
	Designated REALTORS® may have a business need to delegate broker level access in the member portal to a team member to help manage operations. Team members with this access are called Delegates. An office can have an unlimited number of Delegates.
v	When a Delegate is assigned, the Designated REALTORS®, Office Contact Manager and all other Delegates are notified.
	None: No Delegation
	Office: Delegation for the Office they are in
0	Broker: Delegation for all offices in this Group associated with this Designated REALTOR
0	Group: Delegation for all offices in this Group

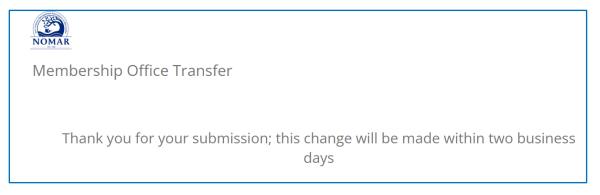
Agree to the Terms & Conditions and click "NEXT."

M	lembership Office Transfer
	13. Terms & Conditions for Office Transfer * Transfer Agreement
	By submitting this application I agree to abide by the Bylaws and Code of Ethics of the National Association of REALTORS® (NAR), Louisiana Association o REALTORS®, the New Orleans Metropolitan Association of REALTORS® (NOMAR) and rules and regulations of the ROAM MLS, as amended from time to time. I also affirm that the information provided herein is true and correct to the best of my knowledge. I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, can be grounds for revocation of my membership.
	I understand that this is a legal agreement between me and NOMAR, and, if indicated, between me and ROAM MLS. This Agreement shall continue until terminated by NOMAR and/or ROAM MLS, as applicable, for my breach of the Agreement, including, for example, my failure to pay fees, my failure to attend required classes, for failure to abide by the NOMAR and/or ROAM MLS Rules and Regulations, as applicable. NOMAR and ROAM MLS reserve the right to amend this Agreement without prior notice.
	I acknowledge that it is my responsibility to the Board to see that dues are paid in a timely manner, and that invoices are available in the Member Portal; and that I may be asked to pay a reinstatement fee when renewing membership after the due date as stated on the invoice. REALTOR® local, state, and national dues are non-refundable.
	I accept to the Transfer Agreement of the New Orleans Metropolitan Association of REALTORS® noted above.
	Previous

• Your name will be auto-filled. Select the date, sign in the box, and click "**Complete.**"

NOMAR	
Membership Office Transfer	
14. Office Transfer Request Submitter Name *	15. Submission Date *
16. Signature *	
Sign here	
Previous	Complete

• When this has been completed, NOMAR staff will be notified to make the change and move the member to your office with the permissions you selected.



# Billing

### My Invoices

• To access your unpaid invoices, click "Billing," then click "My Invoices."

	Resources & Services	Alerts
📌 Home		🗄 Unpaid invoices
🗄 My NOMAR 🗸 🗸		▲ 1 unpaid invoice
🔋 Billing 🔨 ^		Total amount \$320.0
My Invoices	View More	View More
My Payments	Notifications	Unresolved subscription incidents
Payment Settings		Broker Termination for REALTOR* created on 26-Jun-2024
Subscriptions	Welcome To Your New Member Portal     Your new Member Portal is your new home for managing payments, your Association subscription, MLS	View More
Q Search	subscription, your eKey subscription, contributions, classes, events, committees, and more. Here are a few	Broker Termination for REALTOR* MLS created on 26-Jun-2024 View More
[→ Logout	helpful videos to get you started! View More	Broker Termination for Supra eKEY* created on 26-Jun-2024
	VIEW MUTE	View More
(383)	Your upcoming events	Coming up at NOMAR
Note of the second seco		Homeownership Month Webinar: Let's Get
NOMAR		Homeownership Month Webinar: Let's Get

• From here, you can **view, download, and pay these invoices**. We will go through the process for each of these.

#### How to View & Download an Invoice

• To view or download an invoice, click the arrow icon to the far right that looks like this. You can do this for unpaid invoices in "My Invoices" or paid invoices in "My Payments."



- This will open the total invoice in a **new tab.**
- From here, you can download the invoice as a PDF like any other document. This will depend on your computer.

#### How to Pay an Invoice Online

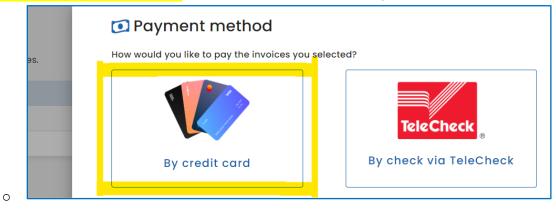
A video tutorial of this process can be found HERE

• To pay the invoice, click "Pay" next to the invoice

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	мс		B My Invoi		and pay your invoices.				Transaction History Only unpaid invoices
6	Home		Invoices						
Ħ	My NOMAR	~	🗌 Date 🕆	Invoice #	Dues	Status	Amount	Office	
Ô	Billing	^	01-May-2024		MLS	Unpaid	\$320.00		Pay &
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	all and a second								
	NOMAR								

• **Choose your payment method.** For this tutorial, we will be using a credit card



• In the Summary, you will see the date, invoice number, amount, and what the charges are for. Click **"Continue."** 

a pay your invoices.		
a pay your invoices.	Summary	
Dues	Total amount:	\$ 320.00
MLS	2024-05-01 MLS	\$320.00
	Charges Agent MLS Dues	\$320.00

• If you would like to use an existing card on file, select the card and click "Continue."

Summary	2 Payment Details	Confirmation
Choose a pay	ment method	
Use an existing Card	Add a new card	
<ul> <li>۷۲5Α</li> </ul>		
ack		Cancel Continue

- If you do not have a card saved to your account, select "Add a New Card."
- Input your card details and click "Continue."

nload and pay your invoices.	Choose a payr	ment method	
Dues	🔵 Use an existing Card	Add a new card	
MLS	YOUR NAME HERE	valid thru	p *
	< Back		Cancel Conti

• Click "Confirm" to confirm the payment.

# **Payment Settings**

•

Click <mark>"Billing"</mark> and <mark>"Payment Settings."</mark> From here, you can add a new card on file and set up AutoPay

	LC		S Payment Settings Manage your payment methods here.
G	Home		_
8	My NOMAR	~	
6	Billing	^	There is nothing to show
	My Invoices		Add your credit cards here, to make payments faster.
	My Payments		+ Add New Cord
	Payment Settings		
Ð	Subscriptions		
6[	] Brokerage	$\sim$	
a	Search		
(H	Logout		
	NOMAR		

#### How to Add a Card on File

If you want to set up AutoPay but have not yet saved a card, you must first Add a Card.

• You will see your saved payment methods listed here. If you have not yet saved a payment method to your account, click "+Add New Card."

	S Payment Settings Manage your payment methods here.
	There is nothing to show
	Add your credit cards here, to make payments faster.
0	+ Add New Card

• Input your card information and click "Save Card."

📃 New Payment Method	
Primary Card verificities verificities volur NAME HERE **/**	Credit Card Number *
	Cancel Save Car

#### How to Set Up AutoPay

If you have yet to set up automatic payments since before September 2023, you must do so again in your NOMAR Member Portal.

• To activate Auto Pay, click "Activate."

S Payment Sett	•		
your account. If your subscription is suspended w	ur invoices for selected subscription types autories and the selected subscription types autories and the selected sele selected selected	Ily be paid, even if you have Auto	
E Payment Methods Primary Payment Method			
	(Primary Card)	VISA	÷

 Select the subscriptions for which you would like to activate AutoPay and click "Save Changes."

Lait Auto Dav	
Edit Auto Pay	
Select the subscription types the autopay for below.	at you would like to enable
All     Subscription type	
Association Membership MLS CID	
*Automated payments via Autopay begin require manual processing.	ו with the next bill period. Existing invoice

# Subscriptions

Through the Member Portal, you can add a **subscription** to premium services and member benefits, such as a membership in our Commercial Investment Division or access to a Supra eKey.

### How to Add a New Subscription

• In your Portal's "Subscriptions" section, click "Subscription Actions."

LC	Subscriptions
<ul> <li>G Home</li> <li>I My NOMAR ✓</li> </ul>	Filter by: ( NOMAR Membership) ( MS) ( Key Services) Select All
Billing       Billing       Bubscriptions       Ill Brokerage       Q. Search       E+ Logout	Image: NoMAR Membership     Image: MLS     Active     Image: MLS     Active     Image: MLS     Active       Image: Designated REALTOR*     Valid until: 31-May-2025     Valid until: 31-May-2025     Supra eKEV*     Valid until: 31-May-2024       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomArchart Street     Image: MLS     Image: MLS     Image: MLS     Image: MLS       Image: NomAr
NOMAR 0 y 0 0	Details

• Click "Add a New Subscription"

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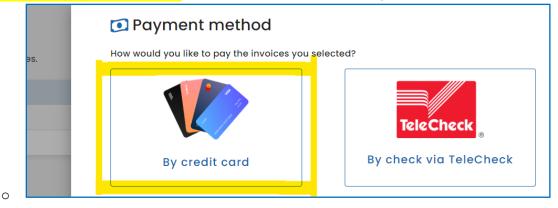
	Subscription Actions		×
	+ Add New Subscription	>	
	☑ Letter of Good Standing	>	
O AC	E Add Branch	>	

Select the subscription you want to add and click "Apply."

	<
	Add a new subscription
	Office
	_ Product *
Ac	CID 🗸
	CID Member
	Apply:
	Now O Next billing period
Deto	
	Apply

• **Choose your payment method.** For this tutorial, we will be using a credit card.

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• In the Summary, you will see the date, invoice number, amount, and what the charges are for. Click **"Continue."** 

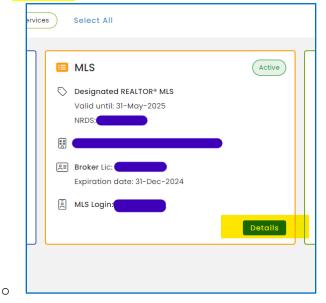
Total amount:	\$ 70.00
Charges	
CID Member Dues	\$70.00

- If you would like to use an existing card on file, select the card and click "Continue."
- If you do not have a card saved to your account, select "Add a New Card."
- Input your card details and click "Continue."
- Click "Confirm" to confirm the payment.

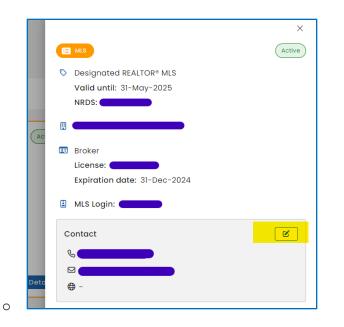
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#### How to Update Your Contact Information in the MLS

Click "Details" on your MLS Subscription



• To edit your contact information, click the **notepad** next to your contact information



Edit your contact information as necessary and click "Save Changes."

	Edit Contact
	You can specify the details that you would like associated wit your profile for United Real Estate Partners.
	C Phone
	(Ac
REALTOR* MLS	
-Mdy-2023	
	Website
	Website
ite: 31-Dec-2024	
	Deta
	Cancel Save Changes

• Make sure that you are logged out of the MLS and wait about 30 minutes before logging back in to see the change reflected

# Brokerage

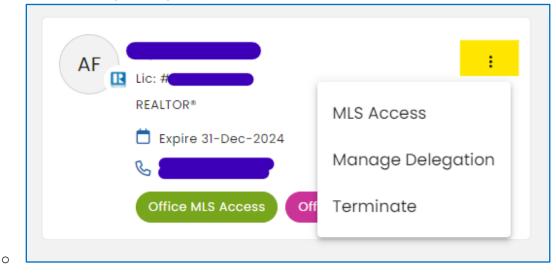
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### Roster

- To access your agents' information, click "Brokerage."
- This will give you a drop-down menu. Once the drop-down menu has opened, click <u>"Roster."</u> From here, you can see all the agents in your office.
  - If you have multiple offices, a drop-down menu will be at the top of the screen. Use this menu to select the office roster you would like to see.

CM III	Brokerage Roster	
My NOMAR  My NOMAR  Milling  Subscriptions  Mill Brokerage	KB     Loc     I     DF     Loc     I       Designated REATOR*     EC     I     EC     I       Designated REATOR*     E     EC     I       C taple 31-ber-2023     I     Epire 31-ber-2024     I       Q     I     Epire 31-ber-2024     I       C taple 31-ber-2024     I     Epire 31-ber-2024       I     Epire 31-ber-2024     I       I     Epire 31-ber-2024     I	
Boxter       Unpoid Invoices       Office Profile       Q     Search       (→     Logout	AF 10 Uc. 4	
NOMAR G y © 5		

• Click the three dots next to the agent's name to manage MLS access, office delegation, and terminations. We will go through the process for each of these.



#### How to Change an Agent's MLS Access

After clicking the three dots next to the agent's name, click "MLS Access."

AF Lic: #		:
REALTOR*	MLS Access	
🛱 Expire 31-Dec-2024	Manage Delego	ation
Office MLS Access Off	Terminate	

- When an agent first joins your office (whether a new agent or transferring from another office/brokerage), they will automatically have "Standard" access, which only allows the agent to view the MLS
- Select the desired level of MLS access and click "Save."

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	СМ		Brokerage Roster	×
14	Home		Search	Head Brokers (Designated REALTORS®) may have a business need to delegate broker level access to agents to help manage operations.
	My NOMAR	~		These are the following options
E	I Billing	~	Designated REALTOR*	• Standard: This option provides the subscriber with the access defined in their subscription.
1	Subscriptions		Expire 31-Dec-2023     Expire 31-Dec-2024	O Edit: This option provides Edit/Input access.
1	Brokerage	^	Lift MLS Access	Office: This option provides broker-level functions for an individual office.
	Roster			Group: This option provides broker-level functions for all branch offices within the firm.
	Unpaid Invoices			<ul> <li>branch offices within the firm.</li> </ul>
	Office Profile		REALTOR* REALTOR*  Expire 31-Dec-2024  Expire 31-Dec-2024	
	Search			
	Logout		Office MLS Access Office Delegation Edit MLS Access	
	NOMAR			Sove

#### How to Give Agents and Admins Broker-level Portal Access

Many brokerages have a Designated Realtor who oversees scores of offices, but each office has its **broker or agent who manages the office**. In our system, these people are called **"Delegates."** Here is how you can **create a Delegate** for a given office.

• After clicking the three dots next to the agent's name, click "Manage Delegation."

AF	Lic: #	:
	REALTOR*	MLS Access
	📋 Expire 31-Dec-2024	
		Manage Delegation
	Office MLS Access Off	Terminate

Select the level of Delegation (if any) suitable for your agent and click "Save."

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	СМ	Brokerage Roster	× Manage Delegation
8 1 6 1	Home My NOMAR ~ Billing ~ Subscriptions	KB ULC. Exception Control Cont	Designated REA1068" may have a business need to delegate broker level access in the member to help manage operations. Team members with this access are called Delegates. An office can have an unlimited number of Delegates. When a Delegate is assigned, the Designated REA1068", Office Contact Manager and all other Delegates are notified. Select the Delegation to apply to Ayanna Fultz
	Brokerage ^ Roster Unpaid Invoices Office Profile Segreth	Image: Control of the state of the	None: No Delegation.     Office: Delegation for the Office that they are in.     Groker: Delegation for all offices in this Group that Kara     Breithaupt is the named Designated BEA108* for.     Group: Delegation for all offices in this Group.
	logout NOMAR 9 Y (2) E	Ciffica U.S. Acoret	lare

How to Terminate Agents & Remove Them from Your Roster

• After clicking the three dots next to the agent's name, click "Terminate."

AF 🖪	Lic: #	:
	REALTOR®	MLS Access
	📋 Expire 31-Dec-2024	
		Manage Delegation
	Office MLS Access Off	Terminate

Verify that you are terminating the correct agent and click "Confirm."

# **Unpaid Invoices**

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- To access your agents' unpaid invoices, click "Brokerage."
  - This will give you a drop-down menu. Once that drop-down menu has opened, click **"Unpaid Invoices."**

			ge Unpaid				
Home		Unpaid Invoices					
My NOMAR	~	🗋 Date 🕆	Invoice #	Dues	Amount	Name	
		24-Jun-2024		~	\$40.00		Pay de
Billing	~	22-May-2024		-	\$100.00		Pay 🕁
Subscriptions		□ 13-May-2024		-	\$100.00		Pay 🕹
Brokerage	^	01-May-2024		MLS	\$25.00		Pay 2
Roster		01-May-2024		MLS	\$320.00		Pay 24
Unpaid Invoices		□ 01-May-2024		MLS	\$320.00		Pay 24
Office Profile		□ 01-May-2024		MLS	\$320.00		Pay 2
2 Search		□ 01-May-2024		MLS	\$320.00		Pay do
		01-May-2024		MLS	\$320.00		Pay 2
→ Logout		01-May-2024		MLS	\$320.00		Pay 25
ASI S		01-May-2024		MLS	\$320.00		Pay 25
		□ 01-May-2024		MLS	\$320.00		Pay 25
NOMAR		□ 01-May-2024		MLS	\$320.00		Pay de

- If you have multiple offices, you can select the office that you would like to see invoices for from the drop-down menu
  - Please note that the names and invoice numbers of the agents will be visible to you; they have been redacted from the screenshots included here to respect the confidentiality of the agents
- From here, you can **view, download, and pay these invoices**. We will go through the process for each of these.

#### How to View & Download an Unpaid Invoice

• To view or download an invoice, click the arrow icon to the far right that looks like this. You can do this for unpaid invoices in "My Invoices" or paid invoices in "My Payments."

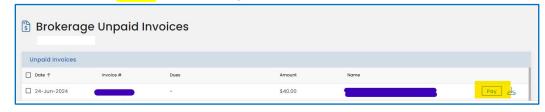


- This will open the total invoice in a **new tab.**
- From here, you can download the invoice as a PDF like any other document. The process for this will depend on your computer.

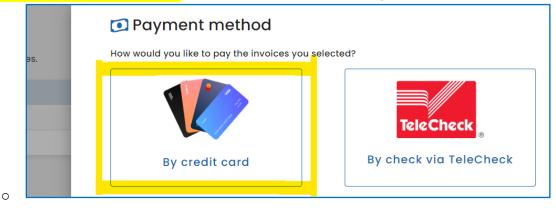
#### How to Pay an Agent's Unpaid Invoice Online

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• To pay the invoice, click **"Pay"** next to the agent's name.



• **Choose your payment method.** For this tutorial, we will be using a credit card.



• In the Summary, you will see the date, invoice number, amount, and what the charges are for. Click **"Continue."** 

pay your invoices.	Summary Payment De	
ody your involces.	Summary	
Dues	Total amount:	\$ 320.00
MLS	2024-05-01 MLS	\$320.00
	Charges	
	Agent MLS Dues	\$320.00

- If you would like to use an existing card on file, select the card and click "Continue."
- If you do not have a card saved to your account, you must "Add a New Card."
- Input your card details and click "Continue."

	Summary	Payment Details	3 Confirmation
load and pay your invoices.	Choose a pa	yment method	
_	🔵 Use an existing Ca	rd 💿 Add a new card	
Dues	YOUR NAME HERE	valid thru ••/••	Exp Date *
	< Back		Cancel

• Click "Confirm" to confirm the payment.

### Office Profile

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#### How to Update Your Office Information

While at NOMAR, you may want to update your office information, such as your Office Name, phone number, email address, or mailing address. **Updating this information in your NOMAR Member Portal will also update the information in the MLS.** 

If you are a **secondary member** or have an **MLS-only relationship** with NOMAR, you cannot update your personal information from your profile, so you must contact your **primary board** to make these changes.

Please note: The Office Name cannot be changed from the Office Profile. To change it, please contact membership@normar.org.

To update your personal information, click "Brokerage." This will open a drop-down menu.
 From the drop-down menu, select "Office Profile."

	СМ	斺 Home	
_		Resources & Services	Alerts
•	Home		<u> </u>
	My NOMAR 🗸 🗸 🗸		(~)
3	Billing ~		All payments are up to date
٢	Subscriptions	View More	
ell.	Brokerage	Notifications	Coming up at NOMAR
	Roster		
	Unpaid Invoices	© Welcome To Your New Member Portal Your new Member Portal is your new home for managing payments, your Association subscription, MLS	Homeownership Month Webinar: Let's Get View More Moving!
	Office Profile	subscription, your eKey subscription, contributions, classes, events, committees, and more. Here are a few helpful videos to get you started!	Events
Q	Search	View More	
⊳	Logout	Learn Morel	YPN Lunch and Learn: Affiliate Panel Q&A View More
	and the second s		Events
		Your upcoming events	🗎 27-Jun-2024 (§ 12:00 РМ - 02:00 РМ
	NOMAR	Broker Summit 2024 (Southshore) View More	Forewarn Zoom Training View More
	() y () D	Events	€ Evonts
		A	➡ 27Jun-2024 ③ 01:00 PM - 01:30 PM

• To edit the information, click "Edit Profile."

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R Office Details	
Office name:	Web site: -
Office NRDS:	Office MLSID
Corporate License:	Designated Realtor:
Office Contact Manager:	IDX Reciprocity
Dhumiani antitana	
Physical address     Street 1:	Street 2: -
State/city:	Zip:
orace/ory.	ello.
🗈 Mail address	
Street 1:	Street 2: -
State/city:	Zip:
Mail Optout	Marketing Optin 📃
Contact Information	
Email:	
Office Phone:	Fax Number:
Other Number: -	Fax Optout

- Make changes to your information as necessary. Information that is grayed out is unable to be changed from your profile.
- Click "Save Changes."