



REALTORS® Association of Northeast Wisconsin, Inc.
Wisconsin Commercial Information Exchange

WCIE Secretary / Office Administrator Registration Form

Please register the following office personnel. Each person listed will receive access to the WCIE **company** login and password and may attend any WCIE computer training classes.

To qualify for Secretary/Office Administrator status you must be someone employed by the office, but **not licensed** under the company. Does not include licensed personal assistants.

Computer access is to be allowed only within the confines of his/her related employment and must be authorized by the broker. This will allow authorized personnel to have access to company data on the WCIE computer system at the broker's office. The employing subscriber shall be responsible for the adherence by the employee to the WCIE Rules & Regulations.

1.) **Name** _____

Company _____ **Address** _____

Office Phone _____ **Ext** _____ **Fax #** _____

Email Address _____ **Webpage** _____

I understand that by providing my email address(es), telephone number(s) and fax numbers, I consent to receive communications sent from RANW and 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. _____

Mother's Maiden Name: _____

Driver's License # _____

Father's First Name: _____

2.) **Name** _____

Company _____ **Address** _____

Office Phone _____ **Ext** _____ **Fax #** _____

Email Address _____ **Webpage** _____

I understand that by providing my email address(es), telephone number(s) and fax number(s), I consent to receive communications sent from RANW and 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. _____

Mother's Maiden Name: _____

Driver's License # _____

Father's First Name: _____

The broker is responsible for any changes to the above personnel accessing the system. Please advise the RANW WCIE office of any changes immediately so we can make the necessary changes so as not to jeopardize your company's security.

Broker's Authorization Signature

Date