



ORRA NEW MEMBER CHECKLIST

Your Guide to Success!

THINGS TO DO NOW:

- Pay initial membership dues payment
- Familiarize yourself with your ORRA member portal by logging in with your member ID and password
- Attend required New Member Orientation
- Contact MLS to complete MLS Basic & MLS Compliance 101 courses
- Apply for an eKey
- Purchase a lockbox at ORRA's store
- Establish online account with DBPR(Department of Business & Professional Regulation)

THINGS TO DO NEXT:

- Newly Licensed agents register for 45 hours sales post licensing class
- Returning REALTORS®, complete required 14 hours continuing education every two years
- Get Involved!** Join a Committee, Council, or Forum. Make an impact on the future of your association and profession.
- Attend an event

THINGS TO REMEMBER:

- Pay annual ORRA dues December 31st at www.orlandorealtors.org
- Pay annual MLS dues May 15th at www.mfrmls.com
- Supra eKey fee due the 17th of each month
- Code of Ethics is required by ORRA and the National Association of REALTORS® every three years
- MLS Compliance Refresh is required every two years by MLS