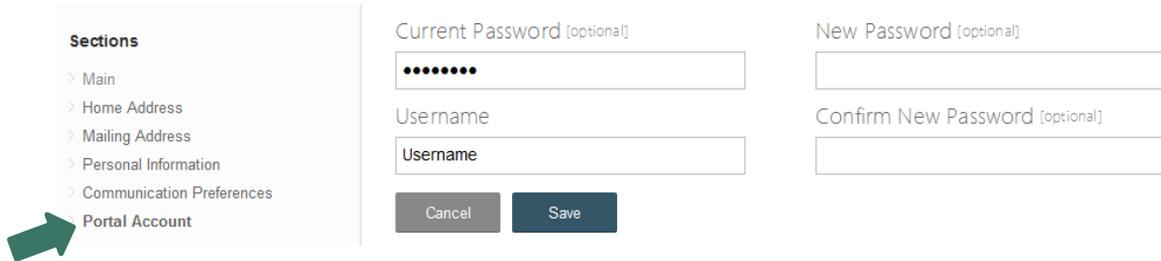


Member Profile

How do I change my password and/or username?

You must be logged into the member portal with your current username and password before you can make this change. Select "Update Your Member Profile" in the blue box on the homepage. Select the Section that says "Portal Account" (see image below). Your current username and password will auto-populate. You may edit your username and hit "Save" to change your username; or to change your password, you may enter your new, desired password where prompted and hit "Save".



Sections

- > Main
- > Home Address
- > Mailing Address
- > Personal Information
- > Communication Preferences
- Portal Account**

Current Password [optional]

New Password [optional]

Username

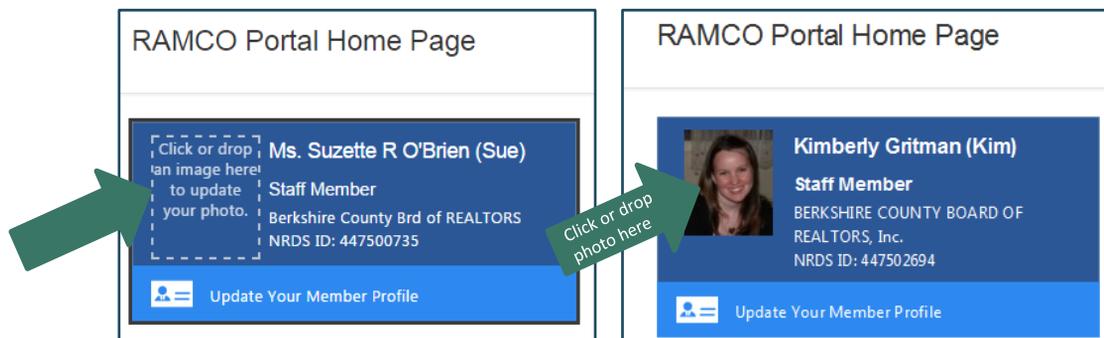
Confirm New Password [optional]

My profile displays incorrect information. How do I update it?

You must be logged into the member portal before you can make any changes. Select "Update Your Member Profile" in the blue box on the homepage. Select the Section that pertains to your incorrect information (see image above) and make your desired changes.

How do I add a picture to my profile?

To add an image to your member profile is simple! If you haven't added a photo before, drag and drop the image of your choosing over the dotted box. If you have a photo selected already, drop the image over your current photo. You also can click within the dotted box or photo which will bring up a File Upload dialog box from which you can choose an image.



Member Profile

Can I submit an office transfer on the member portal?

You can. Select "Submit Office Transfer" (highlighted with the white box below).

BERKSHIRE COUNTY BOARD OF REALTORS®
Staff Membership | Primary | Active
BERKSHIRE COUNTY BOARD OF REALTORS, Inc.
Pittsfield, MA

Submit Office Transfer

 Apply for an Additional Membership

Office Transfer

Please begin by searching for, and then selecting, the new office.

BERKSHIRE COUNTY BOARD OF REALTORS, Inc.
99 West Street
Suite 200
Pittsfield, MA 01201-5845

Office Name City [optional]

State [optional] Zip Code [optional]

Once there you will see the screen to the above-right. Search for your new office by typing in your office name, city, state, and/or zip-code and clicking "Search". Select your new office from the list that appears, and click "Continue". Verify the office information and click "Submit". This new office information will now be updated for BCBR, MAR, and NAR only. ***Please note that you still must submit a letter, fax, or email to the Berkshire Board Office from your new and former Designated REALTORS stating your date of transfer. These emails must be received on or before your date of transfer or your transfer will be rejected.**

Dues and "My Orders"

How do I pay my annual REALTOR dues?

Once logged into your member portal, look for a green box (like the one pictured below) on your homepage located below the blue box that features your name, photo, and option to edit your member profile. If you do not see this box, you do not currently have an outstanding balance. If the green box appears, you know that you currently have a balance on your account. Click anywhere within the green box to review your open orders with the option to make payment. This is where you will see your REALTOR dues listed under "My Orders". Select the blue hyperlink that says "Pay Dues" (see blue arrow) next to the order(s) you wish to view to be directed to your "Order Summary".

Account Balance - \$20.00

You currently have a balance on your account. Click here to review your open orders and pay your balance.

 Review & Pay Balance

Select	Order	Order Date	Total	Source	Status	Balance
All						
	2015 Berkshire County Annual Dues - 2015 Berkshire County Annual Dues - Primary Realtors Schedule (ORD-05772-F0K6Q9)	10/31/2014	\$525.00	Default Dues Item	Pay Dues	\$525.00
<input type="button" value="Pay Orders"/>						
Order Total:						\$525.00
Outstanding Balance:						\$525.00

What is a PAF Suggested Contribution?

Your "Order Summary" includes a "PAF Suggested Contribution" which is optional. The PAF or Political Advocacy Fund is an issues fund. Contributions to the National Association of Realtors Political Advocacy Fund ("NAR PAF") are voluntary and are used for political purposes. You may refuse to contribute without reprisal. The NAR PAF utilizes funds to support legislative advocacy efforts, other political programs and related administrative costs. Contributions are not deductible for income tax purposes. For more information, please contact the Board Office or read the [NAR PAF Description](#). If you would like to increase, decrease or opt out of your PAF contribution, select the blue hyperlink that reads "Edit" next to "PAF Suggested Contribution" in your Order Summary (see blue arrow in image below).

Order Summary				
Member Type		Term		
REALTOR		1/1/2015 to 1/1/2016		
Product	Qty	Price	Total	
2015 Image Campaign Assessment	1	\$35.00	\$35.00	
2015 Local Realtor Dues	1	\$219.00	\$219.00	
2015 National Realtor Dues	1	\$120.00	\$120.00	
2015 State Realtor Dues	1	\$151.00	\$151.00	
PAF Suggested Contribution Edit	1	\$25.00	\$25.00	
			Order Total: \$550.00	
			Previous Payments: \$0.00	
			Balance Due: \$550.00	



Pay Now Print

From the next screen, you may enter a different contribution amount or select the check box if you do not wish to contribute at this time. Once your selections/changes have been made, click the blue "Update Order" button to see these changes reflected on your Order Summary.

Contribution Amount (optional) I do not wish to make a contribution at this time.

Select the blue "Pay Now" button to be directed to the payment screen where you will enter your credit card information. To save time in entry, select "Same As" Street or Mailing Address to auto-populate your billing address.

Same As

Enter Address Street Address Mailing Address

Dues and “My Orders”

What type of payment is accepted?

We accept Visa, MasterCard, American Express and Discover credit cards through the portal. If you wish to only review your account balance through the portal and pay using check or cash, please contact the Board Office.

How can I check that my payment was received? Can I print receipts?

Click the “My Orders” tab (highlighted below) to review both your open orders and those for which payment has been received. You will see all paid orders in descending order at the bottom of the page. Paid orders will read “Complete” under the “Status” column. Click on the hyperlinked order name to view a printable receipt.



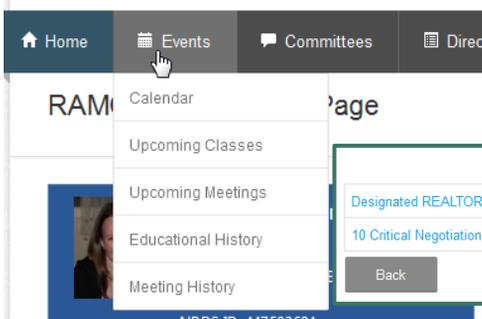
Order	Order Date	Status	Total
Gritman, Kimberly - Residential Mortgage Loan Market and Credit Today WEBINAR 10/24/2014 (ORD-05569-H0C5J3)	10/16/2014	Complete	\$0.00



Education and Events

How do I see what classes and meetings I have attended in the past?

Click the “Events” tab (highlighted below) to access the drop-down menu. Select “Educational History” to view a list of all continuing education classes you have attended in descending order. Select “Meeting History” to view a list of all meetings you have attended in descending order. There is no continuing education credit available for meetings attended.



Title	Location	Begins	Ends
Designated REALTOR Meeting with Agency Focus 9/3/2014	Country Club of Pittsfield	09/03/2014 10:00 AM	09/03/2014 12:00 PM
10 Critical Negotiation Secrets of Top Performing Agents! 8/28/2014	Country Club of Pittsfield	08/28/2014 10:00 AM	08/28/2014 12:00 PM

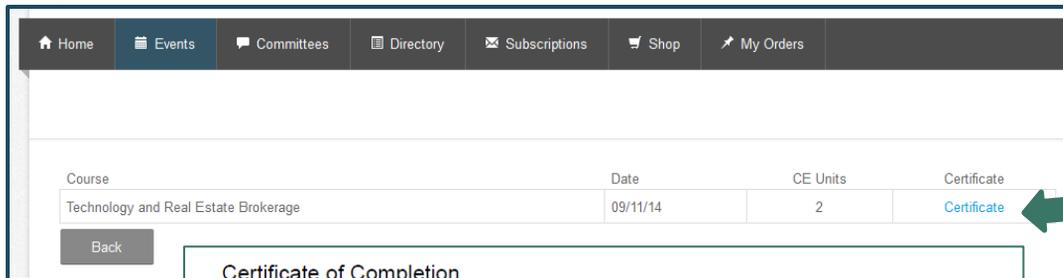


How do I see how many continuing education credits I have earned? Can I print out a certificate of proof?

Select "Educational History" from the drop-down menu under the "Events" tab to view a list of all continuing education classes you have attended in descending order.

"If you wish to renew your license as "active" so that you may work as a real estate agent you must demonstrate that you have completed the 12 hour continuing education requirement anytime during the 24 months prior to the date on which you are scheduled to renew your license (license renewals are every two years on your scheduled renewal date)." Be sure to check the credits earned for each class ("CE Units" on the portal) and the date those credits were earned. If they were earned over 24 months from your upcoming renewal date, they will not count towards your upcoming license renewal. Click the hyperlinked "Certificate" option in the "Certificate" column next to any course to view a printable "Certificate of Completion" for that course which you may print or save for your records. This certificate will open up as a pdf. (See example below.) You will note that this Certificate contains additional information such as course title and our real estate school information.

© 2014 Commonwealth of Massachusetts.



Course	Date	CE Units	Certificate
Technology and Real Estate Brokerage	09/11/14	2	Certificate

Certificate of Completion

Student Name: Kimberly Gritman

Course Title: Technology and Real Estate Brokerage

Course Certification Number: RE32RC03

Course Commencement Date: 9/11/2014

Course Completion Date: 9/11/2014

Provider's Name: Berkshire County Board of REALTORS

Provider's Certificate Number: 1239

Number of Clock/CE Hours: 2

Provider Certification

Signature: _____ **Date:** 10/21/2014

Berkshire County Board of REALTORS Real Estate School # 1239

Student Certification

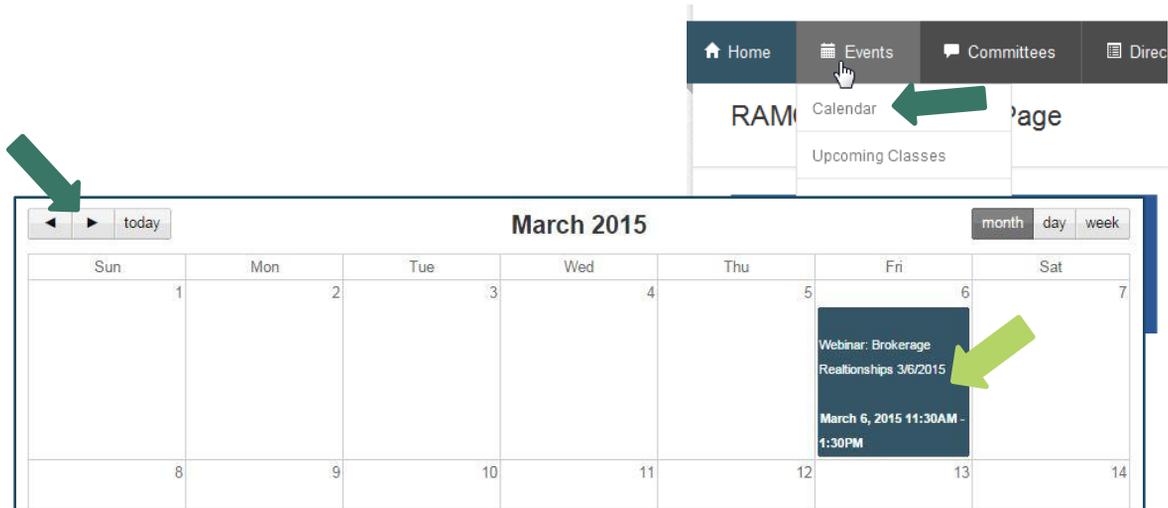
Certification Report of Course Attendance in compliance with Massachusetts Real Estate License Law

Real Estate License Number: _____

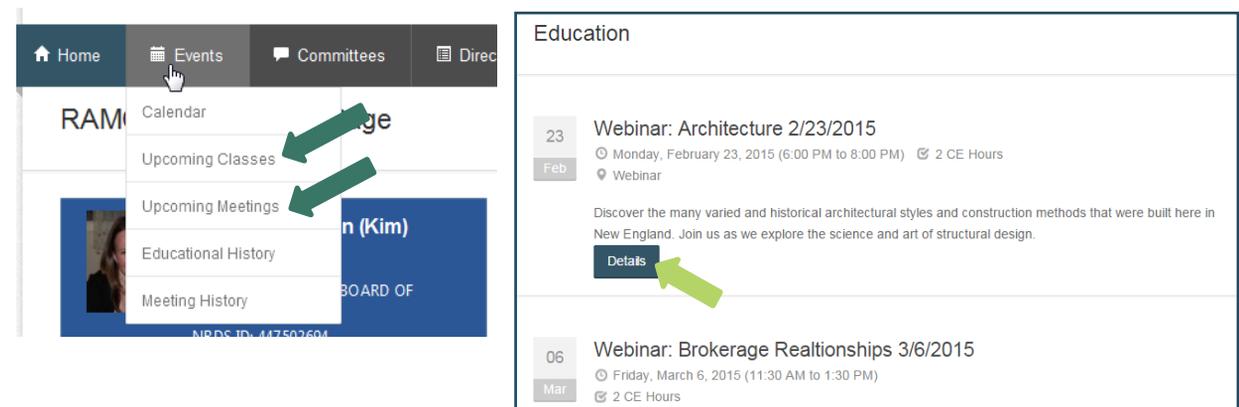
Signature: _____ **Date:** _____

How do I register for classes and meetings through the portal?

Select "Calendar" from the drop-down menu under the "Events" tab to view a list of all education and events in calendar format. Use the arrows at the top left of the calendar to move from month to month. Select any blue box within the calendar to view more details of the event and for registration.

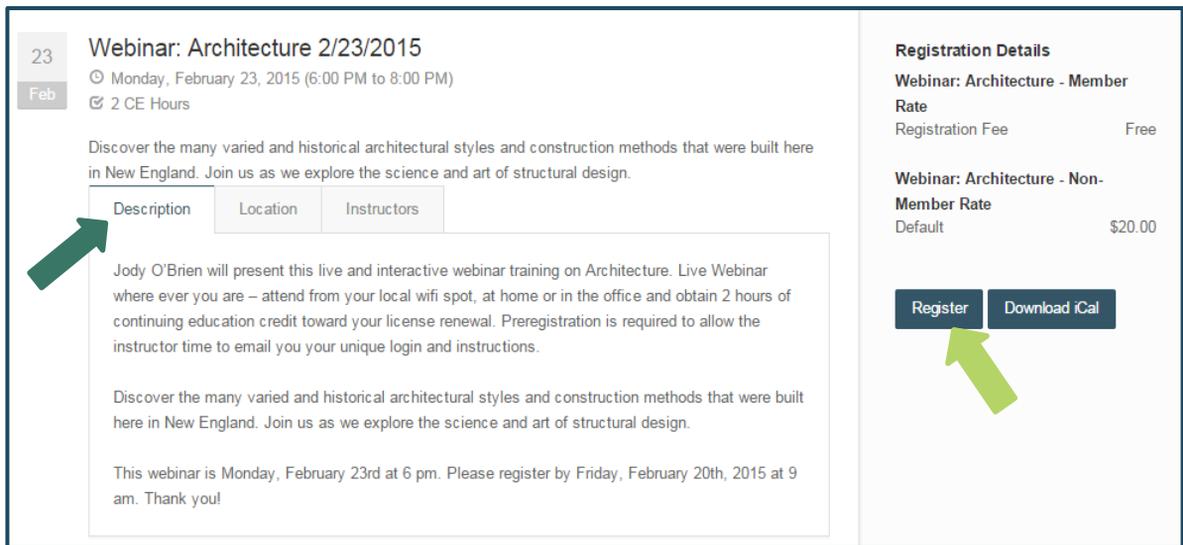


Alternatively, you may select either "Upcoming Classes" or "Upcoming Meetings" from the drop-down menu under the "Events" tab to view these types of events separated out and listed in chronological order rather than calendar format. Select the blue "Details" button to view more details of the event and for registration.



How do I register for classes and meetings through the portal? (continued)

Once within the details screen, you can select different tabs to view information about the event (i.e. "Description", "Location", and "Instructors"). If you are ready to register, Select the blue "Register" button on the right-hand side.



23
Feb

Webinar: Architecture 2/23/2015
Monday, February 23, 2015 (6:00 PM to 8:00 PM)
2 CE Hours

Discover the many varied and historical architectural styles and construction methods that were built here in New England. Join us as we explore the science and art of structural design.

Description Location Instructors

Jody O'Brien will present this live and interactive webinar training on Architecture. Live Webinar where ever you are – attend from your local wifi spot, at home or in the office and obtain 2 hours of continuing education credit toward your license renewal. Preregistration is required to allow the instructor time to email you your unique login and instructions.

Discover the many varied and historical architectural styles and construction methods that were built here in New England. Join us as we explore the science and art of structural design.

This webinar is Monday, February 23rd at 6 pm. Please register by Friday, February 20th, 2015 at 9 am. Thank you!

Registration Details

Webinar: Architecture - Member Rate
Registration Fee Free

Webinar: Architecture - Non-Member Rate
Default \$20.00

Register Download iCal

On the next screen, select the circle which describes the type of ticket you are purchasing. For members of the Berkshire County Board of REALTORS always choose "Member Rate".



Webinar: Architecture - Non-Member Rate - \$20.00

Webinar: Architecture - Member Rate - \$0.00

Back Cancel Continue

How do I register for classes and meetings through the portal? (continued)

On the next screen, you will be taken to a confirmation page. Select the blue "Register" button to confirm your registration for the class or meeting; or choose cancel if you choose not to register.

Date & Time
Monday - February 23, 2015 6:00PM to 8:00PM

Product	List Price	Your Price	Qty	Total
CE Webinar BCBR Member	\$0.00	\$0.00	1	\$0.00

Subtotal: \$0.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Order Total: \$0.00

Back
Cancel
Register



If you are required to pay for the class or meeting, the next screen will look slightly different. You will still be taken to a confirmation page. Select the blue "Register & Pay" button to confirm your registration and be redirected to the credit card information page to apply payment; or choose cancel if you choose not to register. Once payment is applied, you will be given the option to print your receipt for your records.

Date & Time
Monday - February 23, 2015 6:00PM to 8:00PM

Product	List Price	Your Price	Qty	Total
CE Webinar NON Member BCBR	\$20.00	\$20.00	1	\$20.00

Subtotal: \$20.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Order Total: \$20.00

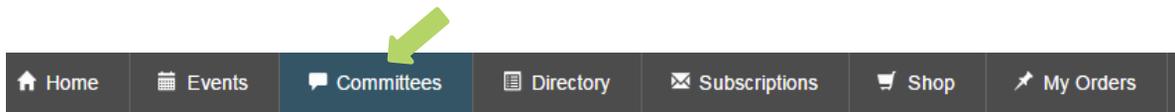
Back
Cancel
Register & Pay



Committees

What committees are under the Berkshire Board and who is currently serving?

To begin, select the "Committees" tab (highlighted below). This will bring up a full list of our committees alphabetized by name. Select the hyperlinked name of any committee to view the full committee description and mission statement as well as a full list of current committee members and their titles. (See "Committee Roster" below.) Select the hyperlinked name of any committee member to view their office and contact information.



Committees	
Committee Name	Committee Description
Board of Directors	The Berkshire County Board of REALTORS has an elected Board of Directors. They represent all parts of Berkshire County and various property specialties and office sizes. First identified by a nominating committee that reviews names of volunteers, members at large and qualified candidates, their names are put before the 500+ board for election at the annual meeting in October.
Board of Directors Nominating	There shall be two (2) distinct nominating committees responsible for the selection of the following year's leadership. Each committee shall be appointed by the President of each respective group and automatically chaired by the Past President of the group. These committees are:

Committee Roster	
Description	Mission
The Berkshire County Board of REALTORS has an elected Board of Directors. They represent all parts of Berkshire County and various property specialties and office sizes. First identified by a nominating committee that reviews names of volunteers, members at large and qualified candidates, their names are put before the 500+ board for election at the annual meeting in October.	The Board of Directors provides the governance support and vision for the real estate trade association in Berkshire County and oversees the operations of the subsidiary corporation, the Multiple Listing Service, Inc.
Member Name	Member Title
Climo, Karen	MLS President
Davis, Churchward	Director, 2yr
Farley, Dawn	Director, 1 yr
Fredsaill, Kirsten	Director, 2yr

Committees

How do I nominate myself or a colleague for service?

Scroll down to the bottom of the page of the "Committee Roster" you chose to view (see previous page for instructions). Double check this is the committee that you wish to nominate a member for. Click "Nominate Member" displayed in the blue rectangle. You will be directed to a "Member Search". Input the name of the member you are nominating, and select "Search". If the member you are searching for appears, select the member from the list, and select "Select Member". If the member does not appear, attempt a new search and select "Search Again". Once the member you are searching for appears, select the member from the list, and select "Select Member". Once you receive the "Volunteer For Committee Service Confirmation", your nomination has been received by the Board Office.

Schoenfeld, Stephen	Secretary/Treasurer
Nominate Member 	

Member Search

Please search our member directory to find the person you are nominating for service. In general, only current members of the association may serve on a committee.

First Name [optional]

Kimberly

Office Name [optional]

Last Name [optional]

Gritman

Search Again

Name	Office	Location
<input checked="" type="radio"/> Gritman, Kimberly	BERKSHIRE COUNTY BOARD OF REALTORS, Inc.	Massachusetts 01201

Cancel

Select Member 

How do I see what committees I am on?

Select the "Committees" tab. This will bring up a full list of our committees alphabetized by name. Scroll to the bottom of this page and select "My Committees" displayed in the blue rectangle. On the "My Committees" page, you will be able to view your committee status and your term begin and end dates.

My Committees

Committee Name	Position	Term Begin Date	Term End Date
REACT: Real Estate Agent's Charitable Taskforce	Member	10/21/2014	12/31/2014
Professional Standards	Member	04/01/2014	12/31/2014