

Office Administrator Registration Form

8-11

Please register the following office personnel. 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 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 MLS computer system at the broker's office. The employing subscriber shall be responsible for the adherence by the employee to the MLS 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 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

Password Choice _____ **Access Level:** ___ 40 (agent) or ___ 60 (broker)
(up to 10 letters or numbers, no spaces or punctuation) *(Broker, please choose access level)*

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-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

Password Choice _____ **Access Level:** ___ 40 (agent) or ___ 60 (broker)
(up to 10 letters or numbers, no spaces or punctuation) *(Broker, please choose access level)*

Mother's Maiden Name: _____ **Driver's License #** _____

Father's First Name: _____

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

Broker's Name - please print

Broker's Authorization Signature

Date