

# START GUIDE FOR NEW USERS

TCAOR	TCMLS	SERVICES
X	X	<p><b>Clareity Dashboard:</b> TCAOR/TCMLS landing page to access AOR and MLS services, register for classes/events and pay dues.</p>
		<ol style="list-style-type: none"> <li>1.) Check <b>Email</b> for Dashboard registration link (Subject: 'Welcome to the Tulare County Association of REALTORS® and MLS')</li> <li>2.) Click 'Register' link in dashboard registration email to start account registration</li> </ol> <p><b>NOTE:</b> Check [SPAM] folder if email not received.</p>
X		<p><b>California Association of REALTORS® (CAR) and LoneWolf ZipForms:</b> Access CAR account and Realtor® transaction forms.</p>
		<p><i>Phone Support (CAR): (213) 739-8227</i>  <i>Support &amp; Training (ZipForms): <a href="https://www.car.org/transactions/zipform/forms">https://www.car.org/transactions/zipform/forms</a></i></p> <ol style="list-style-type: none"> <li>1.) Go to <a href="https://www.car.org">https://www.car.org</a></li> <li>2.) Click 'Sign in' button</li> <li>3.) Click 'Register' button</li> <li>4.) Enter REALTOR® membership NRDS-ID (9 digit) and Last Name</li> <li>5.) Click 'Submit' button to start account registration</li> </ol>
X		<p><b>National Association of REALTORS® (NAR):</b> Access NAR account, view benefit programs and Code of Ethics education.</p>
		<p><i>Phone Support (NAR): (800) 874-6500</i></p> <ol style="list-style-type: none"> <li>1.) Go to <a href="https://www.nar.realtor/">https://www.nar.realtor/</a></li> <li>2.) Click 'Sign In' button</li> <li>3.) Click 'Create Account' button</li> <li>4.) Enter REALTOR® membership NRDS-ID (9 digit) and Last Name</li> <li>5.) Click 'Submit' button to start account registration</li> </ol>
X		<p><b>Realtor® Property Resources (RPR):</b> One-stop-shop for property data, tools and reports for Realtors®.</p>
		<p><i>Phone Support (RPR): (877) 977-7576</i>  <i>RPR Learning Center: <a href="https://blog.narrpr.com/learning/">https://blog.narrpr.com/learning/</a></i></p> <ol style="list-style-type: none"> <li>1.) Go to <a href="https://www.narrpr.com">https://www.narrpr.com</a></li> <li>2.) Click 'Create a New Account' button</li> <li>3.) Enter Last Name and REALTOR® membership NRDS-ID (9 digit)</li> <li>4.) Click 'Next' button to start account registration</li> </ol>
	X	<p><b>FBS FlexMLS:</b> The MLS platform of TCMLS.</p>
		<p><i>Phone Support (FlexMLS): (888) 525-4747</i>  <i>MLS Academy: <a href="https://flexmls.com/flexmls-academy/">https://flexmls.com/flexmls-academy/</a></i>  <i>MLS Help Center: <a href="https://help.flexmls.com/?lang=en">https://help.flexmls.com/?lang=en</a></i></p> <p><b>Desktop</b></p> <ol style="list-style-type: none"> <li>1.) Go to <a href="https://www.tularecountyrealtors.com">https://www.tularecountyrealtors.com</a></li> <li>2.) Click 'Member Access' to access <b>Clareity Dashboard</b> login screen</li> <li>3.) Enter Username and Password and click 'Login' button</li> <li>4.) Select 'FlexMLS' icon in the Dashboard to access the MLS</li> </ol> <p><b>Mobile App</b></p> <ol style="list-style-type: none"> <li>1.) Download 'FlexMLS Pro' app from the Play/App Store</li> <li>2.) Enter <b>MLS-ID</b> (tcm.XXXX where XXXX is your username) at the <b>FlexMLS</b> login screen.</li> <li>3.) Click 'Next'</li> <li>4.) Enter <b>Username</b> and Password at the Dashboard login screen.</li> <li>5.) Click 'Login' button to access the MLS</li> </ol>
	X	<p><b>Supra BrokerBay:</b> Electronic scheduling service and lockbox system of the MLS. Contact TCAOR/TCMLS to activate key service and/or purchase lockboxes.</p>
		<p><i>Phone Support (Supra): (877) 699-6787</i>  <i>Tips and Support: <a href="https://www.suprasystems.com/tips-support/">https://www.suprasystems.com/tips-support/</a></i></p> <p><b>BrokerBay Scheduling Service</b></p> <ol style="list-style-type: none"> <li>1.) Go to <a href="https://www.tularecountyrealtors.com">https://www.tularecountyrealtors.com</a></li> <li>2.) Click 'Member Access' to access <b>Clareity Dashboard</b> login screen</li> <li>3.) Enter Username and Password and click 'Login' button</li> <li>4.) Click 'FlexMLS' icon in the Dashboard to access the MLS</li> <li>5.) Click 'Menu' and search the menu for 'BrokerBay'</li> <li>6.) Select 'BrokerBay' under Products section to start account registration</li> </ol> <p><b>NOTE:</b> Use BrokerBay registration information to access BrokerBay Mobile App (download from the Play/App Store)</p> <p>Optional – SupraWeb: Manage Supra lockboxes (Supra eKEY required)</p> <ol style="list-style-type: none"> <li>1.) Go to <a href="https://supraekey.com">https://supraekey.com</a></li> <li>2.) Click 'SupraWeb for Agents' link at the top of the screen</li> <li>3.) Click 'Register' button at the New User Registration section</li> </ol>