

# Office Administrator Registration Form

1-11-10

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 and 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. \_\_\_\_\_

**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 and 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. \_\_\_\_\_

**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 system. Please advise the RANW office of any changes immediately so we can make the necessary changes so as not to jeopardize your company's security.

\_\_\_\_\_  
**Broker's Authorization Signature**

\_\_\_\_\_  
**Date**