

Office Administrator Registration Form

8-21

Please register the following office personnel. Once authorized, each person listed will receive their own login and password to the MLS and may attend any RANW MLS computer training classes.

To qualify for Secretary/Office Administrator status you must be someone employed by the Company/MLS Participant, but **not licensed** under the company. OA status **does not** include *licensed* personal assistants.

Computer access is to be allowed only within the confines of the OA's related employment and must be authorized by the MLS Participant/Company Broker or Manager. This will allow authorized personnel to have access to company data on the MLS computer system at the broker's company. The RANW MLS Participant *shall* be responsible for the adherence by the employee to the MLS Rules & Regulations, including but not limited to confidentiality and restrictions on distribution and use as stated therein.

1.) Name _____ Company _____

Address _____

Office Phone _____ Ext _____ Fax # _____

Email Address _____ Webpage _____

I understand that by providing my email address, phone number (s) and fax number (s), I consent to receive communications sent from RANW-MLS via U.S. mail, email, telephone or facsimile at those number(s) / location(s). yes no
If no, please identify how RANW may communicate with you. _____

Should we include your email for listing notifications and no-photo reports? yes no

MLS Access Level (Broker, please choose access level for OA):

40 (agent) or 60 (broker) or 62 (broker access to all firm branch offices-must take Listing Maintenance training)

Choose MLS password _____ Password must be at least 8 characters & use 3 of 4 criteria:
(upper case letter, lower case letter, numbers and/or symbols)

Mother's Maiden Name: _____ Father's First Name: _____

2.) Name _____

Company _____ Address _____

Office Phone _____ Ext _____ Fax # _____

Email Address _____ Webpage _____

I understand that by providing my email address, phone number (s) and fax number (s), I consent to receive communications sent from RANW-MLS via U.S. mail, email, telephone or facsimile at those number (s) / location (s). yes no
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(upper case letter, lower case letter, numbers and/or symbols)

Mother's Maiden Name: _____ Father's First Name: _____

The broker is responsible for promptly notifying the MLS of any changes to the above personnel accessing the MLS and must ensure that access to MLS is no longer provided. Please advise RANW of any changes immediately so we can make the necessary changes so as not to jeopardize your company's security: info@ranw.org or cdreger@ranw.org.

Please keep a copy of this with your records. Thank you.

Broker's Name - please print

Broker's Authorization Signature

Date