
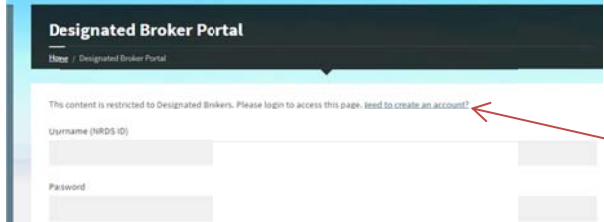
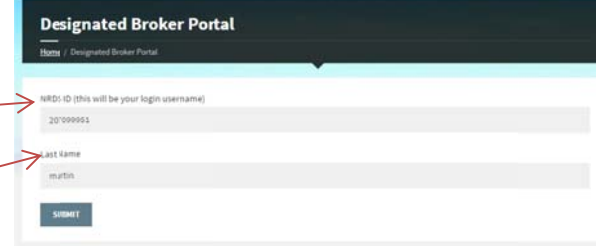

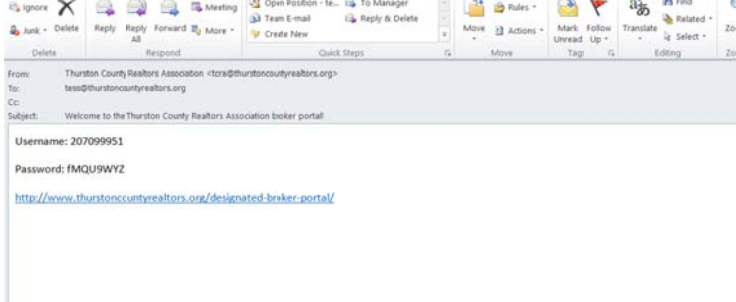
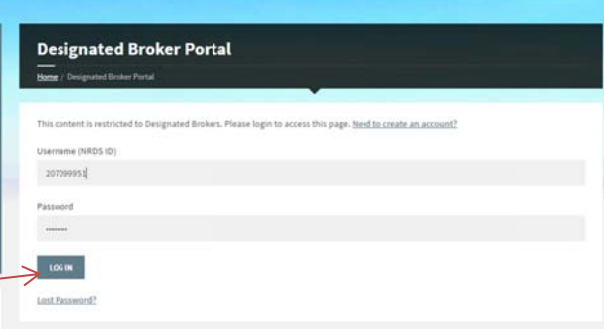
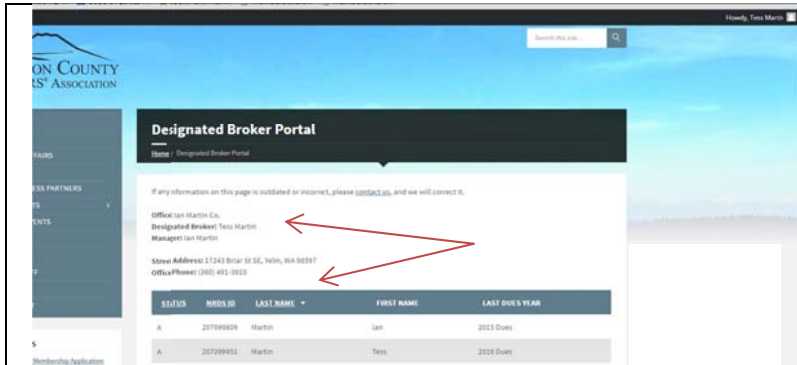
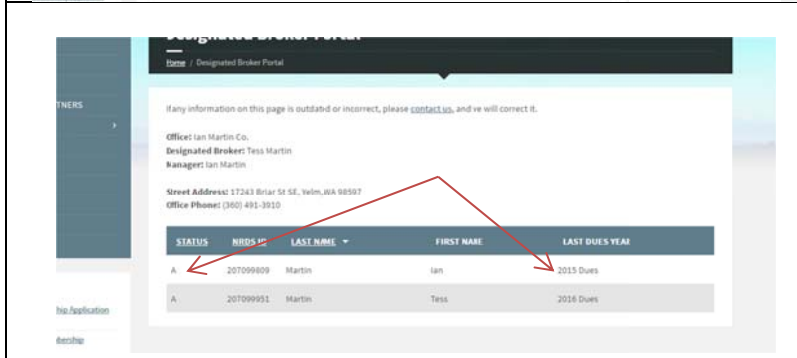


Using the Designated Broker Portal

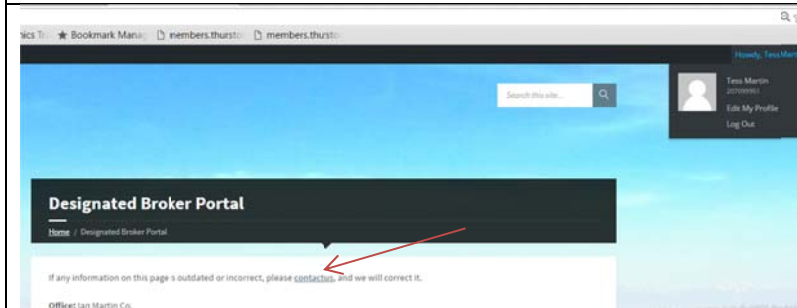
	<p>If you are a Designated Broker, you can log onto the DB Portal to see membership information specific to your office.</p>
	<p>If you have never logged on before you will FIRST need to create your account.</p>
	<p>Enter your NRDS ID and last name to start the process. (Note: If you are NOT a Designated Broker, the system will not be able to validate your account.)</p>
	<p>Prepare for a long wait... It can take several minutes for the automated email containing your temporary password to arrive in your inbox!</p>
	<p>You will receive an email from Thurston County Realtors Association with the subject line: "Welcome to the Thurston County Realtors Association broker portal!"</p>
	<p>Once you receive your confirmation email, you can log onto the DB Portal with your NRDS ID and temporary password.</p>



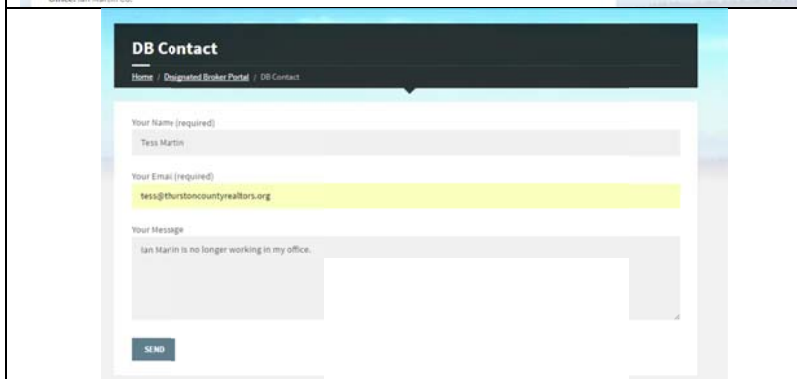
Your portal page will display the contact information for your office that is currently stored in our membership database.



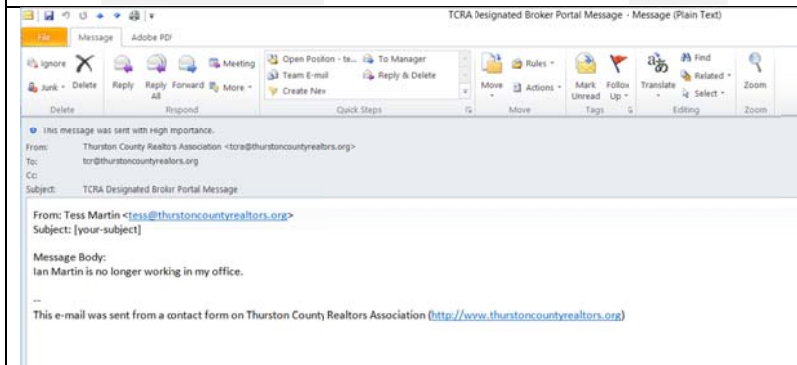
It also displays the list of agents that our records show to be affiliated with your office. If they are active members in good standing, their status will be "A." If they have been inactivated, their status will be "I." The "Last Dues Year" will show as the current year only if all the monies owed for the current year have been received for that agent.



If you find any errors in the displayed information for your office, you can notify the TCRA office by clicking on the "contact us" link.

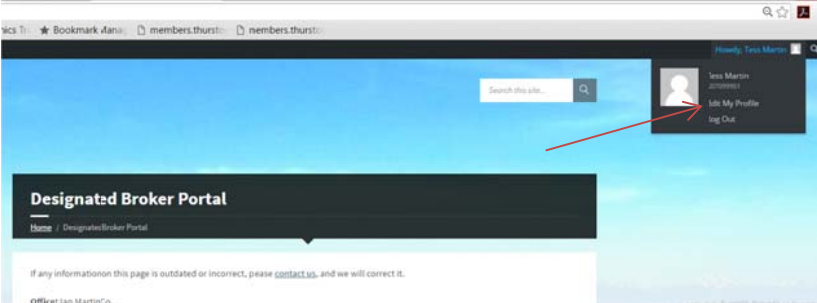
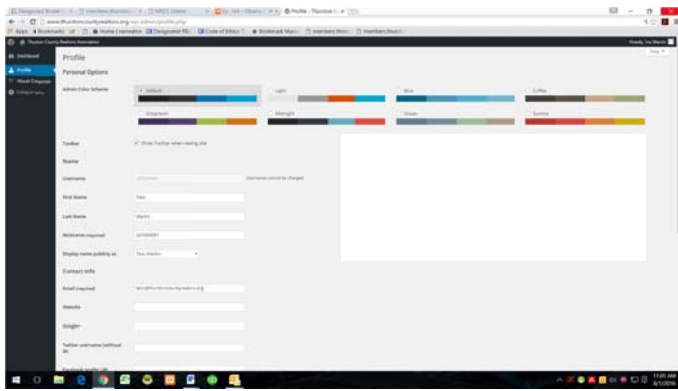
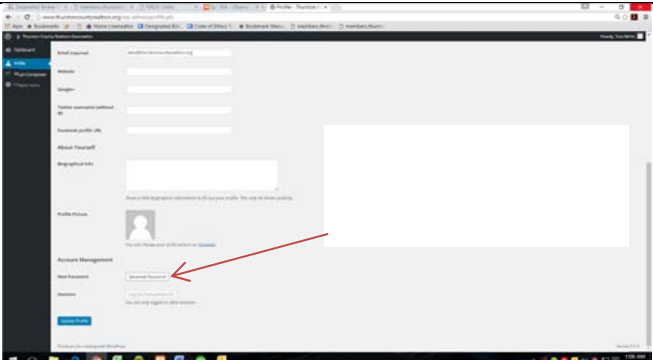
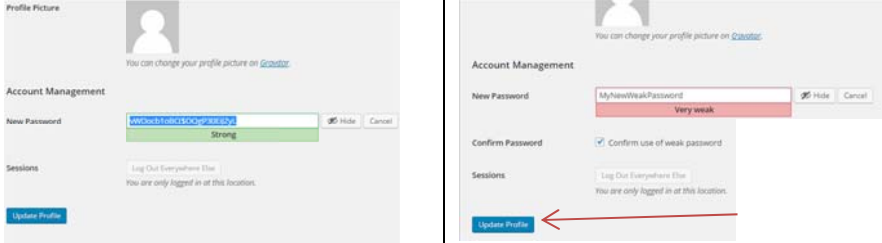
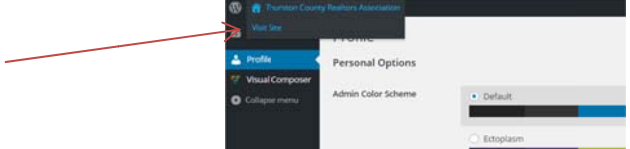


Use this form to quickly inform us of any changes that need to be made, such as updates to an agent's record, or other information that we need to correct, or anything else of importance that you feel we should know about.



The TCRA staff will be sent a "high priority" email with your message.

Changing Your Password

	<p>To change your password, go to “Edit My Profile.”</p>
	<p>You will be directed to this profile page with lots of options to change things. However, NONE of the changes you make here will show up in your membership record, or anywhere else other than on this profile page!</p>
	<p>To change your DB Portal password, scroll down to the very bottom of this profile page and click on “Generate Password.”</p>
	<p>WordPress will automatically generate a random password for you, but you can change it to whatever password you wish. (Even a weak one!)</p>
	<p>To get back to the TCRA website, click on “Visit Site.”</p>

Still have questions? Contact the TCRA office at (360) 491-3910