



CACHE VALLEY 
ASSOCIATION OF REALTORS® REALTOR®

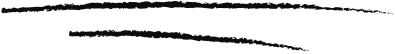
NEW MEMBER PACKET



Welcome to the Cache Valley Association of REALTORS® and THANK YOU for joining us as one of our newest REALTOR® Members!

As the leading force in organized real estate, the REALTOR® organization is dedicated to its members' success. Through the programs & events provided, you'll have the chance to build your knowledge & expertise and position yourself as an ethical professional in the real estate community. This is an obligation & commitment REALTORS® accept to become the kind of real estate professional your clients and the community can rely on.

If you haven't already, you're about to find out there's a lot to learn when starting a real estate business. Don't worry! We are here to help connect all the dots with weekly emails updating you on everything going on within the association as well as the website www.cachevalleyrealtors.com where you will find lots of helpful information and links to things like Home Tour, our Calendar, and our Continuing Education.



**SAVE THESE EMAIL ADDRESSES TO
AVOID IMPORTANT MESSAGES GOING
TO SPAM:**

info@cachevalleyrealtors.com
stacy@cachevalleyrealtors.com
geena@cachevalleyrealtors.com
myra@cachevalleyrealtors.com

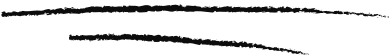
SAVE THESE NUMBERS IN YOUR CONTACTS:

Association Text Notification
(833) 560-0270

Association Phone Number
(435) 753-1044

Supra Helpline
(800) 545-9601

We look forward to getting to know you & serving you.
Never hesitate to reach out with a question or concern.



MEMBERSHIP REQUIREMENTS

- CODE OF ETHICS CLASS (3 hours) - due within the first 95 days of becoming a member
- FAIR HOUSING TRAINING - (2.5 hours) - due within the first 95 days
- NEW MEMBER ORIENTATION (2 hours) due within the next two offerings to be in good standing with our Board.

New Member Orientation

@ CVAR office (10:00 am - 12:00 pm)

The New Member Orientation is **only** available here at the Association Office.

FEBRUARY 15, 2024

MAY 16, 2024

AUGUST 15, 2024

NOVEMBER 21, 2024



CODE OF ETHICS

@ CVAR OFFICE (1:00 PM - 4:00 PM)

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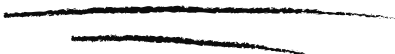
OR here is a link to the NAR's free online
New Member COE class

PLEASE EMAIL YOUR CERTIFICATE TO
geena@cachevalleyrealtors.com

FAIR HOUSING TRAINING

Click this LINK to go to the
online training

PLEASE EMAIL YOUR CERTIFICATE TO
geena@cachevalleyrealtors.com



12 HOUR NEW AGENT COURSE

This is to renew your license in two years, not an Association requirement

Institute of Real Estate offers online courses

Bridgerland Technical College also offers a live class twice a year here in Logan.

CVAR MEMBER PORTAL ACCESS

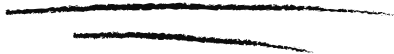
You now have access to the membership portal, accessed through the website at: www.cachevalleyrealtors.com. Your temporary login credentials are as follows:

Your Username & Password will be emailed to you.

Once logged in, you can sign up for Association events and classes, pay future dues orders and get your NRDS #.

Fill free to change your username or password.

Please let the Association know if you have any questions.



MLS INSTRUCTIONS

1. Go to www.UtahRealEstate.com
2. Click on Join, in the top right corner.
3. Under "Real Estate Professionals", click on Join.
4. Fill out your information, and click on Create New Account.

Their staff will review the information and activate the MLS account, and confirmation will be sent to the Broker.

THE MLS IS SEPARATE FROM YOUR LOCAL ASSOCIATION OF REALTORS, WITH ITS OWN MONTHLY / ANNUAL DUES.

MLS Membership Fee Change

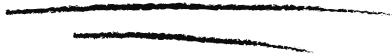
Effective **May 1, 2023**

A graphic comparing two membership plans. On the left is the 'MONTHLY PLAN' for \$48 Per Month. On the right is the 'ANNUAL PLAN' for \$492 Per Year, which includes a 'Save \$84 Per Year' benefit and is noted as the 'First increase since 2020'.

Plan Type	Fee	Frequency	Notes
Monthly Plan	\$48	Per Month	
Annual Plan	\$492	Per Year	Save \$84 Per Year First increase since 2020

Office Assistant Account **\$20** Per Month
Same fee since 2017

 Utah Real Estate.com





SUPRA INSTRUCTIONS

[Click here for the Online Supra Resource Center](#)

Here you can learn how to optimize your Ekey experience.

ENTERING A HOUSE

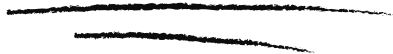
Open App at the door, push key icon, enter your code, push up on bottom of lockbox, once it turns green push up on the bottom of lockbox again and the entire bottom will fall out with the key in it.

PUTTING ON A LOCKBOX

Open App at the door, push Shackle icon, enter your companies code, answer the question, push up on the bottom of lockbox, once it turns green you can depress the top of the box and release the shackle.

NEW PHONE

The App will transfer over to the new phone but it will not work, you need a new authorization code: you can either call us or request a new authorization code from Supra and it will send it to your last known email address.



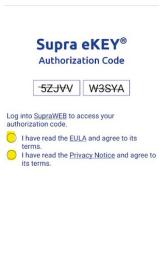
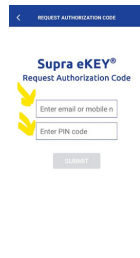
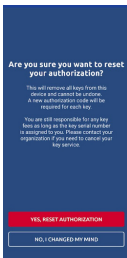
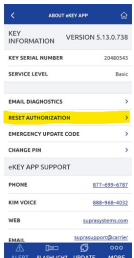


SUPRA INSTRUCTIONS cont.

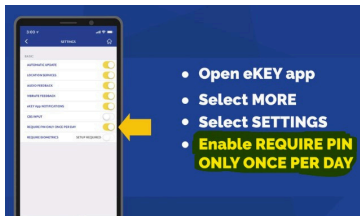
TIPS & TRICKS

<https://www.suprasystems.com/tips-support/resources/>

NEED A NEW AUTHORIZATION CODE?



USE PIN # ONCE PER DAY!



RENEW YOUR LICENSE THE FIRST TIME

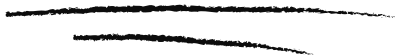
(WITHIN TWO YEARS OF ISSUE DATE)

(3 hr) Mandatory Residential CORE

(3 hr) Code of Ethics class

(2 hr) Fair Housing Training

(12 hr) New Agent Course



\$991 ANNUAL DUES

WHERE DOES IT GO?

\$201

NATIONAL ASSOCIATION OF REALTORS®

\$210

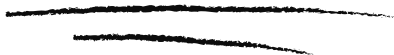
UTAH ASSOCIATION OF REALTORS

\$400

CACHE VALLEY ASSOCIATION (LOCAL) DUES

\$180

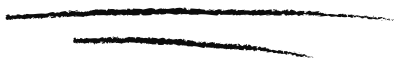
SUPRA EKEY ACCESS



ANNUAL MEMBERSHIP DUES



THEY DO NOT
AUTO RENEW



FAQ or MORE INFO

- **Agent Resources** - Cache Valley Realtors website Main page upper right - Here you will find the Snapshot which lists all the upcoming classes being held at the Association, Market Statistics & Continuing Education etc.
 - **Membership Dues** - **Due October 1st of each year** and late on the 15th. Pay here.
 - **Changing Offices** - Please let the CVAR Association know. There are many changes to make and a transfer fee of \$50.
 - **Designation Change** - Please let the CVAR Association know when you receive a new designation.
 - **New Phone?** - Call the CVAR Association to get a new Authorization Code or follow instructions for SUPRA Ekey
 - **Home Tour** - runs every Tuesday from 10:00AM - 12:00PM (if there are more that 10 homes, the time will be extended to 1:00PM) North one week and South the next, you can check the Association Calendar for the direction. Submit homes through the MLS > Edit Listings > click on Home Tour button
 - **Members, Affiliates & Appraiser Directories** - The Members Directory , Affiliate Directory & Appraiser Directory are searchable directories. You can find any Agent, Brokerage and all it's agents.
 - **Classes** - Log in to your Members Portal for upcoming classes.
 - **Business Meetings** - Business Breakfasts & Luncheons are held monthly with guest speakers & CVAR Association Monthly updates. Check the calendar or Association Snapshot for dates and times.
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Stay Connected with Us on Facebook and Instagram!



Facebook

facebook.com/cachevalleyrealtors



Instagram

instagram.com/cachevalleyrealtors