

SCOTTSDALE REALTORS®

# NEW MEMBER RESOURCES

Congratulations and welcome to Scottsdale REALTORS®!

## Checklist:

- ☐ Register for the next New Member Orientation.
- ☐ Complete an online Code of Ethics course.
- ☐ Get started with flexMLS.
- ☐ Create your accounts for TransactionDesk® and RPR®.
- ☐ Sign up for keybox service
- ☐ Go to [scottsdalerealtors.org](http://scottsdalerealtors.org) and create a new login password. For your initial login, use the following credentials:  
**Username:** your email address  
**Password:** Password1
- ☐ Sign up for email options.



[info@scottsdalerealtors.org](mailto:info@scottsdalerealtors.org)



Because your first year of membership is so important, we will be sending you a few emails with helpful tips!

- |         |  |                                  |
|---------|--|----------------------------------|
| Email 1 |  | Essential Tools                  |
| Email 2 |  | Generate Leads                   |
| Email 3 |  | Member Benefits                  |
| Email 4 |  | Buyers & Sellers                 |
| Email 5 |  | Raise The Bar Real Estate School |
| Email 6 |  | RAPAC                            |
| Email 7 |  | Happy Anniversary                |



## HAVE A QUESTION?

Here are some common questions and helpful links to get the answers you need.

Didn't find what you were looking for?  
Call us at  
**480.945.2651**

Update my contact information.	Scottsdale REALTORS®	Weblink	480.945.2651
I've transferred companies.	Scottsdale REALTORS®	Weblink	480.945.2651
I'm a <b>new designated broker</b> or <b>adesignated broker</b> that needs to <b>update information</b> .	Scottsdale REALTORS®	Weblink	480.945.2651
<b>Transfer a listing</b> from one brokerage to another brokerage.	Scottsdale REALTORS®	Weblink	480.945.2651
<b>Signup for email alerts</b> from Scottsdale REALTORS®.	Scottsdale REALTORS®	Weblink	480.945.2651
<b>Continuing education</b> questions.	Scottsdale REALTORS®	Weblink	480.945.2651
<b>Register for a class or event</b> from Scottsdale REALTORS®.	Scottsdale REALTORS®	Weblink	480.945.2651
<b>Join a committee</b> , workgroup, or network at Scottsdale REALTORS®.	Scottsdale REALTORS®	Weblink	480.945.2651
Helpful <b>community links</b> and resources.	Scottsdale REALTORS®	Weblink	480.945.2651
I need help with <b>MLS</b> .	ARMLS	Weblink	480.921.7777
I can't access <b>SUPRA</b> .	ARMLS	Weblink	480.921.7777
My <b>Lockbox Key</b> isn't working.	ARMLS	Weblink	480.921.7777
I am a Scottsdale REALTORS® member but <b>do not want MLS</b> access.	ARMLS	Weblink	480.921.7777
I need to <b>change or edit a listing</b> .	ARMLS	Weblink	480.921.7777
I can't access <b>armls.flexmls.com</b> .	ARMLS	Weblink	480.921.7777
I need to <b>record my CE</b> or <b>renew my license</b> .	ADRE	Weblink	602.771.7799
Information about the <b>ADRE online portal</b> .	ADRE	Weblink	602.771.7799
How do I launch <b>eSign</b> ?	Arizona REALTORS®	Weblink	602.248.7787
How do I launch <b>Authentisign</b> or <b>TransactionDesk®</b> ?	Arizona REALTORS®	Weblink	602.248.7787
Questions about <b>Code of Ethics</b> .	NAR	Weblink	800.874.6500
How to correctly use the <b>REALTOR®</b> trademarks.	NAR	Weblink	800.874.6500





# IMPORTANT ONLINE TOOLS



## Getting started with MLS Web.

Go to **armls.com**

Type your MLS/ID username:

Type in the default MLS password that you received from [membership@armls.info](mailto:membership@armls.info). All letters in your user ID must be lowercase. The password is case sensitive.

ARMLS Contact Number: **480.921.7777**

Free MLS training: Click on the Learning tab at armls.com.



## Login at [scottsdalerealtors.org](http://scottsdalerealtors.org)

The Scottsdale REALTORS® website is a valuable member resource. You will find information, forms, and tools that you will find useful.

Go to **scottsdalerealtors.org**. Click on the "LOGIN" link at the top right.

Username:

Password:  *Note: you will be prompted to change your password.*

After successful login, click on "Personal Information" to update your profile and upload your profile photo (optional). Be sure to place [info@scottsdalerealtors.org](mailto:info@scottsdalerealtors.org) on your safe email contact list.



## REALTORS® Property Resource (RPR)

*NOTE: You will need to wait 24 hours after your activated your Scottsdale REALTORS® membership before you can register your new account at RPR.*

To access this free national database of property information, follow these steps:

1. Go to **narrpr.com**
2. Click "Create New Account"
3. Enter your last name and NRDS#:
4. Complete as many details as possible on the "My Profile" page.
5. Enter your MLS Agent #:

Learn how to use RPR in your business at [blog.narrpr.com/training](http://blog.narrpr.com/training)



# TransactionDesk®

\*TransactionDesk® is now live for member use but for all of 2019 ZipForm® will still be accessible to members for their convenience.

To Log in to TransactionDesk®:  
AARForms.com  
or Single Sign-On (SSO) Account

## Here's what's included:

### 24/7 Support

TransactionDesk® support is available 24 hours a day, seven days a week.

**Phone:** 800.668.8768

**Email:** tdsupport@lwolf.com

**Chat:** Instant message from your TransactionDesk® Account

### Forms

Pulls most recent forms and contracts from the brokerage and MLS directly from the cloud. Available on PC, Mac, smartphone, and tablet.

### Document Storage

Stores and organizes an unlimited number of documents in one place, providing central source of audit-ready historical documentation.

### eSignature

Fast-forward transactions with Authentisign, real estate's #1 eSignature solution. Get documents and forms signed in seconds through a client's email.

\*TransactionDesk® Broker Edition is available with an upgrade and offers more features for complete brokerage-level transaction management. For details go to: <https://bit.ly/2EUTVRd>

## Training Available

Live webinars are available and live in-person classes will soon be available for TransactionDesk®. A webinar will be live every Wednesday at 10:00AM. For more details and to sign up go to: <https://www.aaronline.com/efficient-business-tools/transactiondesk/>

AAR Tech Support for Transaction Desk, 480-304-8930 or email [support@aaronline.com](mailto:support@aaronline.com)



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Phone: 602.248.7787 • Toll-free in AZ: 800.426.7274 • Fax: 602.351.2474  
[www.aaronline.com](http://www.aaronline.com)

[facebook.com/azrealtors](https://facebook.com/azrealtors) [twitter.com/AARSuccess](https://twitter.com/AARSuccess) [linkedin.com/company/arizona-realtors](https://linkedin.com/company/arizona-realtors) [youtube.com/azrealtors](https://youtube.com/azrealtors)



# Single Sign-On Dashboard

## SINGLE SIGN-ON IS HERE!

NRDS/M1# [REDACTED]

Arizona REALTORS® is committed to providing its members with everything you need to succeed.

We've listened closely to your feedback and have some exciting news: the Arizona REALTORS® Single Sign-On (SSO) dashboard is set to launch!

The dashboard [pictured] will be the new center of your work day, bringing you a more convenient way to access all of your applications. Don't worry, you'll still log-in to the same MLS, we're just upgrading how you can get there!

The new dashboard will simplify your workflow:

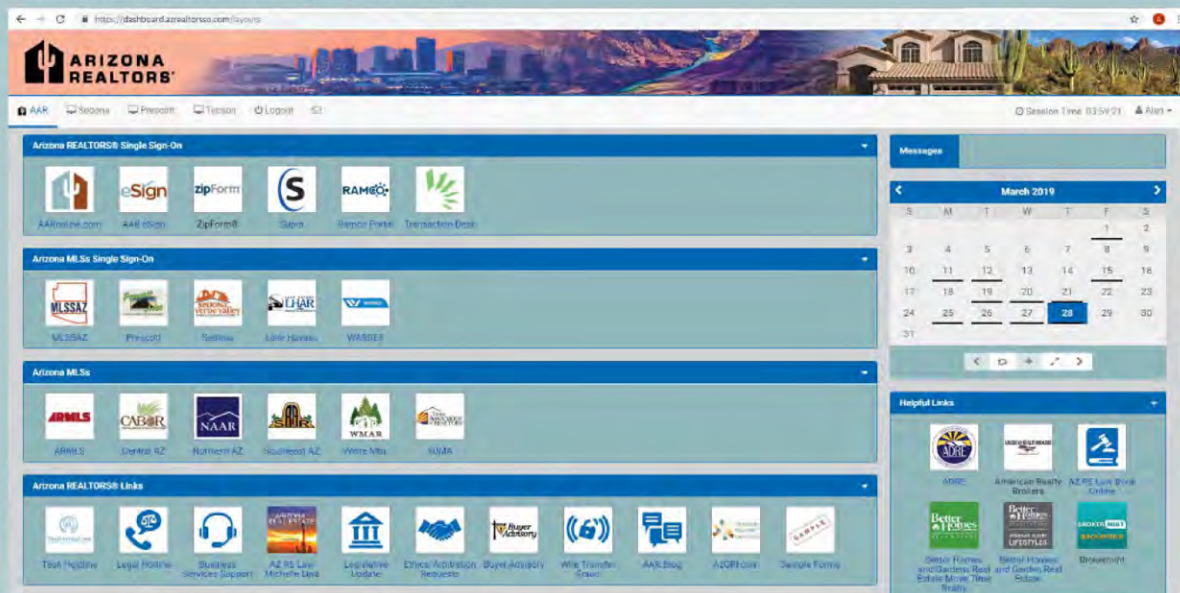
- **Access all your applications from ONE location!**

The new dashboard will offer all of your Arizona REALTORS® membership benefits AND third-party applications for easy access. You'll be surprised at everything that is just one click away.

- **YOU ONLY NEED ONE PASSWORD!**

Remembering multiple usernames and passwords can be a hassle. The new dashboard is SSO enabled, which means you only need to remember ONE PASSWORD to log-in to multiple applications.

Screenshot of Arizona REALTORS® Single Sign-On dashboard:



**Note: Please wait 24 hours to register**



# ARMLS Support Center

## SUPPORT HOURS & LOCATIONS

### PHONE / CHAT / EMAIL SUPPORT

ATTENTION: ARMLS will close at 5 p.m. Friday and reopen at 8 a.m. Tuesday, Dec. 27, in observance of Christmas.

ARMLS Support / all departments use the same phone number: 480-921-7777.

Normal hours: Monday – Friday, 8:30 a.m. to 5 p.m. | Saturday, 8:30 a.m. to 5 p.m.

### ARMLS SUPPORT CENTER

#### TEMPE

130 S. Priest Dr. Suite 101

Tempe, AZ 85281

Mon-Sat, 8:30AM – 5PM

Save time by [pre-ordering your lockbox or key](#).

### KEYBOX SERVICE LOCATIONS

These locations offer full lockbox/key services and are operated by association staff.

#### PHOENIX REALTORS®

7878 N 16th St, Suite 150

Phoenix, AZ 85020

[More Information](#)

#### SCOTTSDALE REALTORS®

8600 E Anderson Dr, Ste 200

Scottsdale, AZ 85255

[More Information](#)

#### WeSERV – WEST VALLEY

9001 W. Union Hills Dr. #8

Peoria, AZ 85382

[More Information](#)

#### WeSERV – EAST VALLEY

1733 E. Northrop Blvd.

Chandler, AZ 85286

[More Information](#)

## Lockbox Facts

If the Lockbox won't open, it might need a CBS code. Depending on your key type, you may be prompted to enter this code before the box will open.



## ARMLS SUPPORT LINE

480 - 921 - 7777



## CBS CODE FACTS

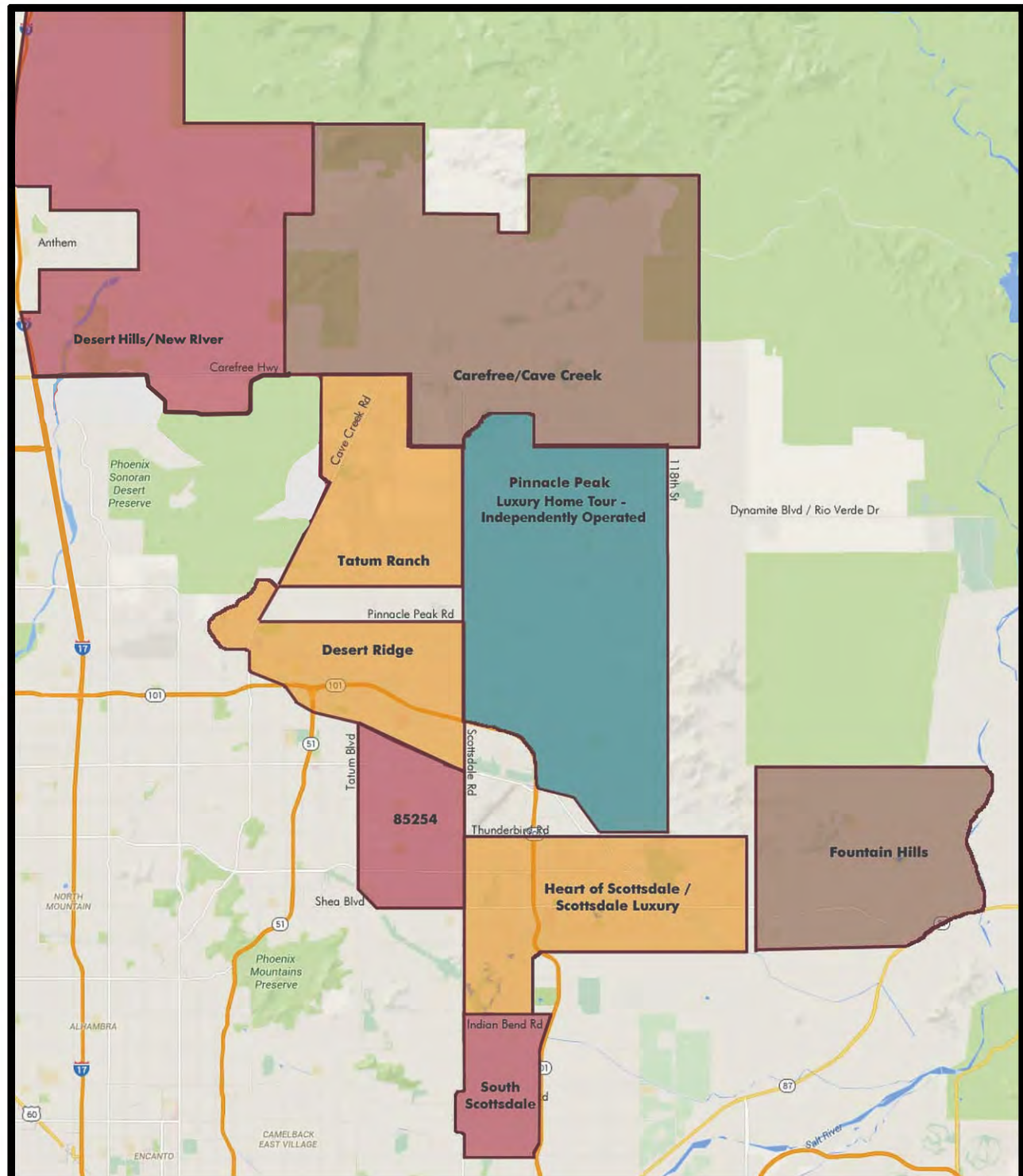
- CBS stands for "Call Before Showing"
- 7-digit code programmed into lockbox at time of purchase
- Required by Contractors (inspectors, appraisers, etc)
- Can be added as an additional security measure for all listings



# REALTOR® Marketing Sessions (RMS)

Scottsdale REALTORS® is pleased to offer more REALTOR® Marketing Sessions (RMS) and Home Tours than any other group or association in the Valley! Our RMS meetings are a great way to network, learn about your market, and showcase your listings.

Check out our RMS calendar at [scottsdalerealtors.org](http://scottsdalerealtors.org) to find out more about the next home tour meeting in your area.







# MEMBER BENEFITS OVERVIEW

NOTE: Benefits can change or be updated. For an current list of benefits, please visit [scottsdalerealtors.org](http://scottsdalerealtors.org).

## COMMUNITY OUTREACH

From speaker engagements by our leadership team to programs like Lockboxes For Seniors, we show that REALTORS® are a valuable part of the community.



## ADVOCACY & RAPAC

Scottsdale REALTORS® actively engages in local issues to advocate for the protection of private property rights, ensuring economic vitality, and preserving the overall quality of life enjoyed in our communities. The REALTORS® of Arizona Political Action Committee (RAPAC) allows us to effectively defend our industry by shaping the political landscape.



## NEWS AND UPDATES

Scottsdale REALTORS® distributes a weekly email newsletter with local and national news, as well a list of upcoming events and education opportunities. Be sure that [info@scottsdalerealtors.org](mailto:info@scottsdalerealtors.org) is in your safe email contact list so that you don't miss it!



## REALTOR® ONLINE STORE

You can purchase a wide variety of REALTOR® items from our website. Go to [scottsdalerealtors.org](http://scottsdalerealtors.org), click on the Members tab, and then select Retail Store from the dropdown menu.

## MEMBER RELIEF FUND

This fund offers financial assistance to active Scottsdale REALTOR® members and their immediate family members experiencing a crisis or catastrophic event.



## CONTINUING EDUCATION

Check out our extensive offerings at [realestateschoolarizona.com](http://realestateschoolarizona.com), our education website. There are continuing education classes, designation courses, certification courses, and broker licensing classes.



## COMMERCIAL SERVICES

The Commercial Forum is held the fourth Wednesday of most months, and is open to all active members. This event is a great way to network while hearing from engaging speakers talking about the topics that matter to you.



## LEADERSHIP ACADEMY

Our highly competitive annual program runs Sept through Nov, and candidates meet once a week for leadership training and unique learning experiences. It's an opportunity for full immersion into the day-to-day management of a variety of local organizations.



## OTHER ASSOCIATION BENEFITS

### State

Arizona Association:  
[aaronline.com](http://aaronline.com)

### National

National Association of REALTORS®:  
[nar.realtor](http://nar.realtor)





# MEMBER BENEFITS OVERVIEW



**FREE!**

**Provided by Arizona REALTORS®**

Contact TechHelpline:  
Phone: (866) 232-1791  
Chat: [chat.techhelpline.com](https://chat.techhelpline.com)  
Email: [support@techhelpline.com](mailto:support@techhelpline.com)

Hours:  
Monday - Friday: 7 a.m. - 6 p.m. Arizona time  
Saturday: 7 a.m. to 3 p.m. Arizona time



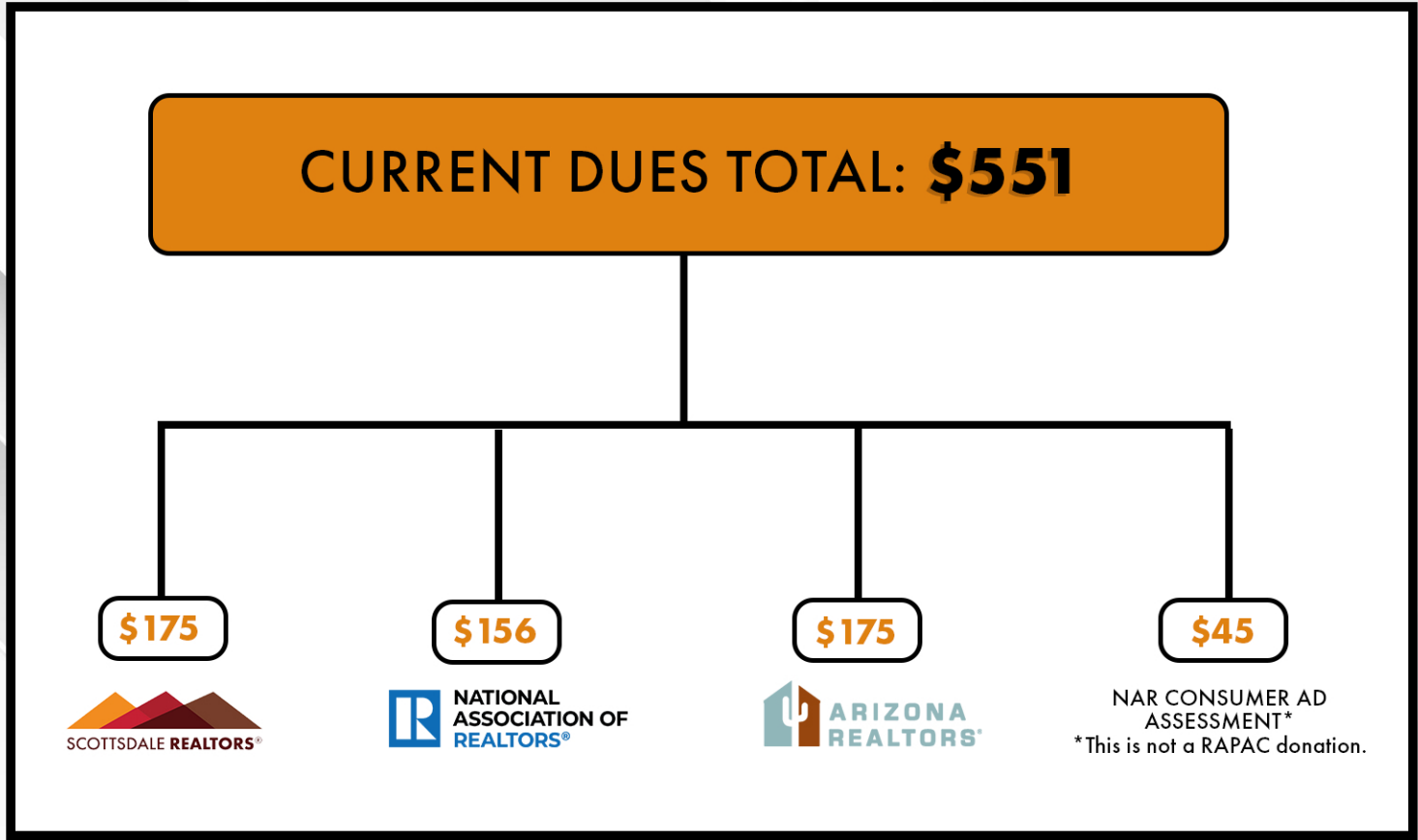
Filling out disclosures has been made easier. We couldn't be more excited to introduce Breeze as YOUR newest member benefit!

Breeze makes disclosures like the Residential Seller's Property Disclosure Statement (SPDS) fast and straightforward for sellers to complete while providing security measures to mitigate risk of potential liability to the agent.

Breeze makes disclosures like the Seller's Property Disclosure Statement (SPDS) fast and straightforward for sellers to complete while providing security measures to mitigate risk of potential liability to the agent.

Start using Breeze today to give your sellers (and yourself!) access to a 5-star disclosure experience from start to finish.

# WHERE DO YOUR MEMBERSHIP FEES GO?



Thank you for your membership!

