



REALTORS[®]
BROWARD | PALM BEACHES | ST. LUCIE

New Member Guide

Broward, Palm Beaches & St. Lucie Realtors[®] provides you with a wealth of resources and support to help you build a thriving real estate business. We bring you access to the MLS, Supra key & lockbox services, endless education, innovative technology, and superior support. Here's how to get started today!

Once your application is processed, you will receive a series of three emails to get you started.

Email 1: Welcome New Member: We will introduce you to the dashboard, **My Realtor[®] Dash**, where you will access all things real estate, including the MLS. Through the dashboard, you can register for classes, pay your dues, view and download invoices and search for members. You will receive your login information to access **MyRealtorDash.com**. (Tip - Bookmark this page.)

Username:

Password:

Email 2: Payment Receipt: Itemized receipt to keep for your records.

Email 3: New Member Orientation Confirmation: During orientation, you will learn about the many services and benefits provided to you as a member of the Broward, Palm Beaches, & St. Lucie Realtors[®]. Please check in at least 15 minutes prior to class.

Date:

Time:

Location:

Important Required Courses: All new members, starting in January 2019, are required to complete: **1) New Member Orientation** (live class); **2) MLS Orientation** (Live Class – ‘Keep it Legal, Keep Your Commission’ and Online available) ; and **3) Realtor[®] Code of Ethics**. All three must be completed within the first 60 days of membership.

New Member Orientation Benefits:

- “Leadership Welcome” Guest speakers from the Regional Board of Directors, Global Alliance and Realtors® Political Action Committee, sharing the importance of getting involved and investing in your Association. You get out of it what you put into it!
- What it MEANS to be a Realtor®, going above and beyond “just a licensed real estate salesperson’s” scope of duties, and the three main objectives of the Realtor® Code of Ethics.
(More in-depth training on Ethics will be covered in the mandatory Ethics class, live and online options available.)
- The Value that your Association affords you, the Realtor® member (ie, Political advocacy that protects your rights as the Professional, as well as the rights of property owners, investors, and renters. Educational, community outreach, and networking opportunities. Industry partners and tangible benefits to enhance your business.)
- The Value that your MLS affords you, including highlights on the most important rules that all must follow in order to maintain the “level playing field” and positive cooperation, for the benefit of all. (More in-depth training on MLS Compliance will be covered in the mandatory MLS Orientation class. Live and online options available).
- A live demonstration of the Realtor® Dash, Member Portal, and other key websites, so you know Where to find your resources, tools, and benefits, and can maximize your membership starting today!
- NEW! Featuring the Realtor® Safety Subcommittee “Realtor® Safety in the Real World”, a 30 minute presentation, dedicated to YOUR personal safety and well-being, as well as your professional successes in the industry.
- “Special Legal Feature” by the Attorneys' Real Estate Council; a 30 minute live discussion on the most important Legal FAQ’s straight from the Florida Realtors® Legal Hotline, presented by live attorneys in our own markets!

Register for the 3CE **Ethics and Business Practices** class in any of our eight locations or take the free **NAR Code of Ethics** Online class. Please send your certificate of completion to education@rworld.com. The website for more information about the COE: <https://www.nar.realtor/>

8 Convenient Office Locations

Main Office: 561-585-4544 | Memberinfo@rworld.com

West Palm Beach and Corporate Office: One Harvard Circle #102, West Palm Beach, FL 33409

Boca Raton Office: 3200 North Military Trail #102, Boca Raton, 33431

Palm Beach Gardens Office: 2801 PGA BLVD, Suite 220, Palm beach Gardens, FL 33410 Port

Port St. Lucie Office: 582 NW University Blvd. #300, Port St. Lucie, FL 34986

Fort Lauderdale Office: 1765 NE 26th Street, Ft Lauderdale, FL 33305

Tamarac Office: 5850 Hiatus Road, #A, Tamarac, FL 33321

Pembroke Pines Office: 701 Promenade Dr, #101, Pembroke Pines, FL 33026

Hollywood: 330 N Federal Hwy, #201, 33020

Member Benefits:

- Free IDX with both MLS systems which includes over 40,000 on-market listings and over \$21 billion in inventory across South Florida and the Treasure Coast
- Endless Education at any of our 8 locations; Boca Raton, East Broward, West Broward, West Palm Beach, Palm Beach Gardens and Treasure Coast
- In-office training on social media, MLS and Association benefits overview
- Global real estate focused events, Trade Missions and education offered by our Global Division
- Commercial real estate focused meetings, events and education offered by our Commercial Division
- Technology training & opportunities for young professionals to be introduced to leadership positions are offered by our Young Professionals Network
- Local county and municipal market updates for Broward, Palm Beach, St. Lucie, Martin, and Miami-Dade Counties
- Networking opportunities with monthly member meetups across South Florida and the Treasure Coast
- Realtor® representation in government to create & maintain a positive & successful environment for the real estate industry
- Opportunity for involvement in your Association with 5 Regional Boards, and numerous Committees and Task Forces
- Member Support, over 80 staff available to assist in all 8 locations
- Community Outreach Volunteer Opportunities with organizations such as Habitat for Humanity, Quantum House and more
- Supra options including e-Key®, Active KEY™ and Lockbox services with convenient quarterly payment options
- Florida Realtors® Benefits; Florida Realtor® market reports, legal hotline, technology hotline & more

Ways to Save Money:

- Save 45% - Real Estate Headshots through our Affiliate Photographer, Anthony Barbacane
- Save up to 40% - NAR Realtor® Benefits Program Placester (free website), FedEx, Sprint, Dell, car rentals & more
- Save up to 25% - NAR Monthly Promotions on online courses; certifications and designations
- Save 20% - Nova Southeastern University all undergraduate and graduate business degree programs
- Save with discounted rates - Water Taxi in Fort Lauderdale
- Save with discounted rates - Transunion Tenant Screening Credit and Background Checks
- Save with discounted rates - Marriott Residence Inn in Port St. Lucie

Online Education & Discounts:

- Save up to 40% - The CE Shop online courses; pre-licensing, post-licensing, and continuing education
- Save up to 20% - NAR Center for Realtor® Development online courses; certifications and designations
- Save 20% - Van Education Center online courses; post licensing, continuing education, and GRI designation
- Save 10% - Gold Coast Schools on all courses at 5 convenient locations throughout South Florida

MLS Benefits:

All MLS User Benefits:

- **iMAPP® Tax Program** with accurate property data updated weekly
- **Transaction Desk** is an online document management and storage tool
- **Authentisign** is an e-signature tool integrated within Transaction Desk that allows users to electronically place signing and initial blocks anywhere on a document
- **Immobel Real-Buzz** Listing Translation Website
- **ListHub** Listing Syndication Portal
- **My Condo Plans** is an extensive database of over 144,500 condo, building and site plans
- **ShowingTime** is a mobile-friendly tool to schedule showings, get feedback and track inquiries
- **DocBox** is a component of Transaction Desk that allows users to access their securely stored documents from virtually any computer in the world with an internet access
- **RatePlug** offers real-time mortgage payment information with MLS property information
- **RETechnology** webinars, reviews and tech guides on real estate technology products
- **Property Panorama** automatically creates a complimentary InstaView Virtual Tour for your active listings that currently have at least three photos
- **RealSatisfied** customer satisfaction system

MLS Benefits for Matrix Users:

- **Matrix** is an MLS system delivering the performance real estate professionals demand
- **Matrix MLS Data Co-op** easily connects brokers and agents to other multiple listing organizations across the country
- **AnnounceMyListing** is an easy way to share your listings on social media sites and email
- **AnnounceMyNews** is the ultimate social media marketing tool for you to easily share news, events and other PR
- **Realist** tax program tax program
- **RealBiz Media** is a powerful suite of online marketing and imaging tools featuring i3 Technology
- **SouthFloridaMLS app** provides you easy access to the most complete, up to date information on all of the homes and properties listed for sale in our community including Broward, Palm Beach and Miami-Dade Counties

MLS Benefits for FlexMLS Users:

- **Flexmls®** created by FBS, a powerful and flexible MLS system that works on any device
- **HomeSpotter** agent branded app to share with clients for instant access to accurate MLS data
- **ListingBook** Client Management System
- **ListTrac** allows you to see how your listings are performing online in the MLS system, consumer sites, IDX sites and on other real estate portals
- **New Home Source Professional** - most comprehensive resource of new construction properties
- **Smarter Agent Mobile** Property Search App - discounted rate (\$49 a month)
- **Tract Utility and ReboReports** with a discount to upgrade to ReboGateway - turnover reports, spending habits and trends

Getting Started with Supra Services:

One Time Fee(s)

New member activation fee: \$50 **Required**
FOB (Frequently Operated Button): \$60 + tax **Optional**
Lockbox: \$120 + tax **Optional**

Recurring Fee(s)

Quarterly fee (Billed every 3 months): \$25
OR
Yearly fee (Billed once every October): \$75

Important eKey® Tips:

- It is a best practice is to OPEN the eKEY app either at home or in the office each day, PRIOR to a showing, to ensure that it updates properly. Once the system is updated for the day, your eKey will continue to operate, even in areas with poor cell service such as high rise condominiums.
- Cell phone coverage is not required for Supra eKEY to work, but the eKEY app must be updated daily for Supra to function properly
- For Security purposes, Supra issues a new update code daily. If the update is received it is effective that day through midnight. Open the app with Wi-Fi or cellular data enabled to allow the update
- Android phones receive updates AUTOMATICALLY for Supra between midnight and 6am
- Bluetooth and location settings MUST BE ON for Supra eKEY to work – the Key Fob is used to convert the Bluetooth on your phone to infrared on the lockboxes.

How to use the FOB:

1. Hold the gray/white button until the green light starts to blink, then release.
2. Hold the FOB 3-5 inches from the Supra Lockbox pointing the green blinking light toward the purple window in the upper right corner of the lockbox.
3. The FOB will communicate with the lockbox, the blinking and beeping will increase. The phone will sound when it has effectively communicated with the box and "Success" will appear on your phone accompanied by an audible signal.
4. FOB batteries last approximately 8-10 months. The FOB will flash green and then red when your battery is low. Replacement batteries can be purchased at any of our six locations for \$3.00 or any local stores which carry watch batteries. There is a \$64.20 replacement fee for lost or stolen FOBs.

Activating Supra on a New or Updated Phone:

After getting a new phone, performing a software update, or reinstalling the eKey® application, a new authorization code will need to be inputted.

3 ways to acquire an authorization code:

- Clicking "Supra" in your dashboard, and selecting "Authorization Code" on the left side.
- Calling the Realtor® association at 561-585-4544 - Mon-Fr 9am-5pm
- Calling Supra at 877-699-6787 - 7 days per week 8am-10pm