



CACHE VALLEY 
ASSOCIATION OF REALTORS® REALTOR®

NEW MEMBER PACKET

CVAR | cachevalleyrealtors.com | 435-753-1044

Welcome to the Cache Valley Association of REALTORS®!

We are delighted to have you join us as one of our newest REALTOR® members. As the leading organization in the real estate industry, we are committed to ensuring your success. Through our wide range of programs and events, you'll have the opportunity to expand your knowledge, build expertise, and uphold the highest ethical standards as a real estate professional.

Becoming a REALTOR® means accepting the responsibility and commitment to be the kind of professional your clients and community can trust. Starting a real estate career can be overwhelming, but we are here to help. You'll receive regular weekly emails with updates on everything happening within the association. Additionally, our website, www.cachevalleyrealtors.com, offers valuable resources, including links to the Home Tour, Calendar, Continuing Education, statistics and much more.

We look forward to supporting you in your journey and helping you thrive as a member of our community.

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

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

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MEMBERSHIP REQUIREMENTS

Before receiving your Supra Ekey access, you will need to take these classes. Be sure to send in your certificate of completion to get your Supra access.

- **CODE OF ETHICS CLASS (3 hours)- create a login then click Utah (on the left) and then Code of Ethics (NAR) must be 3 hours**
- **FAIR HOUSING**
- **NEW MEMBER ORIENTATION** (2 hours) due within the next two offerings to be in good standing with our Board.

Orientation

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

The Orientation is only available here at the Association Office.

2026

FEB 12th

MAY 28th

AUG 13th

NOV 12th

CODE OF ETHICS & FAIR HOUSING

Here is a link to the (FREE)
[Fair Housing](#) simulator (2.5 hrs)

FREE Code of Ethics at [Artiacademics.com](https://www.artiacademics.com)
must create a login then click Utah (on the left)
and then Code of Ethics (NAR) must be 3 hours

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 Username & Password will be emailed to you.

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

Please change your 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 **April 1, 2025**

Last fee change - May 2023

The graphic displays two membership options side-by-side. The 'MONTHLY PLAN' is priced at \$51 Per Month. The 'ANNUAL PLAN' is priced at \$534 Per Year, with a note indicating a savings of \$78 Per Year compared to the monthly plan.

Plan Type	Fee	Frequency
Monthly Plan	\$51	Per Month
Annual Plan	\$534	Per Year

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



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 on your phone by going to (MORE > ABOUT Ekey App) and the system will send anew code to your email address provide AND auto-populate to the app.



SUPRA INSTRUCTIONS cont.

TIPS & TRICKS

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

NEED A NEW AUTHORIZATION CODE?

Supra eKEY®

- I need to request an Authorization Code
- I already have an Authorization Code
- I already have a Single Access Invitation. Tap to register

Supra eKEY®
Request Authorization Code

Enter email or mobile n
Enter PIN code

Supra eKEY®
Authorization Code

5ZJVV W3SYA

Log into SupraWEB to access your authorization code.

- I have read the EULA and agree to its terms.
- I have read the Privacy Notice and agree to its terms.

USE PIN # ONCE PER DAY!

- Open eKEY app
- Select MORE
- Select SETTINGS
- Enable **REQUIRE PIN ONLY 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

(12 hr) New Agent Course

ANNUAL MEMBERSHIP DUES



DUES DO NOT
AUTO RENEW

\$1015 ANNUAL DUES

WHERE DOES THE MONEY GO?

\$201

NATIONAL ASSOCIATION OF REALTORS®

\$210

UTAH ASSOCIATION OF REALTORS

\$400

CACHE VALLEY ASSOCIATION (LOCAL) DUES

\$204

SUPRA EKEY ACCESS

FAQ & Additional Information

LOCAL EVENTS

Home Tour is a weekly event held on Tuesdays, for members of the Cache Valley Association. It gives our Realtor® and Affiliate Members the opportunity to quickly preview homes that are recently added to Multiple List service. Check our website for more details and instructions.

Bi-Monthly Association Business Luncheons and/or Breakfasts

These events are free to you, there is no RSVP - just show up to the Riverwoods Conference Center check the [Association calendar](#) for times and dates

Local CE classes

We hold free continuing education classes here at the Association Office all year long

1451 North 200 East Ste #130A | Logan

Check the [Association calendar](#) or your [Members Portal](#) for times and dates

FAQ & Additional Information

Important Websites & Phone Numbers

[National Association of Realtors](#) (NAR) | **800-874-6500**

[Utah Association of Realtors](#) (UAR) | **801-676-5200**

[Cache Valley Association of Realtors](#) (CVAR) | **435-753-1044**

The Legal Hotline | **801-676-5211**

[Division of Real Estate](#) **801-530-6747**

[UtahRealEstate.com](#) (MLS) **801-676-5400**

[Women's Council of Realtors](#) (WCR)

[Association Snapshot](#)

[Online support Center](#) for the MLS

[Cache County website](#)

[Parcel summary tool](#)

[Cache County property records search](#)

[The Institute of Real Estate Education](#)

[The CE shop](#)

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FAQ & Additional Information

For further details, visit the Agent Resources section on the Cache Valley Realtors website. You can find this on the main page, upper right corner. This section provides access to:

- **Snapshot:** A listing of all upcoming classes held at the Association, market statistics, continuing education, and more.
- **Membership Dues:** Dues are payable by October 1st each year, with a late fee applied after October 15th. Pay here.
- **Office Changes:** If you're transferring offices, please inform the CVAR Association. There are several adjustments to be made, and a \$50 transfer fee applies.
- **Designation Updates:** Notify the CVAR Association when you obtain a new designation to update your records accordingly.
- **New Phone?:** If you've changed your phone, contact the CVAR Association for a new authorization code or follow the instructions for updating your SUPRA Ekey.
- **Home Tour:** Held every Tuesday from 10:00 AM to 12:00 PM (extended to 1:00 PM if there are more than 10 homes). The tour alternates between North and South regions each week. Check the Association Calendar for the direction, and submit homes through the MLS: Edit Listings > Home Tour button.
- **Directories:** The Members, Affiliates, and Appraisers Directories are searchable databases where you can find agents, brokerages, and their respective agents.
- **Classes:** For information on upcoming classes, log into your Members Portal.
- **Business Meetings:** Business luncheons and/or breakfasts are held bi-monthly, featuring guest speakers and CVAR Association updates. Check the calendar or the Association Snapshot for specific dates and times.

Stay Connected!



[Facebook](#)

[Instagram](#)

