



SCOTTSDALE REALTORS®

NEW MEMBER RESOURCES

EVERYTHING YOU NEED TO GET STARTED AND SUCCEED.



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 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.



STAY CONNECTED. STAY INFORMED.

We'll be sending you a few emails with helpful tips to make your first year a success!



 info@scottsdalerealtors.org



YOUR SUCCESS IS OUR PRIORITY.

Here's what you can look forward to:

	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	



WHO DO YOU NEED? WE'LL POINT YOU THERE.

Quick connections for the most common new member questions.



To complete these tasks, click the category that fits your need.



MEMBERSHIP & ASSOCIATION SUPPORT

- Update my contact information.
- I've transferred companies.
- I'm a new broker or a broker that needs to update information.
- Transfer a listing from one brokerage to another brokerage.
- Signup for email alerts from Scottsdale REALTORS®.
- Continuing education questions.
- Register for a class or event from Scottsdale REALTORS®.
- Join a committee, workgroup, or network at Scottsdale REALTORS®.

480.945.2651



FORMS & TRANSACTIONS

- How do I launch eSign?
- How do I launch Authentisign or TransactionDesk®?

602.248.7787



MLS & LOCKBOX SUPPORT

- I need help with MLS.
- I can't access SUPRA.
- My Lockbox Key isn't working.
- I am a Scottsdale REALTORS® member but do not want MLS access.
- I need to change or edit a listing.
- I can't access armls.flexmls.com.

480.921.7777



LICENSING & COMPLIANCE

- I need to record my CE or renew my license.
- Information about the ADRE online portal.
- I need help with licensing or compliance questions.

602.771.7799



NATIONAL RESOURCES & GUIDANCE

- Questions about Code of Ethics.
- How to correctly use the REALTOR® trademarks.

800.874.6500

NEED HELP FASTER?

Before you call, have these ready:

- Your Member / NRDS ID
- Your Brokerage Name
- Your License Number
- Your Device / Browser Info (for tech support)
- A Screenshot of Any Error Message
- Your MLS ID (if applicable)

★ Prepared members get faster answers.



We're here
TO HELP!



SCOTTSDALE REALTORS®
480.945.2651



ARMLS SUPPORT
480.921.7777



★ THE RIGHT CONNECTION. THE RIGHT ANSWER. THE RIGHT SUPPORT. ★

IMPORTANT ONLINE TOOLS

Everything you need to get up and running!

1 GETTING STARTED WITH MLS (ARMLS)



GO TO: armls.com



MLS/ID USERNAME: _____



Look for a Welcome email from no-reply@armls.com.
You will need to set your password and security key.



SETUP GUIDE: armls.com/newloginsetup



ARMLS CONTACT NUMBER: **480.921.7777**



FREE MLS TRAINING:
Click on the Learning tab at armls.com.

2 ACCESS YOUR MEMBER ACCOUNT scottsdalerealtors.org



GO TO: scottsdalerealtors.org

Click **LOGIN** at the top right.



USERNAME: _____ (your email)



PASSWORD: **Password1**

You will be prompted to change your password.



AFTER LOGIN:

- Click Personal Information
- Update your profile
- Upload your profile photo (optional)



Add this email to your safe contacts:
info@scottsdalerealtors.org

3 REALTORS® PROPERTY RESOURCE (RPR)



IMPORTANT:

Wait 24 hours after activation before registering.



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 MORE: blog.narrpr.com/training

We're here
TO HELP!



SCOTTSDALE REALTORS®
480.945.2651



ARMLS SUPPORT
480.921.7777



REALTOR® MARKETING SESSIONS (RMS)

— NETWORK. LEARN. SHOWCASE. SUCCEED. —

Scottsdale REALTORS® is pleased to offer more REALTOR® Marketing Sessions (RMS) and Home Tours than any other group or association in the Valley!



NETWORK

Connect with fellow REALTORS® and industry professionals.



LEARN

Gain insights about your market and local communities.

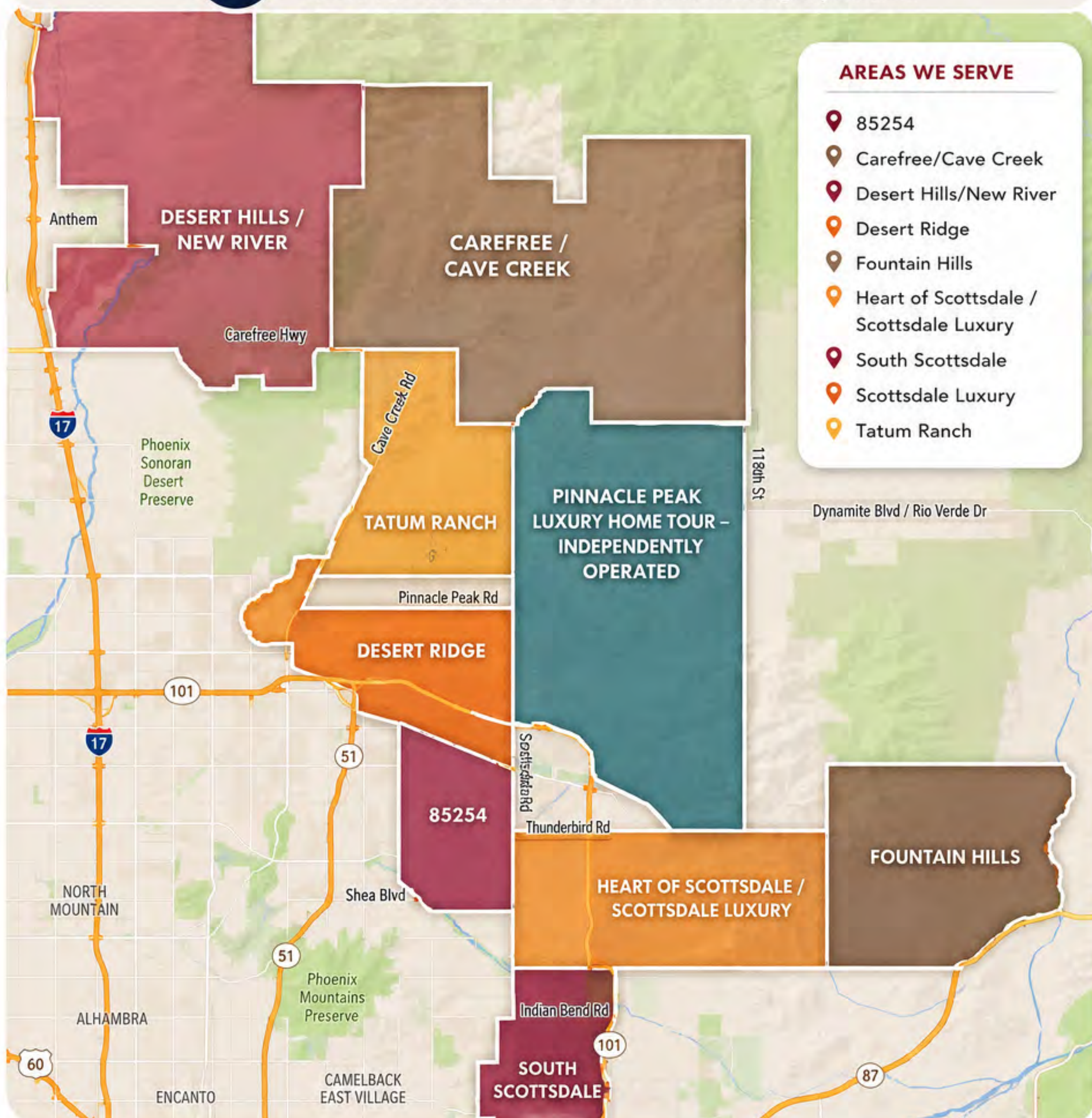


SHOWCASE

Highlight your listings and grow your business.



Check out our RMS calendar at scottsdalerealtors.org to find out more about the next home tour meeting in your area.



AREAS WE SERVE

- 85254
- Carefree/Cave Creek
- Desert Hills/New River
- Desert Ridge
- Fountain Hills
- Heart of Scottsdale / Scottsdale Luxury
- South Scottsdale
- Scottsdale Luxury
- Tatum Ranch



**MORE RMS. MORE OPPORTUNITIES.
ONLY WITH SCOTTSDALE REALTORS®.**



VISIT OUR CALENDAR
scottsdalerealtors.org



YOUR MEMBERSHIP.

POWERED BY PURPOSE.

RESOURCES. ADVOCACY. EDUCATION. COMMUNITY.

YOUR MEMBER BENEFITS



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.



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.



NEWS & UPDATES

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

A MESSAGE FROM



REALTOR® ONLINE STORE

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



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.



MEMBER RELIEF FUND

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



MEMBER
relief fund
SCOTTSDALE REALTORS®
BENEFITTING MEMBERS IN CRISIS



CONTINUING EDUCATION

Check out our extensive offerings at realestateschoolarizona.com, our education website. There are continuing education classes, designation courses, certification courses, and broker licensing classes.



OTHER ASSOCIATION BENEFITS

State
Arizona Association:
aaronline.com

National
National Association of
REALTORS®: nar.realtor

WHERE DO YOUR MEMBERSHIP FEES GO?

CURRENT DUES TOTAL: \$551

\$175



\$156



\$175



\$45

NAR CONSUMER
AD ASSESSMENT*

* This is not a RAPAC donation.



THANK YOU FOR YOUR MEMBERSHIP!

TOGETHER, WE BUILD STRONGER COMMUNITIES AND A STRONGER INDUSTRY.



WHAT DO YOU GET FOR YOUR DUES DOLLARS?



As a REALTOR® member you have access to numerous benefits including: standardized contracts and forms; continuing education classes; business services and technology support, and much more.

YOUR DUES DOLLARS ALSO HELP YOU SAVE MONEY IN WAYS YOU MIGHT NOT HAVE KNOWN.



THE BENEFITS OF YOUR MEMBERSHIP



STANDARDIZED REAL ESTATE FORMS

Access trusted, up-to-date forms that help you protect your business and your clients.



ONLINE ACCESS TO TRANSACTION FORMS

Online access to transaction forms via TransactionDesk® and secure eSignatures via Authentisign.



BUSINESS SERVICES SUPPORT & TECH HELPLINE

Business Services Support provides solutions to member login issues and electronic forms, while Tech Helpline offers unlimited assistance with any computer, printer or peripheral problem.



LEGAL HOTLINE

The Hotline is designed for Designated REALTORS® (Designated Brokers) to have direct toll-free access to a qualified attorney who can provide information on real estate related matters.



LEGISLATIVE INITIATIVES

Legislative initiatives that protect you, your business, and your clients.



EDUCATION THAT KEEPS YOU AHEAD

High quality live and recorded webinars.



LEGAL ASSISTANCE FUND

Access to a legal assistance fund.



TECH MARKETPLACE

Discounted applications, software, products, and services in our Tech Marketplace.



ACCESS TO NAR MEMBER BENEFITS
www.nar.realtor/realtor-benefits-program



VIEW THE MEMBER BENEFITS VIDEO FOR MORE INFORMATION!
<https://bit.ly/MemberBenefits>

Stronger Together.
BUILDING SUCCESS.
PROTECTING YOUR BUSINESS.



Find out more by visiting
www.realtor.org/about-us/benefits

MEMBER BENEFITS OVERVIEW

EXCLUSIVE TO YOU. DESIGNED TO HELP YOU SUCCEED.



TechHelpline

Your personal tech support team

FREE!

Provided by Arizona REALTORS®

Get fast, friendly help with your technology
so you can stay focused on what matters most—
your clients and your business.



Phone (866) 232-1791



Chat chat.techhelpline.com



Email support@techhelpline.com



Hours

Monday – Friday: 7 a.m. – 6 p.m. Arizona time
Saturday: 7 a.m. – 3 p.m. Arizona time



Real people. Real solutions. Real support.
TechHelpline is here to make your tech easier.



breeze

by SKYSLOPE

Filing disclosures just got easier.

We're excited to introduce Breeze as **YOUR**
newest member benefit!

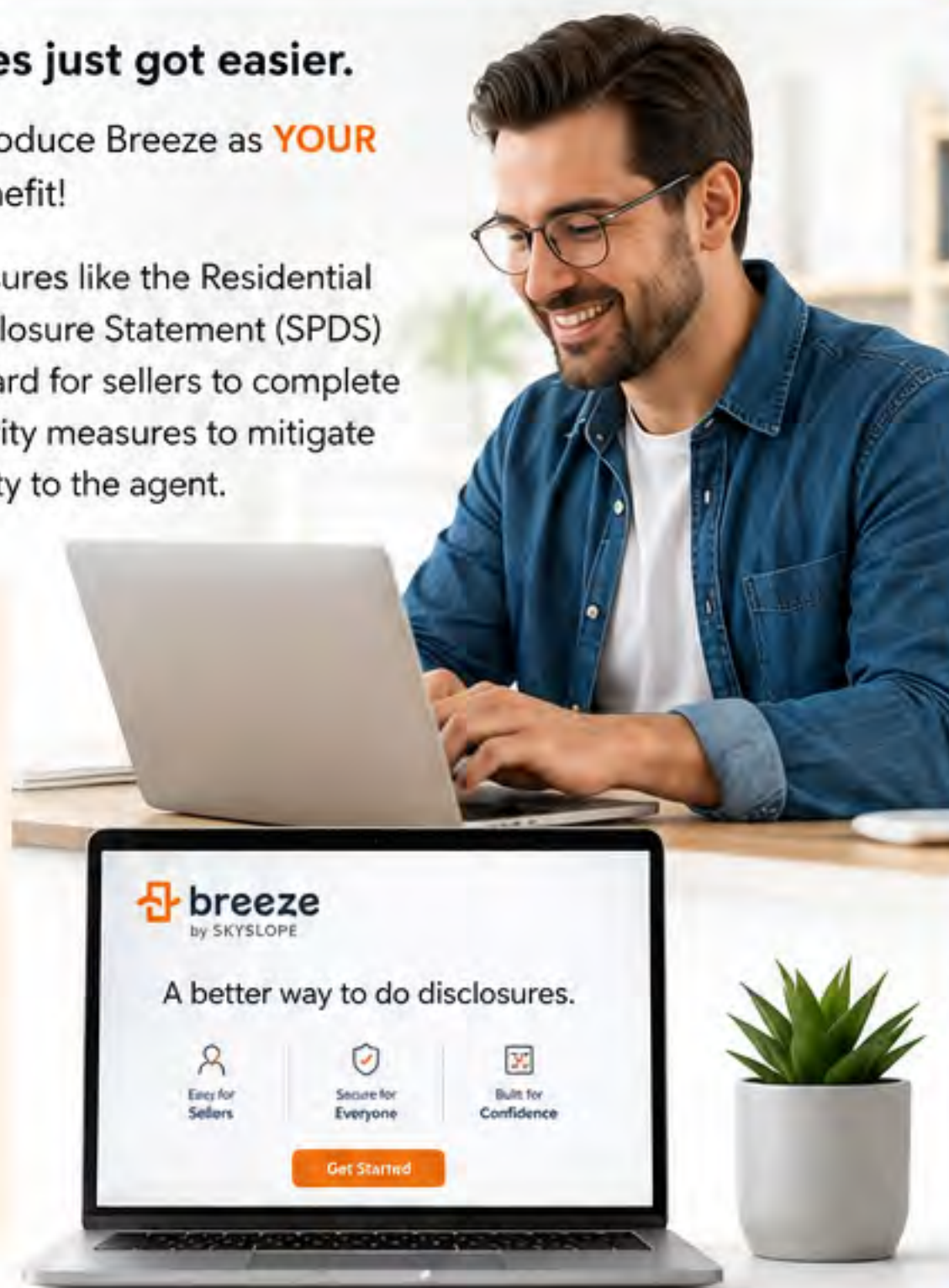
Breeze makes disclosures like the Residential
Seller's Property Disclosure Statement (SPDS)
fast and straightforward for sellers to complete
while providing security measures to mitigate
risk of potential liability to the agent.



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.



TOOLS THAT SAVE YOU TIME. SUPPORT THAT POWERS YOUR BUSINESS.
Take advantage of these **FREE** member benefits today!



TransactionDesk®

Now Available as a Member Benefit for Arizona REALTORS®



* Transaction Desk®, Your free member benefit for forms and e-signing!

Live Zoom Training is available! For details go to:
<https://www.aaronline.com/efficient-business-tools/transactiondesk/>
or call 480-304-8930

Here's what's included:

24/7 Support

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

Phone: 800.668.8768
tdsupport@lwolf.com

Chat: Instant message from your TransactionDesk® Account

Forms

Pulls current 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>**

Instructions for either setting up your account or finding your existing account at aaronline.com are to the right. You will need your M1 (NRDS) #.

WHAT'S CHANGING

Starting January 25, AAR introduces a new login system using your RAMCO Portal account.

STEP-BY-STEP SETUP

STEP 1	Go to aaronline.com and click LOGIN
STEP 2	Enter your M1 (NRDS) number and password
STEP 3	Search using Last Name + Email or M1 (NRDS) number
STEP 4	Create an account if none is found

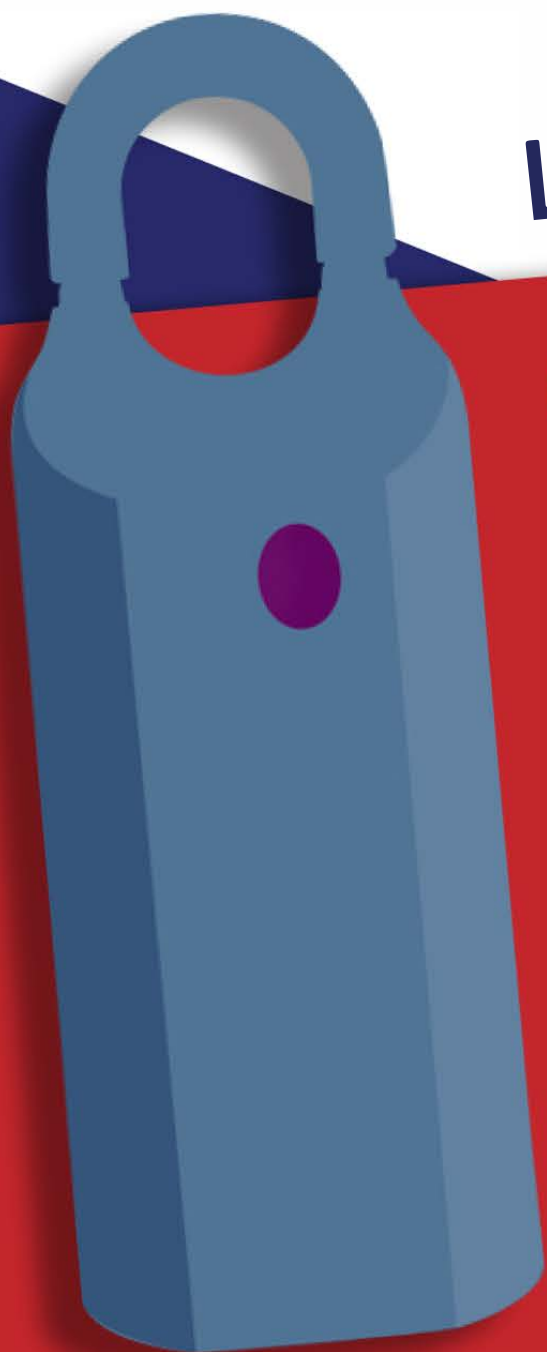
NEED HELP?

AAR Support: aar@aaronline.com | 602-248-7787



ARMLS Support Center

LOCKBOX FACTS



BTLE stands for **Bluetooth® Low Energy**

If the BTLE lockbox won't open, it might need a **Call Before Showing (CBS)** code. Your Supra Key will alert you that a CBS code is required.

Supra BTLE lockboxes have a lifetime warranty provided by ARMLS if the box malfunctions.

BTLE lockboxes have a battery that can last up to 10 years with normal usage!

Learn more by taking the Online Key Course at ARMLS.com/KeyCourse

ARMLS SUPPORT LINE
480 - 921 - 7777

Open M-F: 8:30am - 5:00pm
Saturday: 8:30am - 5:00pm

SUPRA SUPPORT LINE
877 - 699 - 6787
Open 5am - 7pm (PST)
7 days a week!

HELPFUL VIDEOS & MORE!

ARMLS.com/webinars-recordings



CBS CODE REQUIRED

This keybox requires a 7-digit **Call Before Showing** code to access! For more info visit:
ARMLS.com/CBS

CBS CODE FACTS

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



ARMLS Support Center

WHAT'S NEXT?

WELCOME TO ARMLS

As a new ARMLS subscriber, this helpful pamphlet will guide you on what to do when you're new!

STEP 1

Log in to Flexmls!

- [ARMLS.flexmls.com](https://armls.flexmls.com)
- Create Flexmls password

STEP 2

Get educated! You'll find our Online Courses at [ARMLS.com/classes](https://armls.com/classes). These are recommended:

- ARMLS Orientation
- ARMLS Rules
- Supra Key Course

STEP 3

Know your resources!

- ARMLS Support Number: 480-921-7777
- [ARMLS.com/blog](https://armls.com/blog)
- [ARMLS.com/support](https://armls.com/support)

EDUCATION

JumpStart (great for new agents!)
In-depth Online Classes
In person Hands-On Classes

*no additional charge

SIGN UP AT: [ARMLS.com/Classes](https://armls.com/Classes)

ARMLS Support Center

The Supra eKEY®

- Open BTLE Lockboxes with Bluetooth®
- Download to any smart device with Bluetooth®
- Manage lockbox inventory
- Program lockbox times, shackle codes and CBS codes
- Data at the Door feature
- View up-to-date showing information



Neet to Transfer a Lockbox?

Step 1: Download or Print our [Lockbox Transfer Form](#).

Step 2: Fill out the section that pertains to you (Transferer or Receiver) then make sure both parties sign!

Step 3: [Email the form](#) to Support! If you wish to make code changes to the box, **You can do so from your eKEY!***

* Must know original shackle code to make changes

ARMLS

Lockbox Transfer Form

I do hereby request the following Supra lockboxes be transferred to the individual named below. I certify that I am the rightful owner of this lockbox listed.

Lockbox Serial Number	Lockbox Serial Number	Lockbox Serial Number

Transferring Owner Name

Agent ID

Office Name

Phone Nbr

Signature of Transferring Owner

Date

As the new owner of the lockboxes listed above, I assume all rights and obligations for these lockboxes, including those outlined in the ARMLS Rules and Regulations.

Receiving Owner Name

Agent ID

Office Name

Phone Nbr

Signature of Receiving Owner

Date

Email this completed form to: lockboxes@ARMLS.com

ARMLS STAFF USE ONLY: Transfer completed by Transfer completed date



ARMLS Support Center

WHO DO I CONTACT?

Full list also available on [ARMLS.com](https://armls.com)
under the **SUPPORT Tab**

Aligned Showings	ARMLS	480-921-7777	ARMLS.com
ATLAS	ARMLS	480-921-7777	ARMLS.com
CE Classes	Association	See list: scottsdalearea Realtors.org	
ER/EA Forms	ARMLS	480-921-7777	ARMLS.com
Ethics Complaints	Association	See list: ARMLS.com/a-list	
Flexmls	ARMLS	480-921-7777	ARMLS.com
Lockboxes	ARMLS	480-921-7777	ARMLS.com
Monsoon	ARMLS	480-921-7777	ARMLS.com
MLS Password Resets	ARMLS	480-921-7777	
Profile Sheets	ARMLS	480-921-7777	ARMLS.com
Purchase Contracts	AAR	480-304-8930	AARonline.com
RPAC	Association	See list: scottsdalearea Realtors.org	
RPR	RPR	877-977-7576	NARRPR.com
Sold/Change Forms	ARMLS	480-921-7777	ARMLS.com
Supra	ARMLS	480-921-7777	ARMLS.com
TransactionDesk	ARMLS	480-921-7777	ARMLS.com
Update Email/Phone	Association	scottsdalearea Realtors.org	

Get to Know the Software!

Flexmls is our MLS software. Search for properties, upload your listings and set up clients for auto-emails and portals!

Monsoon is our tax software. Search public records for non-MLS sales, retrieve tax information, farm and prospect!

Aligned Showings is a modern, easy-to-use scheduling platform designed with features that matter to real estate agents across the industry.