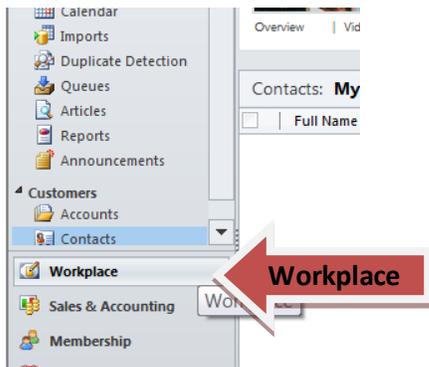
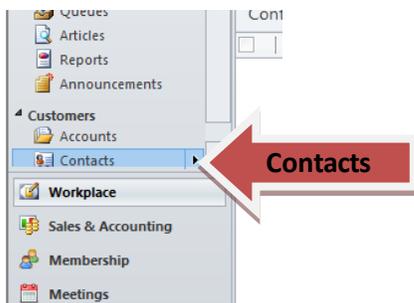


Adding a Contact is a critical step in organizing people in your Association. To add a Contact, do the following:

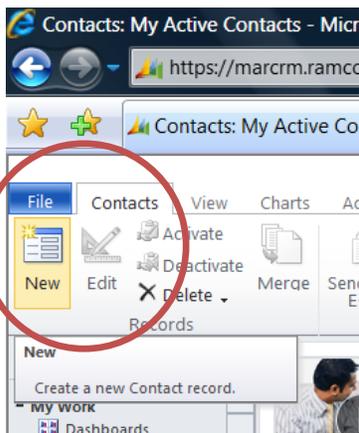
1. Make sure you are in the **Workplace** section of the application



Click **Contacts**



2. Go to the Ribbon at the top of the page, and click **New**; a new page will display and will be split into sections for General information, Address, Phone and Fax, etc.



3. Fill out all Contact Information. Fields marked with an asterisk (*) are

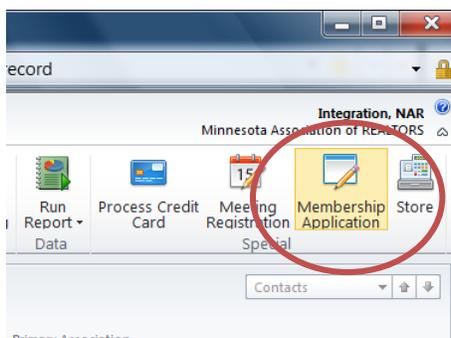
required; fields marked with a plus sign (+) are recommended. Fields with an icon with a magnifying glass () at the end allow you to search and select a value for the field.

4. Click **Save** to save the Membership information.

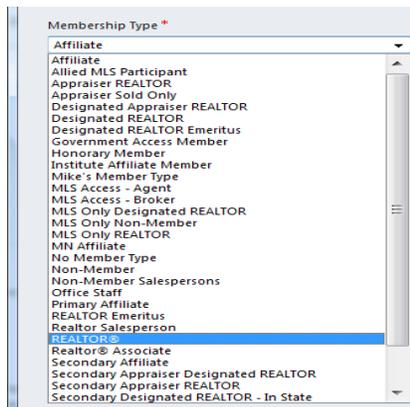
Assign Membership to a Contact

As stated above, a Contact may or may not be a Member. It is important to properly assign membership to a newly added Contact as dues are generated based on the Membership Type. After adding and saving a new Contact, do the following to assign Membership:

1. Click Membership Application



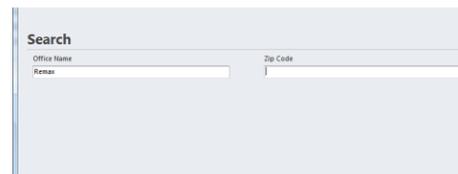
2. Select Membership Type from the dropdown list and click 'Continue'



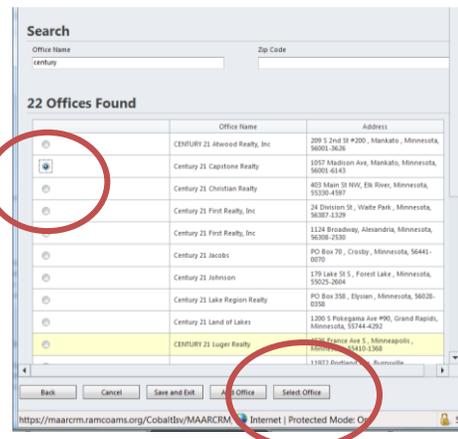
3. Select the Application Fee and click 'Continue'



4. Type Office Name and/or Zip Code and click 'Search'. Then select the Office



5. Select the Office you wish and click 'Select Office' at the bottom of the page



6. Fill in Real Estate and Appraiser License information (if applicable) and click 'Continue'



7. Fill in Home/Primary Address and click 'Continue'

8. Fill in Mailing Address and click 'Continue'

9. Fill in Contact Information (Email, Phone, Fax, etc)

10. Review the Application Summary and click 'Submit Application'

11. Review the Order Summary and click 'Submit Application'

Product	Qty	Price
2011 MAAR Dues	1	\$43.33
2011 MAAR Foundation Contribution	1	\$10.00
2011 MAAR Dues	1	\$43.33
2011 MAAR Advertising Assessment	1	\$35.00
2011 MAAR Dues	1	\$36.67
2011 REALTOR Political Action Committee	1	\$50.00
REALTOR® Membership Application Fee	1	\$100.00

12. Fill in Credit Card Payment information and click 'Continue'

13. Review Order Details, including Credit Card information and Billing Address. Click 'Submit Payment'

Product	Qty	Price	Total
2011 MAAR Dues	1	\$43.33	\$43.33
2011 MAAR Foundation Contribution	1	\$10.00	\$10.00
2011 MAAR Dues	1	\$43.33	\$43.33
2011 MAAR Advertising Assessment	1	\$35.00	\$35.00
2011 MAAR Dues	1	\$36.67	\$36.67
2011 REALTOR Political Action Committee	1	\$50.00	\$50.00
REALTOR® Membership Application Fee	1	\$100.00	\$100.00

Credit Card Information
 Michael Storms
 Visa
 4111-1111-1111
 Exp. 03/2016

Billing Address
 123 My Way
 Minneapolis, MN 55401
 United States

14. The status of the application is "Active" when all requirements are submitted. If requirements are not met, open the Contact record, add the required information and submit it