



ADD NEW AGENT CHECK LIST

What you need...

- Form 122A Agent /Assistant/Clerical Change
- Form 80 Password Non-Disclosure Agreement
- Form 81 Listing Input Authorization (if desired)
- Form 83 Personal Information Form
- Training Calendar/Class Schedule
- NWMLS Rules and Regulations

Brokers need to...

- Complete and sign NWMLS Form 122A "Agent/Assistant/Clerical Change" when an agent is newly licensed with your firm.
- Submit Form 122A to NWMLS no later than 5 days of the addition. You may fax the form to 425-821-3705 or 1-888-821-3705. Allow 24 hours for processing. A LAG number will be assigned to the agent.
- Explain that all new agents must complete the New Agent Orientation and instruct them in how to access the online course at <http://www.nwmls.com> using their email address and their new LAG number as their password.
- Explain the Key system and that Keys are leased from Supra (not NWMLS) and Supra only accepts checks made out to "Supra" or credit cards.
- Instruct the agent as to how and where to register for the Essentials and Listing Input classes. Look up the Training Calendar on the Discover website (<http://nwmls.com>) for a schedule of classes.
- Sign the appropriate forms (80, 81, 83), give the forms to the new agent and instruct them in how to use them and to bring the forms to class.

New Agents need to...

Step 1. Take the New Agent Orientation

- We recommend you complete the online course before attending MLS computer classes so you can get your key the same day that you take your first class.

Step 2. Lease Your Key

- After you complete the New Agent Orientation, come in to any NWMLS office; staff will verify you have completed the course. Lease your Key, Sign Form 114 Subscription Agreement (available at any NWMLS office), pay for (check made out to Supra or credit card) and get your Key.

Step 3. Register for class(es)

- Bring appropriate completed, signed forms to class (80, 81, 83).
- Take the Essentials Class.
- Take the LIP (Listing Input) Class (if desired).

Updated June 2009

AGENT/AGENT ASSISTANT/CLERICAL CHANGES

Date: _____

Office Name: _____ NWMLS Office ID#: _____

Use this form to add or delete licensed agent, agent assistant and or clerical staff as required by Rule 75.
 Fax to NWMLS Kirkland office at 1-888-821-3705.

1. **Add** new persons to your office list, and **delete** people no longer with your office.
2. **Changes** should be made the same day a licensed agent, agent assistant or clerical staff joins or leaves your office.
3. To avoid double entries in the database, please provide us with the exact spelling of the name as on license; no nicknames please.
4. ***Email address is mandatory.** A paper statement fee will be assessed on all incomplete or invalid email addresses.

ADD / DELETE	NAME AND BILLING EMAIL (Spell name exactly as on license)	CLASSIFICATION Agent/Clerical/ Agent Assistant	LICENSED		NEW	*REQUEST FOR 2ND LAG #	LAG #
			Yes	No			
<input type="checkbox"/> <input type="checkbox"/>	Name: _____ *Billing Email: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/>	Name: _____ *Billing Email: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/>	Name: _____ *Billing Email: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/>	Name: _____ *Billing Email: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/>	Name: _____ *Billing Email: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/>	Name: _____ *Billing Email: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> <input type="checkbox"/>	Name: _____ *Billing Email: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

- Note:**
- a.) **Do not use this form** unless there have been changes since your last report.
 - b.) **Do not use this form** to request a dues exemption. **Use NWMLS Form 121.**
 - c.) **Do not use this form** to add or delete Designated Broker or Branch Broker. **Use NWMLS Form 111.**
 - d.) **When adding a first time subscriber:** DO NOT fax Forms 80 (Password Non-Disclosure) & 81 (Listing Input Authorization). New users must bring forms signed by the member broker to the Essentials of Locator and Listing Input classes to gain database access and listing privileges.
- When transferring or requesting a 2nd Lag Number:**
- e.) Be sure to submit a new Password Non-Disclosure Form 80 and if applicable, Listing Input Authorization Form 81 to continue your online access rights.*
 - f.) A new Subscription Agreement, Form 114 must be processed in person by keyholder at any NWMLS office to continue key service.

Authorized by Broker: _____ Date: _____



PASSWORD NON-DISCLOSURE AGREEMENT

Name of User: _____ User ID# _____ Password _____
(Print/Type) (LAG # issued by NWMLS)

User Category:

- Broker
 - Branch Manager
 - Clerical Activities Person (employed by Member Broker)
 - Agent
 - Assistant - Licensed
 - Assistant - Not Licensed
 - Appraiser
- LAG # of agent you assist: _____ LAG # of agent you assist: _____

Member Office Name _____ NWMLS Office ID# _____
(Print/Type)

The user identified above by name and user ID # ("User"), the member office with whom User is associated ("Member") and Northwest Multiple Listing Service ("NWMLS") hereby agree as follows:

1. Agreement Not To Disclose. Member and User acknowledge registration of password, in association with their User ID number for use by User in connection with the NWMLS On-Line System, owned and operated by NWMLS. Said password may be changed from time to time by User at User's option. User agrees not to disclose said password to any third party whomever (including but not limited to another member, a person associated with another member or any other person associated with the Member's office) and acknowledge that any disclosure will seriously jeopardize the security of the entire system and cause irreparable injury to NWMLS, its members and all other Users.

2. Penalties. In the event of any disclosure and/or use of the password by anyone other than User, an automatic fine of \$500 may be assessed by NWMLS against Member. In addition, disciplinary action may be taken against Member which may result in an additional fine and in User's being deprived of use of a password for the NWMLS On-Line System for a specified period of time. Member agrees to pay any such fines and User agrees to deprivation of use of a password for a specified period of time due to breach of this Agreement by User. User agrees to reimburse Member for any fines assessed against Member for breach of this Agreement by User. Any automatic fine which may be assessed against Member may be waived only by action of the Board of Directors of NWMLS. The prevailing party in any suit arising out of this Agreement shall be entitled to reasonable attorney's fees.

3. Security and Surveillance of the NWMLS On-Line System. NWMLS maintains close 24 hour security and surveillance on use by password holders of the NWMLS On-Line System which will detect multiple use of passwords.

Note: New User

Bring this form to the Essentials of Locator class. This form must be signed by your member broker/appraiser to gain or keep access to the NWMLS database. The training instructor will sign and collect this form at the end of class. Do not fax before class.

Note: Transferring Agent

Fax this completed form signed by your new member broker/appraiser to NWMLS Kirkland office at (888) 821-3705.

Date: _____

User: _____
(Signature)

Broker/Member Appraiser: _____
(Signature)

Broker/Member Appraiser: _____
(Type/Print)

Northwest Multiple Listing Service

By: _____
President and CEO

Trainer's Signature: _____ Date: _____

LISTING INPUT AUTHORIZATION for NWMLS' Online System

Name of User: _____ User ID# / LAG#: _____

Member Office Name: _____

Office Phone No.: _____ NWMLS Office ID#: _____

INSTRUCTIONS:

1. This form, when signed by the Broker, is authority for the person named above to attend NWMLS' on-line Listing Input ("LIP") training course.

2. On satisfactory completion of the LIP course, NWMLS will permit the person named above to perform the functions shown below:

Add listings

Change listings

Change status of listings

Report Name Option (Clerical/Assistant only)

User Category:

Broker

Branch Manager

Clerical Activities Person (employed by Member Broker)

Agent

Assistant - Licensed

Assistant - Not Licensed

LAG # of agent you assist: _____

LAG # of agent you assist: _____

3. Access to LIP will not be permitted until this form is signed by the User and by the Broker, and is presented to NWMLS at the end of the training course. Please complete the signature sections below:

User: _____ Date: _____
(Signature)

I understand that the above authority will continue until such time as I notify NWMLS to cancel this person's access.

I authorize the above person to access the NWMLS listing input functions shown above.

Member Broker: _____
(Print Broker Name)

Member Broker: _____ Date: _____
(Broker Signature)

4. **Note: New User**

Bring this completed form signed by your member broker/appraiser when you attend the LIP training course. The training instructor will sign and collect this form at the end of class. Do not fax before class.

Note: Transferring Agent

Fax this completed form signed by your new member broker/appraiser to NWMLS Kirkland office at (888) 821-3705.

Trainer's Signature: _____ Date: _____

PERSONAL INFORMATION FORM

Date: _____

User ID# / LAG# : _____

USER CATEGORY:

Broker

Licensed Agent

Licensed Appraiser

Appraiser in Training

Clerical *

** Employed by Member Broker / Appraiser Member*

Licensed? Yes No

Lag # of Member Broker / Appraiser Member you are assisting _____

Agent Assistant

Licensed? Yes No

Lag # of Agent you are assisting _____

Non-Supra Key Holder

Name: _____
(Type/Print) Last First M. Initial

Residence: _____ Home Phone: _____
Street Address

_____ City State Zip

Date of Birth: _____ Place of Birth: _____

Real Estate or Driver's License Number: _____

First Place of Employment: _____

Email Address for Billing: _____

Email Address for LOCATOR: _____

User Signature: _____

Member Office Name: _____

NWMLS Office #: _____

Broker/Appraiser Member Name: _____
(Type or Print)

This form is **required** for access to NWMLS's LOCATOR On-Line system. Please **complete** and submit to NWMLS or fax to 1-888-821-3705.