



Central Panhandle Association of Realtors®

## 2020 Request for Administrative Assistant User IDs

- 1) Only the Participating Broker of an office may request a User ID for an administrative assistant (even for those who assist individual agents).
- 2) Every administrative assistant must have his or her own ID. (A#)
- 3) Assistants who are licensed real estate agents or brokers, or who are certified, registered or licensed appraisers must have a Subscriber Agreement on file.
- 4) All non-licensed assistants are covered under the Participant Agreement, and the Participating Broker is responsible for their actions regarding their use of the MLS. Every non-licensed assistant will be assigned a User ID beginning with the letter "A" (ex: A0000).
- 5) Administrative assistants (licensed or unlicensed) may be given access at your discretion to other agent's portfolios (inventory and saved profiles), office portfolios (every agent within an office), or company portfolios (every agent within all the company's offices).
- 6) You are responsible for advising CPAR in writing when an Admin's account should be inactivated. No refunds.

To receive User IDs for your administrative assistants, please print this page, fill in the information below and email it to [membership@cpaor.org](mailto:membership@cpaor.org). You will be notified when the IDs are assigned via email.

**Administrative Assistant Fee is \$10.00 per quarter**

**PLEASE PRINT**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**COMPANY CITY:** \_\_\_\_\_ **COMPANY ZIP:** \_\_\_\_\_

**COMPANY PHONE#:** \_\_\_\_\_

**BROKER NAME:** \_\_\_\_\_ **BROKER B#:** \_\_\_\_\_

**ADMINISTRATIVE ASSISTANT NAME:** \_\_\_\_\_

**ADMINISTRATIVE ASSISTANT EMAIL:** \_\_\_\_\_ **AGENT**

**TO ASSIST (IF DIFFERENT THAN BROKER):** \_\_\_\_\_ **B#:** \_\_\_\_\_

**BROKER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_