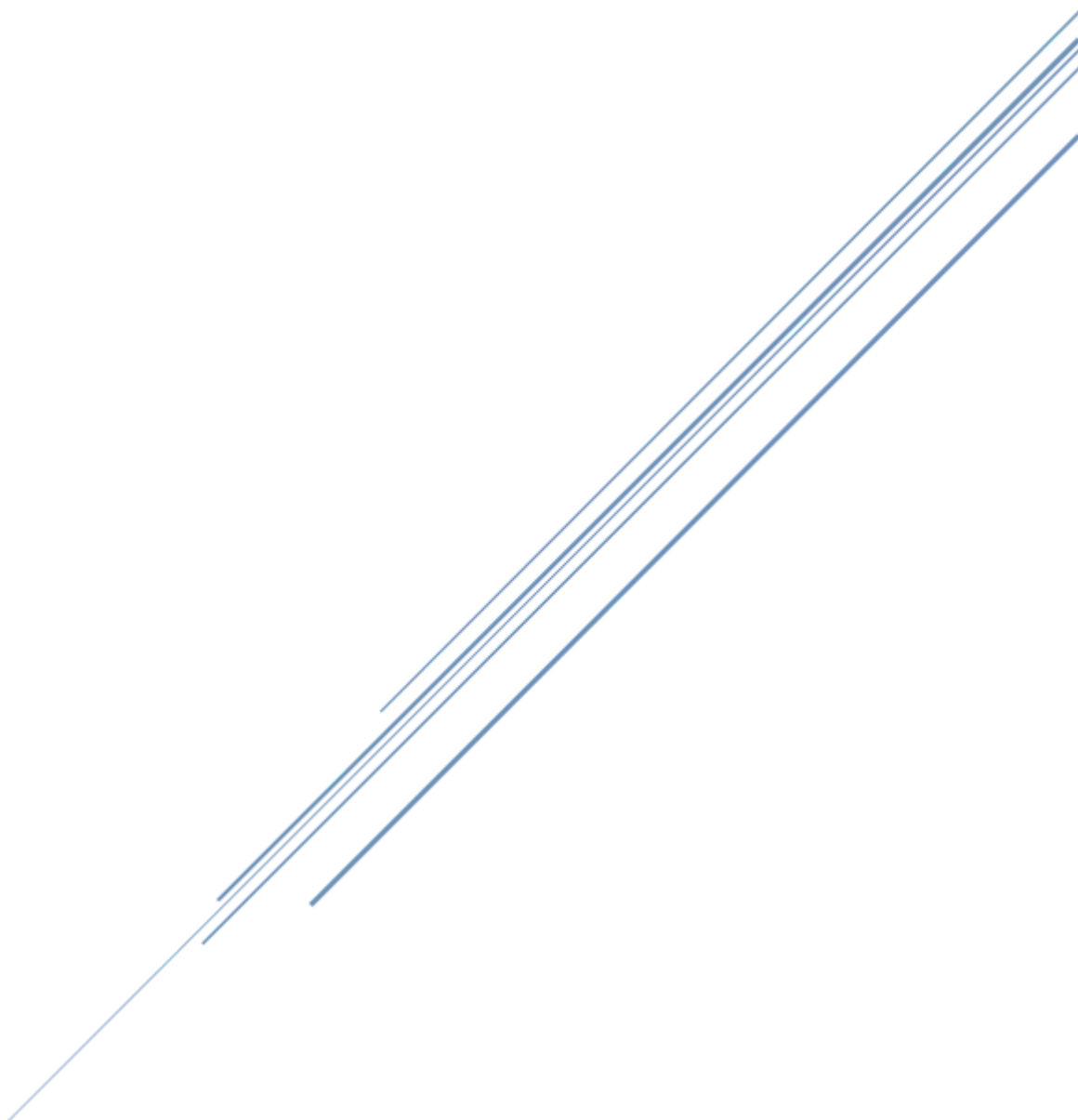


NOMAR MEMBER PORTAL GUIDE

January 2026



Lexie Martin, Member Satisfaction Coordinator
lexie@nomar.org

Table of Contents

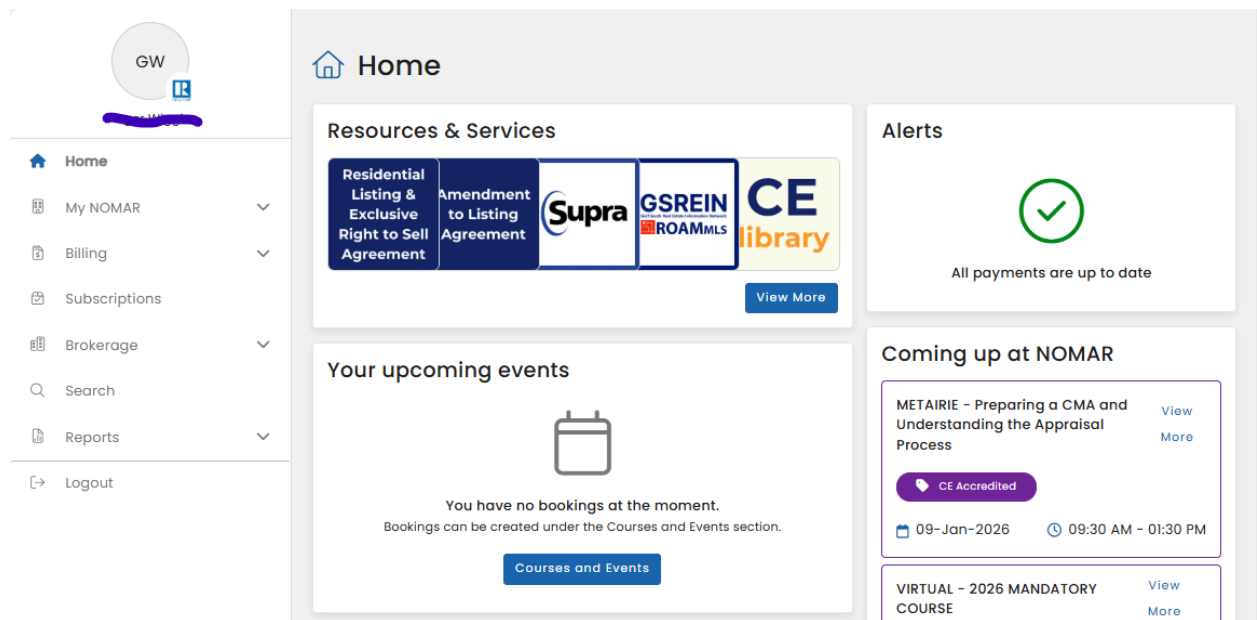
Accessing Your NOMAR Member Portal.....	2
How to Access Your NOMAR Member Portal.....	2
Home Page.....	3
Resources & Services.....	3
How to Download a Letter of Good Standing.....	3
How to Transfer Your Membership to a New Office or Brokerage.....	4
My NOMAR.....	7
Profile.....	7
How to Update Your Personal Contact Information.....	7
Courses & Events.....	9
How to Register for a Course or Event.....	9
How to Modify a Course or Event.....	10
Billing.....	11
My Invoices.....	11
How to View & Download Your Unpaid Invoices.....	11
How to Pay an Invoice.....	11
My Payments.....	14
How to View & Download Your Paid Invoices/Receipts.....	14
Payment Settings.....	14
How to Add a New Payment Method.....	14
How to Set Up AutoPay.....	15
Subscriptions.....	17
MLS Subscription Details.....	17
How to Update Your MLS Contact Information.....	17
Brokerage.....	19
Roster.....	19
How to Update Your Agents' MLS Access.....	19
How to Update Your Agents' NOMAR Member Portal Access.....	20

How to Terminate and Remove Agents from Your Roster.....	21
Unpaid Invoices.....	22
How to View Your Agent's Unpaid Invoices.....	22
How to Pay an Agent's Invoice.....	22
Office Profile.....	24
How to Update Your Office Contact Information.....	24

Accessing Your NOMAR Member Portal

How to Access Your NOMAR Member Portal

- Go to Portal.NOMAR.org
 - If you receive a “Page Not Found” error, open a Private or Incognito window before going to portal.nomar.org
- Log in with your MLS username & password.
 - If you do not have an MLS subscription, log in with your NOMAR username & password. **Do NOT use your LACDB login.**



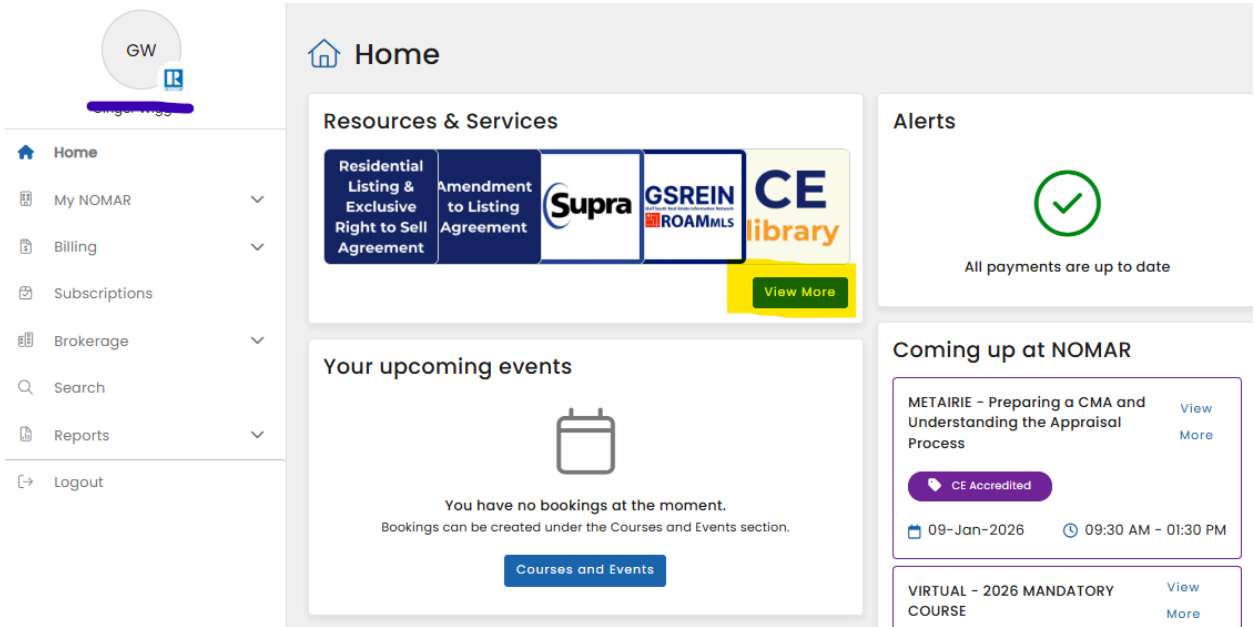
●

Home Page

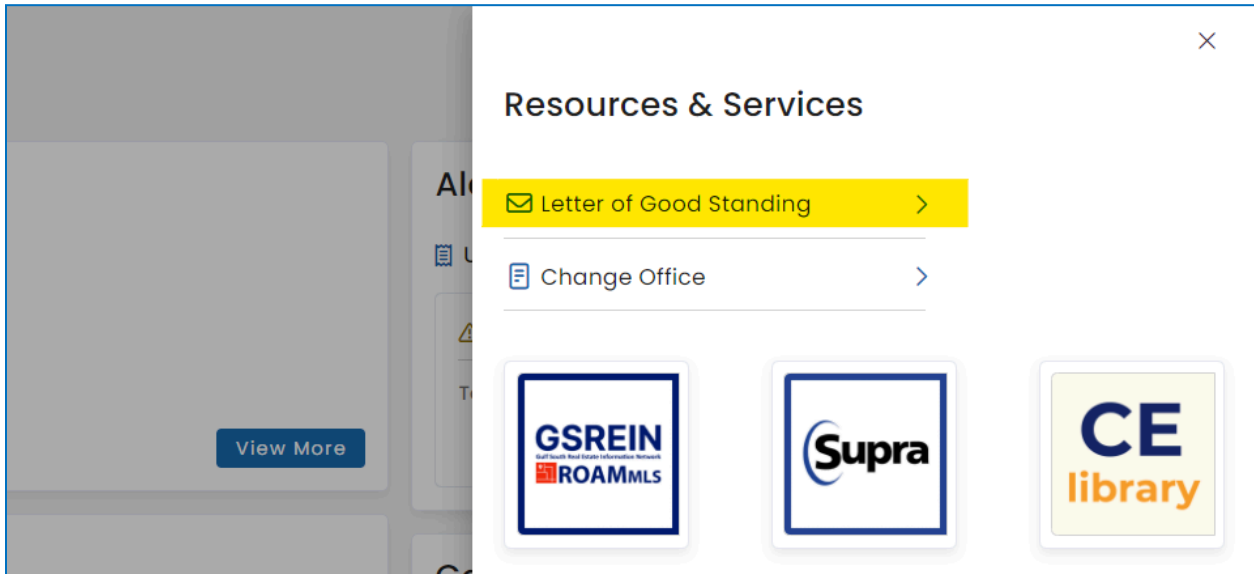
Resources & Services

How to Download a Letter of Good Standing

- In **Resources & Services**, click **“View More.”**



- Click **“Download Letter of Good Standing”**



- The letter will open in another tab. From there, download the file as you would any other file on your computer

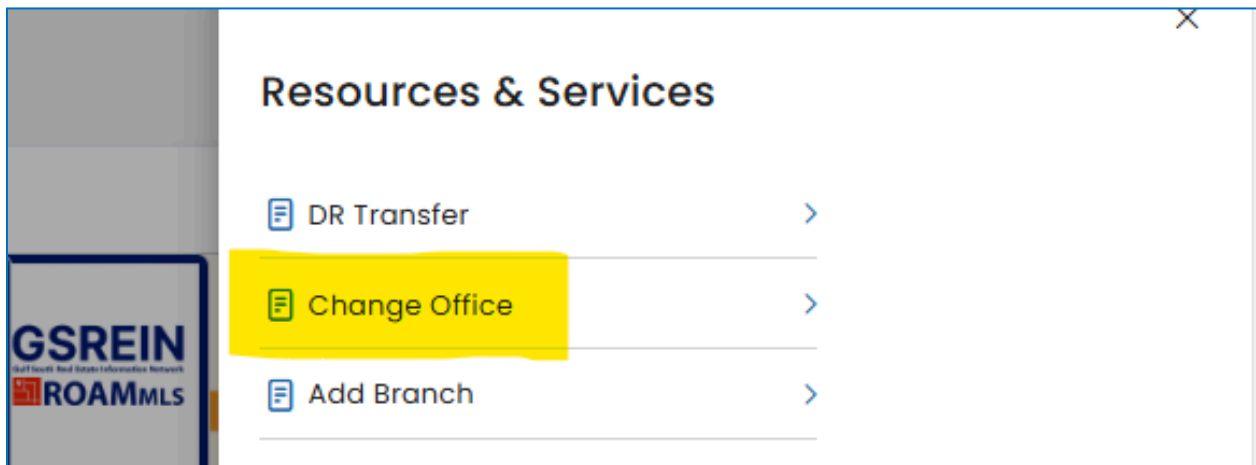
How to Transfer Your Membership to a New Office or Brokerage

Part 1- LREC.gov

- In a separate tab, go to <https://portal.lrec.gov/Public/Search>
- Enter your license information & verify that your license has been fully transferred to your new office (if applicable).
 - If the LREC website still shows your license as being associated with your former office, wait 2-3 business days before proceeding
- Go back to your NOMAR Member Portal

Part 2 – portal.NOMAR.org

- In **Resources & Services**, click **“View More.”**
- Click **“Change Office**



- The Change Office application will open in a new tab
- If your license is already verified, click **“Next.”**
 - If not, enter your license number and click **“Verify”** before clicking **“Next”**

Your Details

First Name *

Last Name *

Cell Number *

Email Address *

Your Louisiana Broker/Appraiser License

We need to validate your active Louisiana Broker/Appraiser License.

Please enter your **Broker/Appraiser License Number** as issued by the LREC.

Your Louisiana Real Estate License

Name on License*

License Number*

License State*

License Type*

License Status*

License Expiry*

Validate again

✔ Your License is valid. Is this not you?

Next

- Select your new office from the list and click **“Next.”**
 - If you do not immediately see a list of offices, type your office name into the search bar and click **“Search Offices”**

Find Your New Brokerage Office

Your license is tied to **Margie Inman (#000033029)** at the LREC.

Margie Inman is the Designated REALTOR® or Head Broker for the office/s listed below.

Office Search*

Type the first few words of your office name to search

cbtec

City

Filter by City

State*

Filter by State

LA

Once you have completed the options above, click 'search offices'

Search Offices

✔ Offices have been found that match your search, please select your office below.

Select your Office *

- Coldwell Banker TEC** NRDS#445500033
101 Beau Chene Blvd., Mandeville, LA, 70471 (**Margie Inman** Lic#000033029)
- Coldwell Banker TEC Metairie** NRDS#442001327
3620 Hessmer, Suite B, Metairie, LA, 70002 (**Margie Inman** Lic#000033029)
- Coldwell Banker TEC West Bank** NRDS#442001417
3501 Behrman Place, Suite C1, New Orleans, LA, 70114 (**Margie Inman** Lic#000033029)
- Coldwell Banker TEC Magazine** NRDS#442002074
4500 Magazine Street, Suite 2, New Orleans, LA, 70115 (**Margie Inman** Lic#000033029)
- Commercial Banker TEC Belle Chasse** NRDS#442002187
8498 Highway 23, Belle Chasse, LA, 70037 (**Margie Inman** Lic#000033029)
- Coldwell Banker TEC Hammond** NRDS#442004412
42299 Perricone Dr., Hammond, LA, 70403 (**Margie Inman** Lic#000033029)
- Coldwell Banker TEC Commercial** NRDS#445500311
4500 Magazine Street, Suite 2, New Orleans, LA, 70115 (**Margie Inman** Lic#000033029)
- Coldwell Banker TEC Slidell** NRDS#445500492
2040 East Gause, Ste.4, Slidell, LA, 70461 (**Margie Inman** Lic#000033029)

Previous

Next

- Agree to the Terms & Conditions and click **“Next”**

Confirmation of Transfer

Your Current Office : **Coldwell Banker TEC Magazine**

You have Requested to transfer to : Coldwell Banker TEC

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 of 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.

Agreement to Terms *



I accept to the Transfer Agreement of the New Orleans Metropolitan Association of REALTORS® noted above.

Previous

Next

- Sign in the box by clicking and dragging your cursor and click **“Complete”**

Part 3 – Conversation with Broker

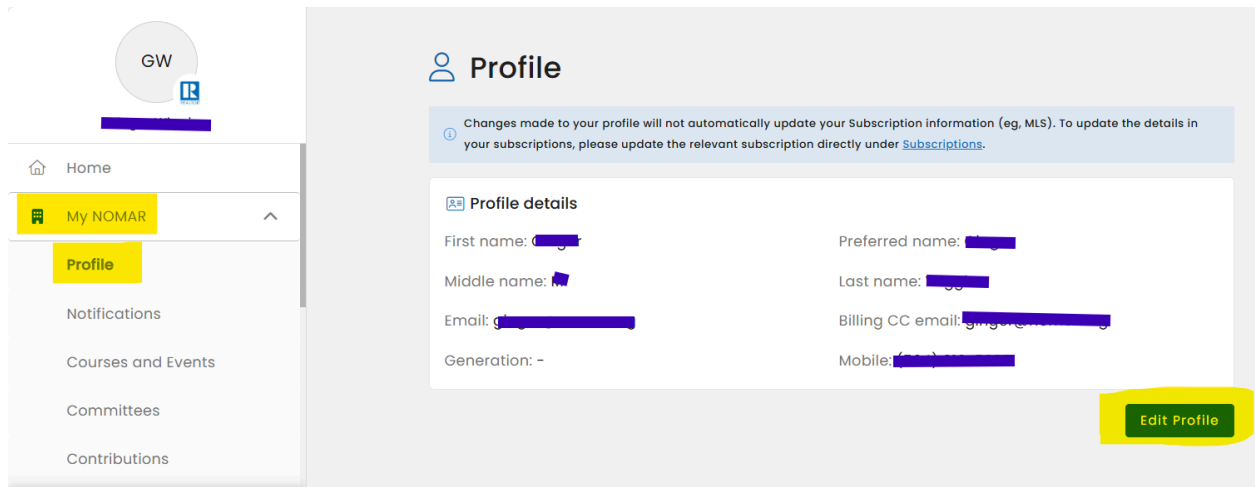
- By default, you can only **view** listings.
 - If you will need to edit or input listings, please ask your **Broker** to follow the instructions later in this guide for **“How to Update Your Agents’ MLS Access”**
- By default, you can only use your NOMAR Member Portal to manage your own services
 - If you will need to modify other people’s services, such as if you are an Unlicensed Assistant or the Managing Broker for a single office in a larger brokerage, please ask your **Broker** to follow the instructions later in this guide for **“How to Update Your Agents’ NOMAR Member Portal Access”**

My NOMAR

Profile

How to Update Your Personal Contact Information

- Under **“My NOMAR,”** click **“Profile.”**
- Click **“Edit”**



- Make changes as necessary and click **“Save Changes”**
 - If you need to edit your first and last name, email membership@nomar.org with your name as it currently appears & your name as you would like it to appear.
 - If all your information is greyed out and unable to be changed, make the changes through your Primary Association.

Edit profile

⚠ Changes made to your profile will not automatically update your Subscription information (eg MLS). To update your details in your subscriptions, please the relevant subscription directly under [Subscriptions](#)

Profile details

First name [Redacted]	Preferred name [Redacted]	
Middle name [Redacted]	Last name [Redacted]	
Email [Redacted] [Redacted]	Billing CC Email [Redacted]	
Generation	Mobile area [Redacted]	Mobile number [Redacted]

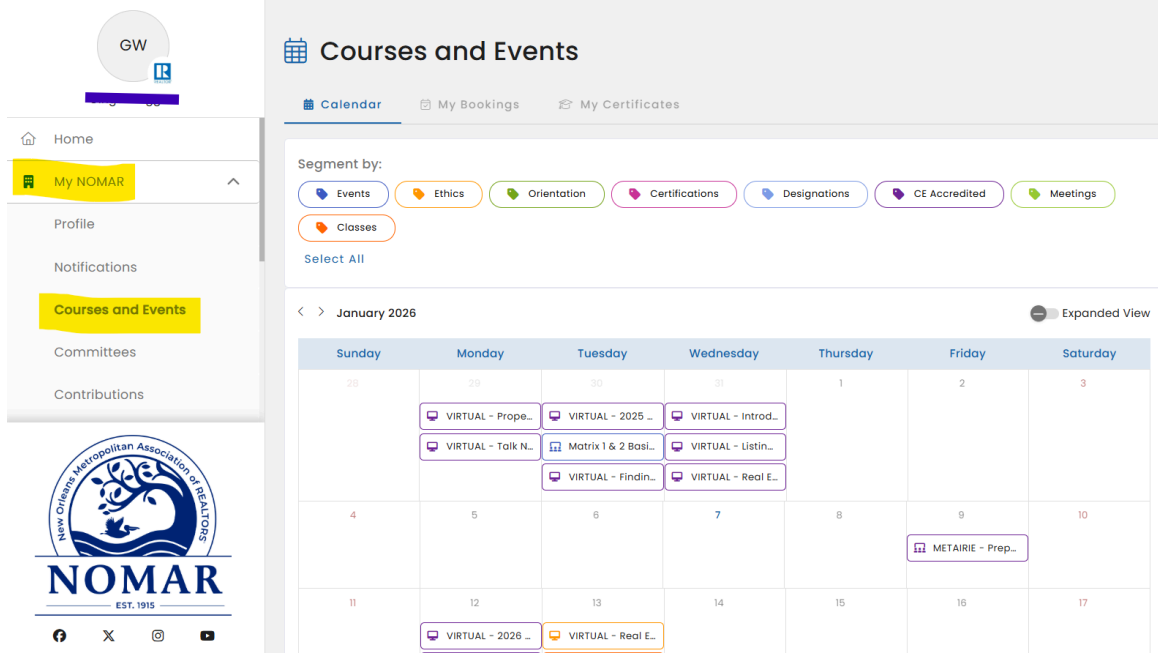
Cancel

Save Changes

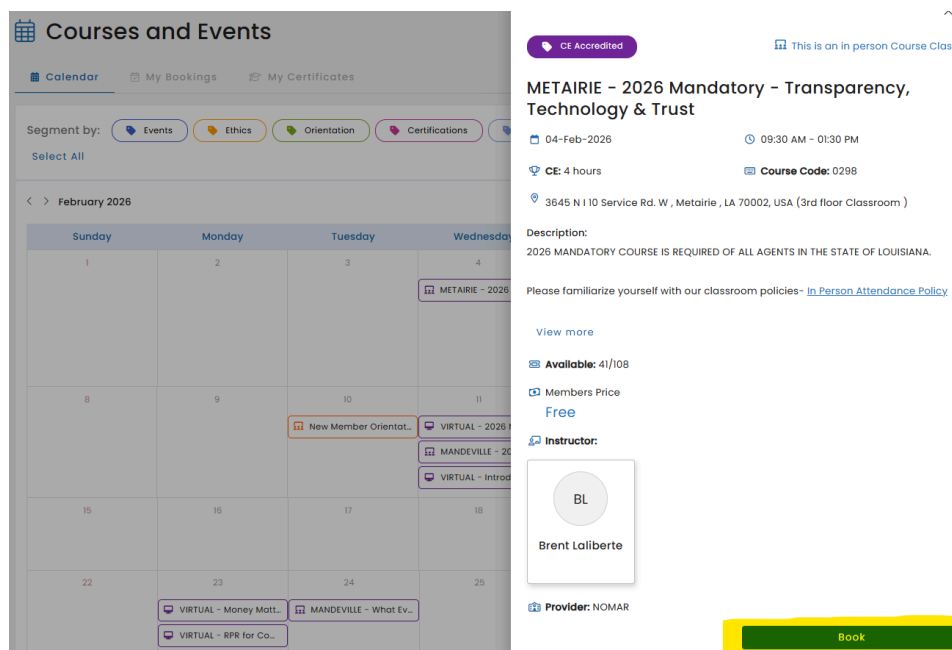
Courses & Events

How to Register for a Course or Event

- Under **“My NOMAR,”** click **“Courses & Events”**
- Select the course or event you would like to attend from the calendar



- Click **“Book”** and make any required payments.



How to Modify a Course or Event

- Under **“My NOMAR,”** click **“Courses & Events”**
- Click **“My Bookings”**
- Find the course or event you would like to modify and click **“Details”**

- To reschedule, click **“Change Class”**
 - Select the new time/date and click **“Save”**
- To cancel, click **“Cancel Class”**
 - Click **“Confirm”**



Cancel Booking

You are cancelling your attendance to this Class.

Did you know you can change your booking to another class (subject to availability)?

Cancel Class

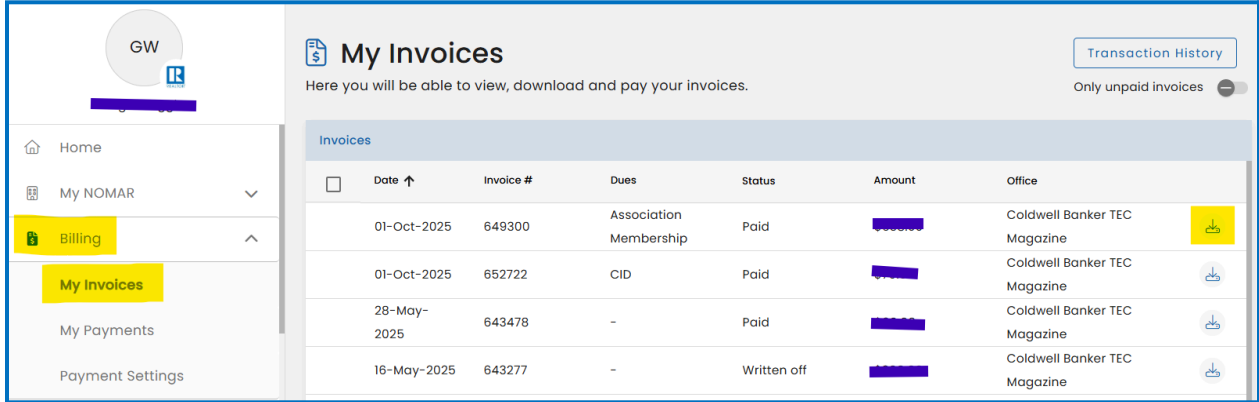
[Change Class](#)

Billing

My Invoices

How to View & Download Your Unpaid Invoices

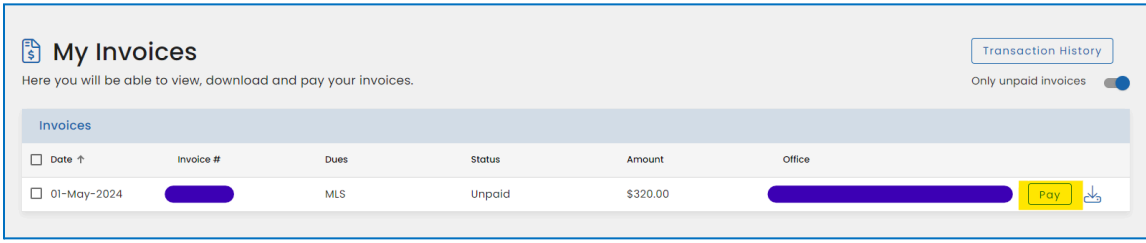
- Under **Billing**, click **“My Invoices”**
- Click the **arrow** next to the invoice you would like to download



- The invoice will open in another tab. From there, download the file as you would any other file on your computer

How to Pay an Invoice

- Under **Billing**, click **“My Invoices”**
- Click **“Pay”** next to the invoice you would like to pay
 - If you would like to pay multiple invoices in a single transaction, select the box for all the invoices you would like to pay, and then click **“Pay”**



1 Summary 2 Payment Details 3 Confirmation

Summary


Total amount:	\$ 320.00
2024-05-01 MLS	\$320.00
Charges	
Agent MLS Dues	\$320.00

< Back Cancel Continue


- Select your payment type and click **“Next”**

Payment method

How would you like to pay the invoices you selected?

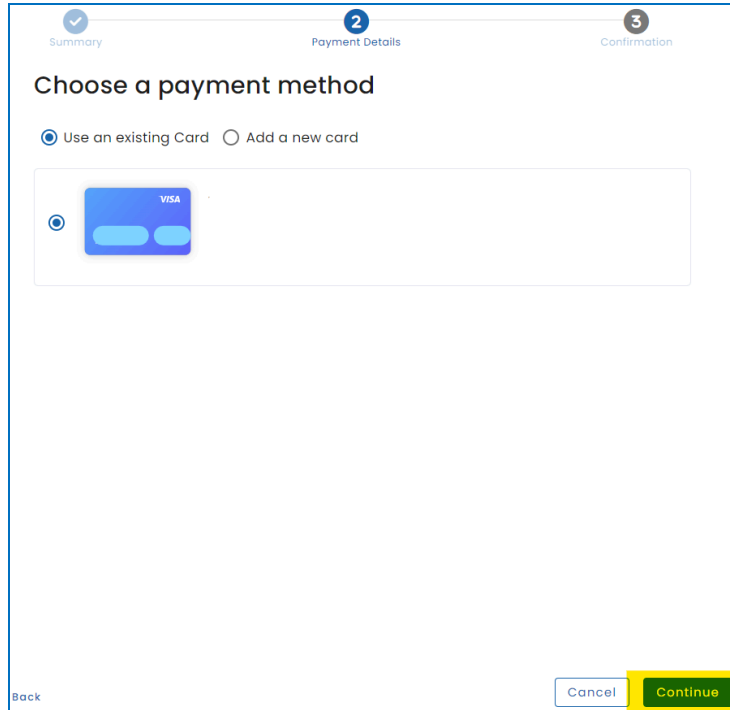


By credit card

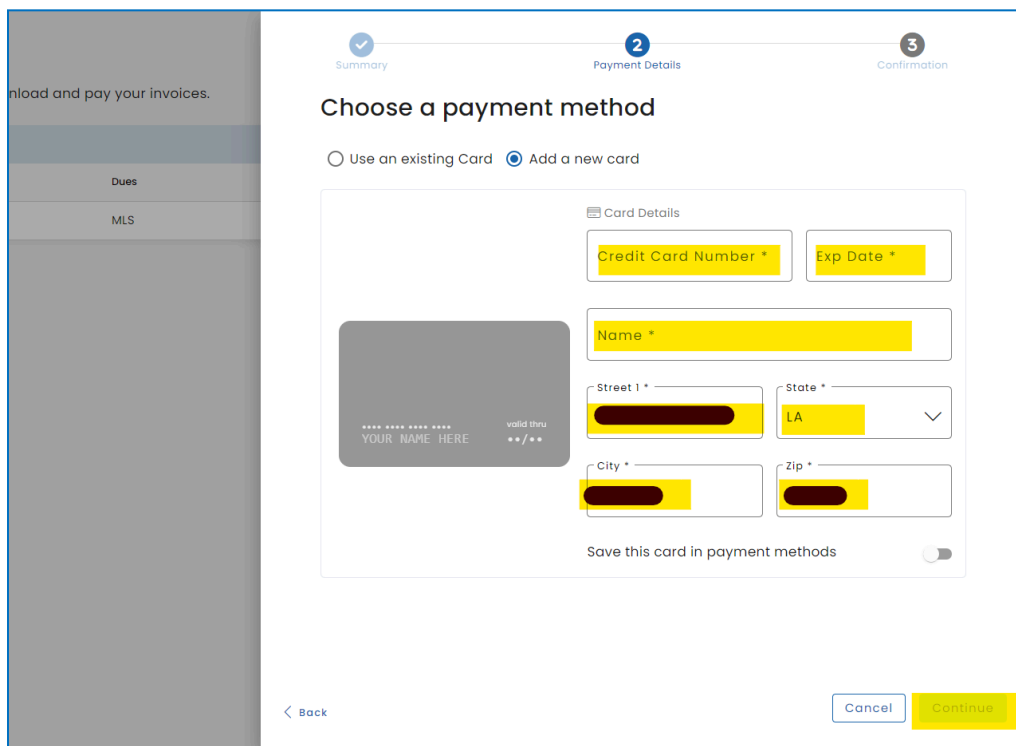


By check via TeleCheck

- If you would like to use an existing card on file, **select the card** and click **“Continue.”**



- Input your payment information and click **“Next.”**
- If you do not have a card saved to your account, select **“Add a New Card.”**
- Input your card details and click **“Continue.”**



- Check the box to confirm and click **“Make Payment.”**

My Payments

How to View & Download Your Paid Invoices/Receipts

- Under **Billing**, click **“My Payments”**
- Click the **arrow** next to the invoice you would like to download

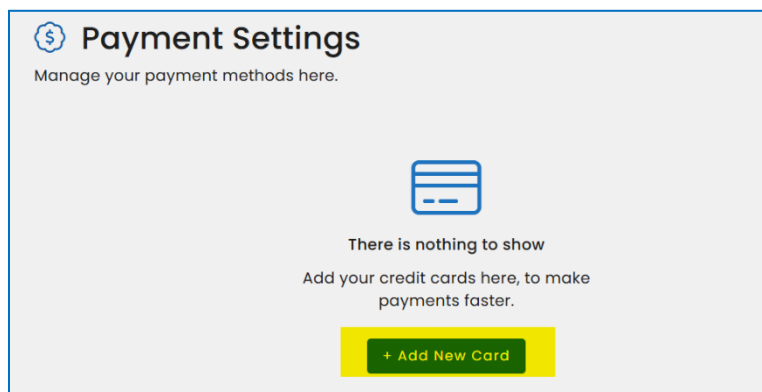


- The receipt will open in another tab. From there, download the file as you would any other file on your computer

Payment Settings

How to Add a New Payment Method

- Under Billing, click **“Payment Settings”**
- Click **“Add a New Card”**



- Input your credit card information and click **“Save Card”**

How to Set Up AutoPay

- Under Billing, click **“Payment Settings”**
- Click **“Activate”**

- Select the subscriptions for which you want to enable autopay and click **“Save Changes”**

Edit Auto Pay

Select the subscription types that you would like to enable autopay for below.

- All
- Subscription type
 - Association Membership
 - MLS
 - CID

*Automated payments via Autopay begin with the next bill period. Existing invoices require manual processing.

Cancel

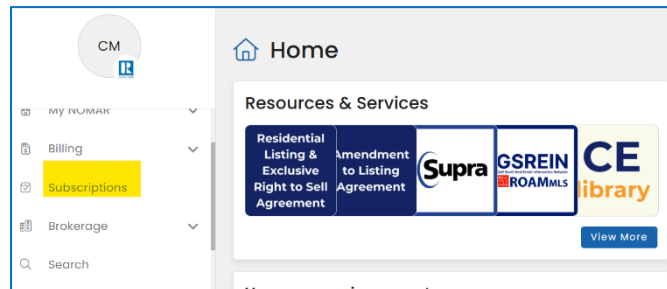
Save Changes

Subscriptions

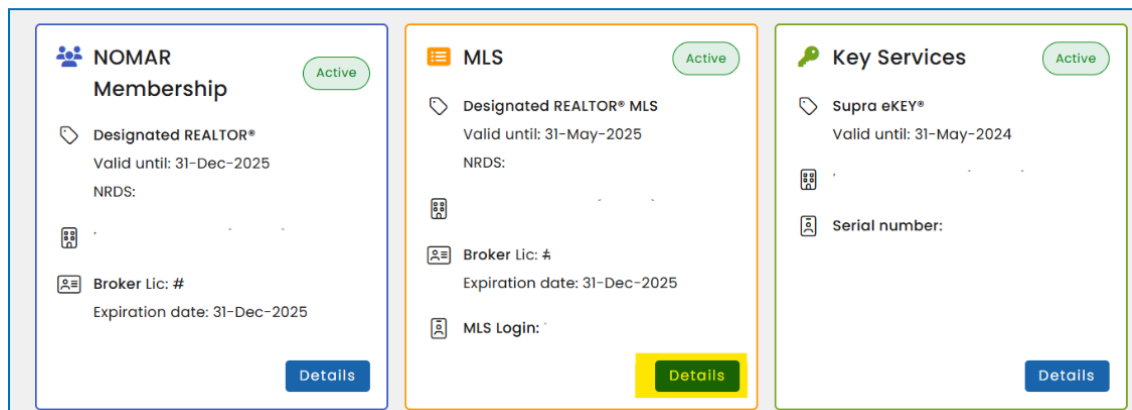
MLS Subscription Details

How to Update Your MLS Contact Information

- Click **“Subscriptions”**



- In the MLS box, click **“Details”**



- Click the **notepad** icon

MLS Active

Designated REALTOR® MLS
Valid until: 31-May-2025
NRDS:

Broker
License:
Expiration date: 31-Dec-2025

MLS Login:

Contact ✎

☎ [Redacted]
✉ [Redacted]
🌐 [Redacted]

- Edit your MLS contact information as necessary & click **“Save Changes”**

Edit Contact

You can specify the details that you would like associated with your profile for Mirambell Realty.

Phone

Email *

Website

Brokerage

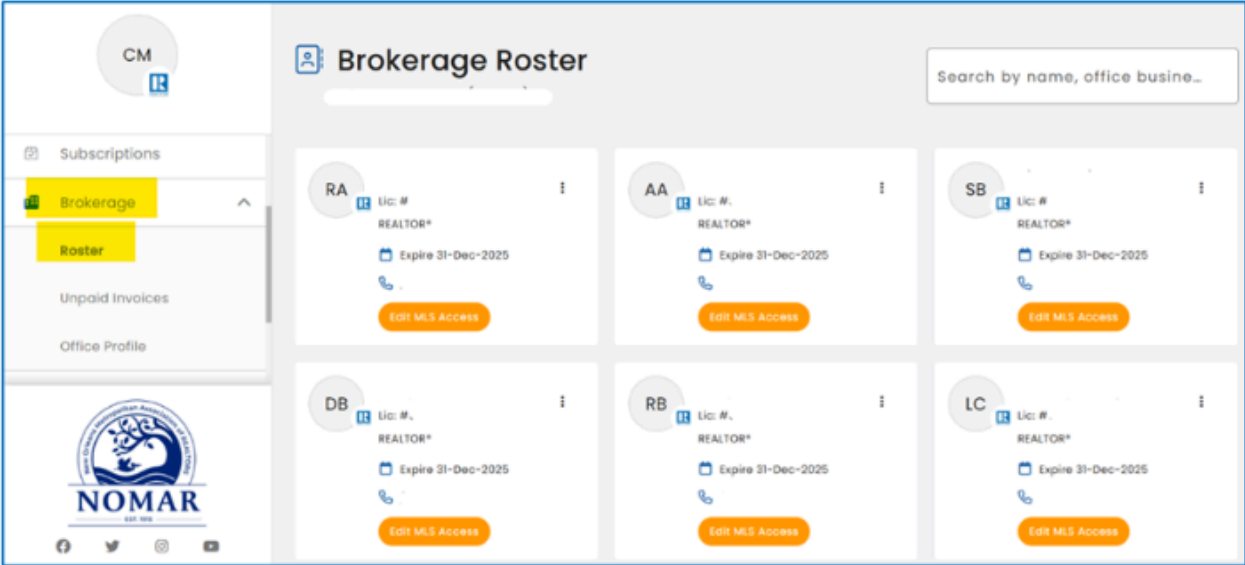
If you are the Designated Realtor, Affiliate Corporate Contact, or have been given Office Delegation for your office, you will have access to the Brokerage section of your Portal.

Roster

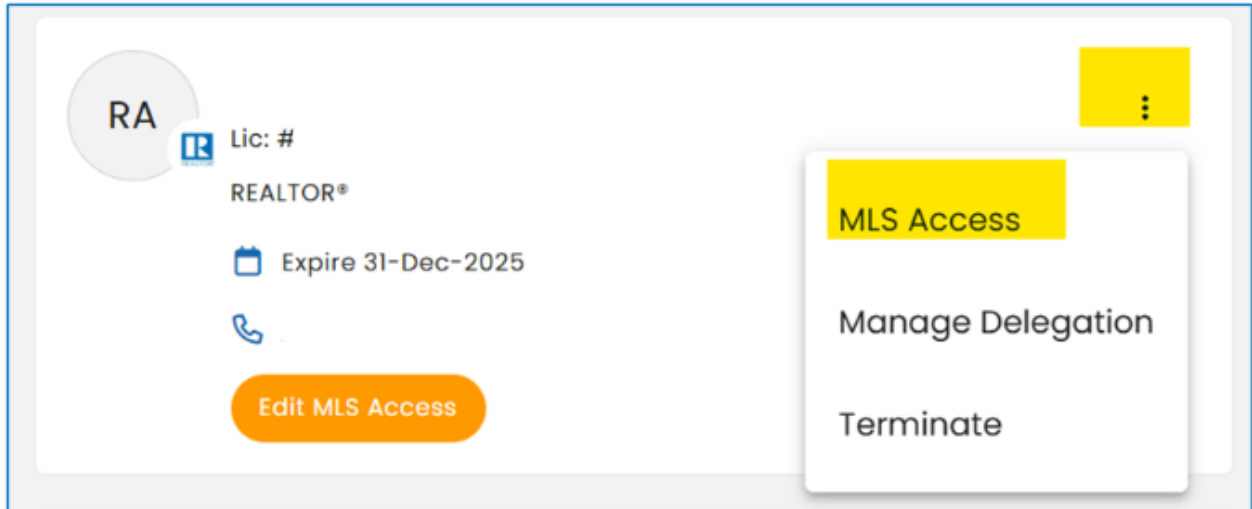
How to Update Your Agents' MLS Access

By default, members can only view listings. If you would like them to have a higher level of access, please follow these instructions

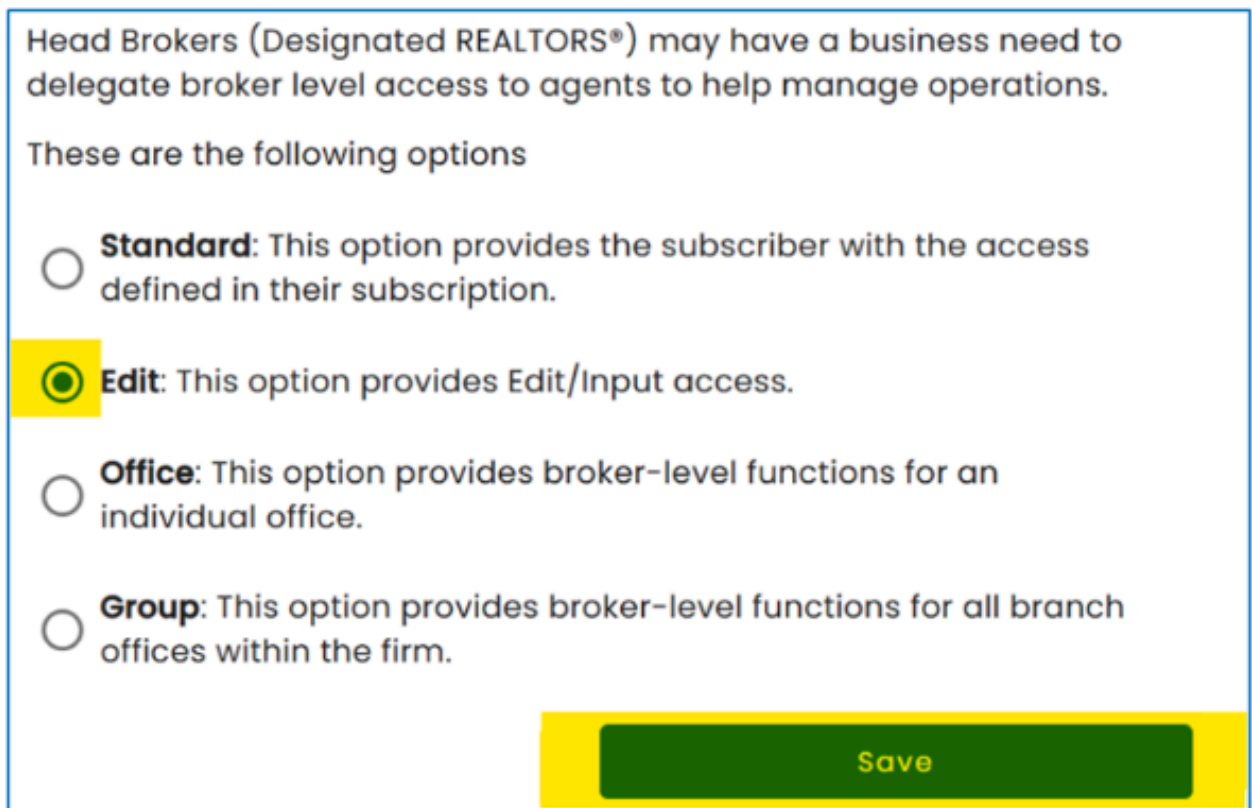
- Under **Brokerage**, click **“Roster”**



- Click the **three dots** next to the member's name
- Click **“MLS Access”**



- Select the MLS access level you would like the member to have and click **“Save”**

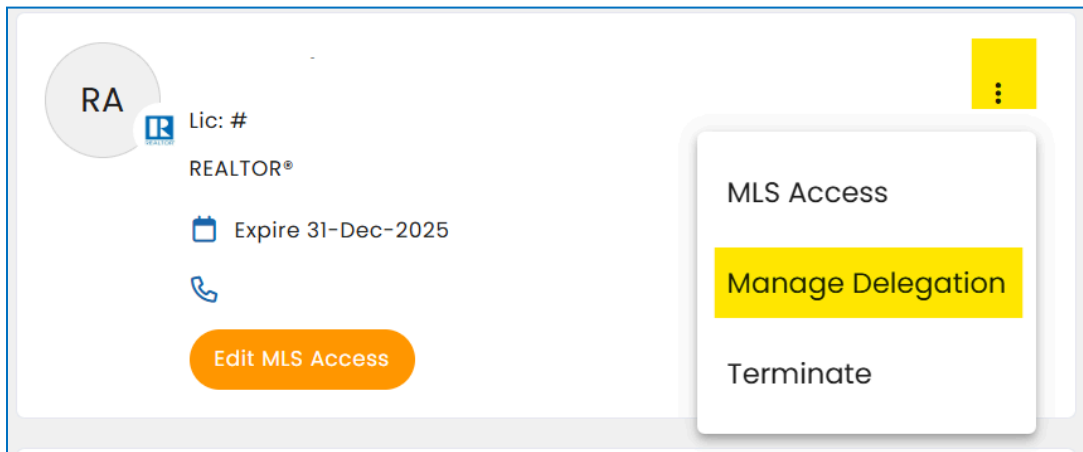


How to Update Your Agents' NOMAR Member Portal Access

If you have a member who will need to access the Portal as if they are the Broker or Designated REALTOR for an office, you can give them Office

Delegation. We recommend this option for Unlicensed Assistants, managing Brokers, and office Contact Managers

- Under Brokerage, click **“Roster”**
- Click the **three dots** next to the member’s name
- Click **“Manage Delegation”**



- Select the Delegation level you would like the member to have and click **“Save”**

Manage Delegation ×

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.

When a Delegate is assigned, the Designated REALTORS®, Office Contact Manager and all other Delegates are notified.

Select the Delegation to apply to .

None: No Delegation.

Office: Delegation for the Office that they are in.

Broker: Delegation for all offices in this Group that Craig Mirambell is the named Designated REALTOR® for.

Group: Delegation for all offices in this Group.

Save

How to Terminate and Remove Agents from Your Roster

- Under Brokerage, click **“Roster”**
- Click the **three dots** next to the member’s name
- Click **“Terminate”**

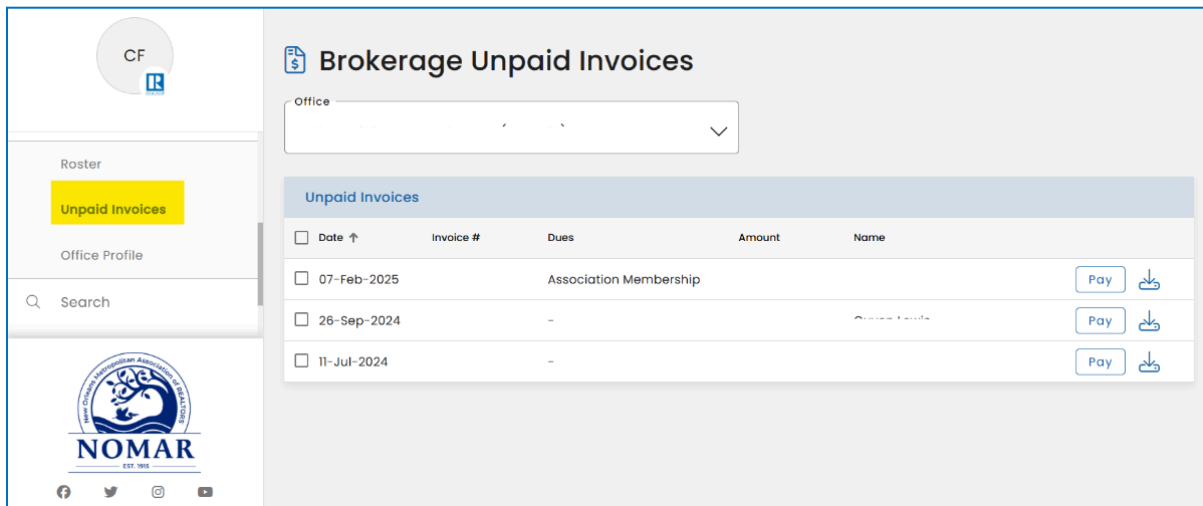
The screenshot shows a profile card for an agent with the initials 'RA'. The card includes a license number field, the text 'REALTOR®', and an expiration date of '31-Dec-2025'. There is an 'Edit MLS Access' button. A yellow three-dot menu is open, showing options for 'MLS Access', 'Manage Delegation', and 'Terminate'.

- Click **“Confirm”**

Unpaid Invoices

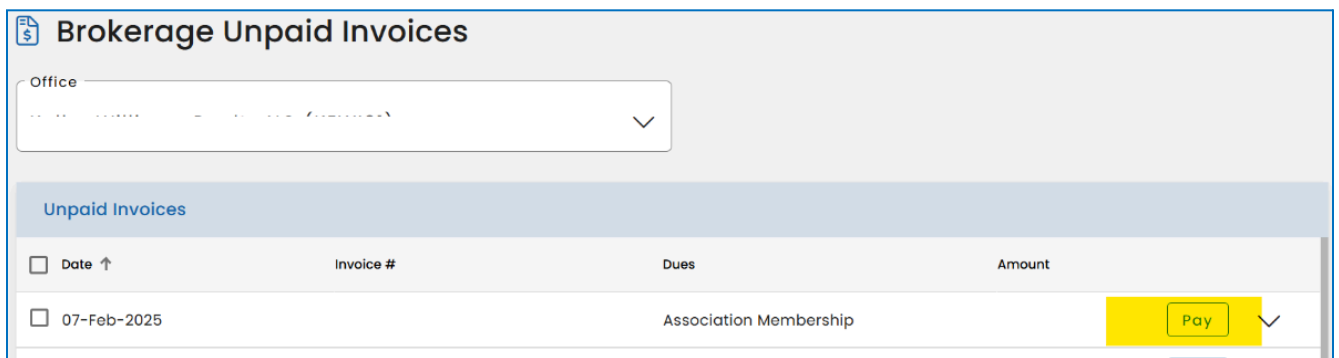
How to View Your Agent’s Unpaid Invoices

- Under Brokerage, click **“Unpaid Invoices”**
- From here, you can see a list of all your agents’ unpaid invoices



How to Pay an Agent’s Invoice


- Under Brokerage, click **“Unpaid Invoices”**
- Click **“Pay”** next to the invoice you would like to pay




- If you would like to pay multiple invoices in a single transaction, select the box for all the invoices you would like to pay, and then click **“Pay”**
- Select your payment type and click **“Next”**

Payment method

How would you like to pay the invoices you selected?




By credit card



By check via TeleCheck

Summary

Total amount: \$ - - - - -

 2025-02-07 Invoice # - - - - -
 Association Membership

Charges

NAR Assessment	\$.
Local Dues	\$.
NAR Dues	\$.
LR Dues	\$.
NOMAR Dues Late Fee	\$.
Reinstatement Fee	\$.

Back

Cancel
Continue

- 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.”**

- Click **“Confirm”** to confirm the payment.


Office Profile

How to Update Your Office Contact Information

Please note: The Office Name cannot be changed from the Office Profile.


To make a change, please email membership@normar.org with the old office name and the new office name exactly as you would like it to appear on the MLS.

- Under Brokerage, click **“Office Profile”**
- Click **“Edit”**
- Make Changes as necessary and click **“Save Changes”**



CM

- [Home](#)
- [My NOMAR](#) ▼
- [Billing](#) ▼
- [Subscriptions](#)
- [Brokerage](#) ^
- [Roster](#)
- [Unpaid Invoices](#)
- [Office Profile](#)
- [Search](#)
- [Reports](#) ▼
- [Logout](#)



NOMAR
EST. 1916

[f](#) [t](#) [i](#) [v](#)

Office Profile

Office Details

Office name	Web site: -
Office NRDS:	Office MLSID: :
Corporate License:	Designated Realtor: -
Office Contact Manager: .	IDX Reciprocity <input checked="" type="checkbox"/>

Physical address

Street 1:	Street 2: -
State/city:	Zip:

Mail address

Street 1:	Street 2: -
State/city: .	Zip:
Mail Optout <input type="checkbox"/>	Marketing Optin <input checked="" type="checkbox"/>

Contact Information

Email:	
Office Phone: .	Fax Number:
Other Number: -	Fax Optout <input type="checkbox"/>

[Edit Profile](#)