Secondary Membership Online application – Member Instructions
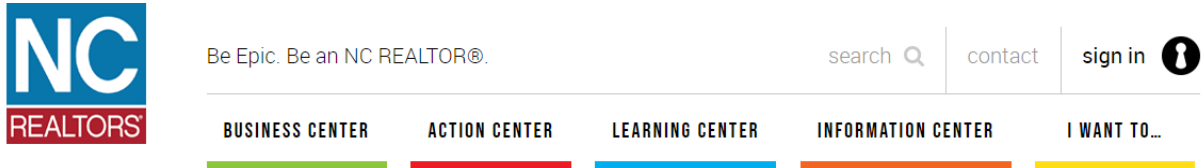
1. Go to NCRealtors.org
2. Click sign in in the top right corner

3. Click "Get Started" in the box on the right

4. Enter all information you have available to you and then click submit
5. Follow the instructions on the screen to gain access to our website
    a. After all steps are completed, there should be a link to take you to your dashboard. If this link does not work please go back to the home page and click sign in, then use your username and password to login to our site and proceed to step 6.
    b. If the link works and takes you to your dashboard please jump to step 8
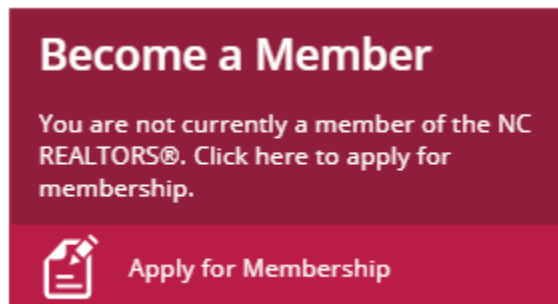6. Once logged in click the gear icon in the top right corner

7. Click View Dashboard

8. On the dashboard click "Apply for Membership" in the become a member box.

9. Membership Application Wizard:
    a. Association = "NC Realtors®"
    b. Membership Type and join date screen
        i. Membership Type = "REALTOR"
        ii. Local Join Date = Today's Date
        iii. Leave other fields as is
    c. Application type: "Secondary Membership"
        i. If it is only letting you select "Primary Membership" please contact Ashley Daugherty at ADaugherty@ncrealtors.org for assistance.
    d. Application Fee Screen: Click continue
    e. Office Search
        i. Enter any one or multiple fields to search our database for your office.
        ii. If you cannot find your office in the search please contact Ashley Daugherty at adaugherty@ncrealtors.org
        iii. If your office is found please click the radio button beside the office name and then click "Select Office"
    f. Home Address
        i. Please enter your current home address
            1. Please note this is your home address for you personally not your 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 your 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

10. Order Summary Screen
    a. This screen shows your total amount due to complete your application
    b. Click "Submit Application and Pay by credit card"
11. Payment Screen
    a. Enter your card information
    b. Click continue
12. Payment Summary Screen
    a. Verify information and then click submit payment
13. Application confirmation Screen
    a. You have now completed your application and payment. You will receive an email with your payment receipt.