



# ORRA NEW MEMBER CHECKLIST

Your Guide to Success!

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## 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 (optional)
- Establish online account with DBPR (Department of Business & Professional Regulation)

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## 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

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## THINGS TO REMEMBER:

- Pay annual ORRA dues October 31<sup>st</sup> at [www.orlandorealtors.org](http://www.orlandorealtors.org)
- Pay annual MLS dues May 15<sup>th</sup> at [www.stellarmls.com](http://www.stellarmls.com)
- Supra eKey fee due the 17<sup>th</sup> of each month
- Code of Ethics is required by ORRA and the National Association of REALTORS® every two years
- MLS Compliance Refresh is required every two years by MLS