

Member Checklist



There's nothing standing in the way of you & success –
Here are a few tools to equip you on your journey!

! MLS 101 is mandatory and is required within your first 30 days of joining NNRMLS*

MLS 101 Dates & Times:

<http://members.nnrmls.com/Docs/Training/MLSUAllClasses.pdf>

MLS 101 Policy:

<http://members.nnrmls.com/docs/MLSOrientationPolicy0106.pdf>

MLS 101 is a great opportunity to learn the basics and put you on the path for success! ***Be careful:** If MLS 101 is not attended within the first **30 days** of joining, you will be suspended and a **\$50 reactivation fee** will be charged.

! Rules & Regulations

Find everything you need pertaining to **Rules & Regulations**, including proper listing procedures, changes, withdrawals, expirations and more valuable information:

<http://members.nnrmls.com/Docs/MemberDocs/NNRMLSRulesRegsCurrent.pdf>

! Policy Manual

To ensure the integrity of the MLS and the MLS database, policies have been established in accordance with and to enhance our **Rules & Regulations**. Find out how to avoid listing violations by reading the NNRMLS Policy Handbook:

<http://members.nnrmls.com/Docs/MemberDocs/PolicyManualCurrent.pdf>

★ Products and Services

We have much to offer you as part of your monthly fees – Paragon Online MLS, Instantet, Goomzee, ShowingAssist, reTechnology, Down Payment Resource and so much more! Find out all that is available to you!

http://members.nnrmls.com/Products_Services.html

🖱️ NNRMLS Training Classes

We offer hands-on courses in our NNRMLS Computer Lab and online with our real-time instructor. Learn the most popular functions of the Paragon system and about our other MLS products as well – come away from our classes prepared for success! [Click Here for the class schedule](#)

\$ Ways to Pay Your Bill:

Auto Pay: Place your debit or credit card on file with us – you will be charged between the 1st & 5th of the month.

Auto Pay Form:

<http://members.nnrmls.com/Docs/AutoPay2012.pdf>

Pay Online: Log in to the Members' Launchpad

<http://launchpad.nnrmls.com>

Click on the "MLS Bill Pay" button on the top tier and follow the prompts.

In Our Office: Mon – Wed: 8am – 5pm

Thurs: 9am – 5pm

Fri: 8am – 5pm

Monthly MLS fees are billed on the **28th** of each month for the following month. Bills are due on the **15th** of each month and are considered delinquent after **45 days (on the 15th of the next month.)** Payments must be received at the NNRMLS office by 5pm on the **45th** day or services will be suspended and a re-activation fee of **\$50** will be assessed. All services will be reinstated upon receipt of account balance and **\$50 re-activation fee**.

If you feel that there were unavoidable circumstances for being late, you can email a letter to the NNRMLS office to request a fee waiver. If the Administrative Review Panel votes in your favor, the fee will be credited back to your account. Until that time, the fee must be paid in order to reactivate your account.

Example:

The November bill sent on October 28th will be due on November 15th. However, your access to the MLS will not be suspended for non-payment until December 15th (**which would be 45 days after the bill was due**).

? NNRMLS Tech Support

Tech Support NNRMLS: **775.823.8838**

Tech Support Email: support@nnrmls.com

After Hours Paragon Support: **877.657.4357 (877.MLS.HELP)**

Instantet 24-hour Support: **800.688.8768**

MLS Access: <http://launchpad.nnrmls.com>

SUPRA: **877.699.6787** www.supraekey.com

Important contact info
on following page





Important Contact Information

Physical Location: **5650 Riggins Ct, Suite 100, Reno, NV**
Phone: **775.823.8838 / 877.823.8838** Fax: **775.823.8809**
General Email: info@nnrmls.com

NNRMLS Office Hours: Mon – Wed: **8am – 5pm**
Thursday: **9am – 5pm**
Friday: **8am – 5pm**

MLS access (**Launchpad**): <http://launchpad.nnrmls.com>
Members' Website: <http://members.nnrmls.com>
Consumer Website: <http://www.nnrmls.com>

News Blog (**The MLS Post**) Subscribe to our blog to receive immediate notification of important posts that we publish.
<http://nnrmlsblog.com>

 [Like us on Facebook](#)

 [Follow Us on Twitter](#)



NNRMLS Board of Trustees Contact

The strength and foresight of this organization comes from our volunteer leadership who consistently upholds our mission, puts in place policies focused on protecting the value of the core intellectual property, and continues to look ahead at trending issues that may affect our industry.
<http://members.nnrmls.com/ContactBOT.html>



NNRMLS Staff Contact

Gene Millman – Chief Executive Officer
gene@nnrmls.com
Mimi Kennedy – Executive Assistant
mimi@nnrmls.com
Amie VanClute – Accounting Manager/Office Manager
amiev@nnrmls.com
Andrew Cristancho – Director of Member Services
andrew@nnrmls.com
Loy Mach – Communications Director
loy@nnrmls.com
George Pickard – Integration & Development
george@nnrmls.com
Lauren Hultberg – Membership/Compliance
lauren@nnrmls.com
Joey Bowers – Help Desk Representative
joey@nnrmls.com
Dale Lloyd – Help Desk Representative
dlloyd@nnrmls.com
Misty Burch – Receptionist
misty@nnrmls.com

