RAMCO Add a Contact, Assign Membership and Activate Member

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

> Make sure you are in the Workplace section of the application



Click Contacts



 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.



 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. <u>After</u> adding and saving a new Contact, do the following to assign Membership:

1. Click Membership Application



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

Affiliate	-
Affiliate	
Allied MLS Participant	_
Appraiser REALTOR	
Appraiser Sold Only	
Designated Appraiser REALTOR	
Designated REALTOR	
Designated REALTOR Emeritus	
Government Access Member	
Honorary Member	
Institute Affiliate Member	
Mike's Member Type	
MLS Access - Agent	
MLS Access - Droker	
MLS Only Designated REALTOR	
MLS Only REALTOR	
MN Affiliate	
No Member Type	
Non-Member	
Non-Member Salespersons	
Office Staff	
Primary Affiliate	
REALTOR Emeritus	
Realtor Salesperson	
REALTOR®	
Realtor® Associate	
Secondary Affiliate	

3. Select the Application Fee and click 'Continue'

REALTOR® Membership Application Fee

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



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

Office Name	Zip Co.	de
22 Offices Fo	und	
	Office Name	Address
0	CENTURY 21 Atwood Realty, Inc	209 S 2nd St #200 , Mankato , Minnesota 56001-3626
۲	Century 21 Capstone Realty	1057 Madison Ave, Mankato, Minnesota 56001-6143
0	Century 21 Christian Realty	403 Main St NW, Elk River, Minnesota, 55330-4597
•	Century 21 First Realty, Inc	24 Division St., Waite Park., Minnesota, 56307-1329
	Century 21 First Realty, Inc	1124 Broadway, Alexandria, Minnesota, 56308-2530
0	Century 21 Jacobs	PO Box 70 , Crosby , Minnesota, 56441- 0070
0	Century 21 Johnson	179 Lake St S , Forest Lake , Minnesota, 55025-2604
0	Century 21 Lake Region Realty	PO Box 358 , Elysian , Minnesota, 56028- 0358
0	Century 21 Land of Lakes	1200 S Pokegama Ave #90, Grand Rapids Minnesota, 55744-4292
0	CENTURY 21 Luger Reality	Minneapolis , Minneapolis ,
4		11972 Portland in Ramoville
	vel Save and But At Office	Salast Office

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

License Information Text Placeholder
Real Estate License
Full Name (as it appears on your license) *
License Number*
Appraiser Licenses
Full Name (as it appears on your license)
License Number

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

Iome Address		
Street Address 1 *	Country	
123 My Way	United States	•
City*	Street Address 2	
Minooka		
Zip/Postal Code *	State/Province *	
23333	Minnesota	

8. Fill in Mailing Address and click 'Continue'

Same As	Country	
Mailing Address	United States	
Street Address 1	Street Address 2	
123 My Way		
City	State/Province	
	Minnesota	*

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

msto@mway.com	
Phone	
Preferred Phone *	
Home Phone	•
Home*	
1233333333	
Mobile*	
Office*	
507-345-4500	
Office Extension *	
Fax	
rax	
Preferred Fax	
	•
Home*	

 Review the Application Summary and click 'Submit Application'

https://maarcrm.ramcoams.org/CobaltIs	v/MAARCRM/Membership/Application/Summary.aspx	🔒
Application Summary Lest Placeholder		
Application Type		
Member Type REALTOR®	Application Type Primary	
Last CDE Date	Designated Realton®	
Office Information	Multigan, Tamara	
Office Century 21 Capitone Realty Mankato, MN	Appresser	
Licenses		
Real Ender Mohaer Stemm (1912)244		

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

r Summary laceholder			
Product	Qty	Price	
2011 MAAR Dues	1	\$43.33	
011 MAAR Foundation	1	\$10.00	
011 MAR Dues	1	\$43.33	
2011 NAR Advertising Assessment	1	\$35.00	
011 NAR Dues	1	\$26.67	
011 REALTOR Political Action Committee <u>Edit</u>	1	\$\$0.00	
EALTOR® Membership	1	\$100.00	

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

Card Type *	Card Number*	
Expiration Date (MM/YYYY)	Security Code (CVV/CVV2) *	
first Name *	Last Name *	
illing Address		
same As	Country	
None - Enter Address	United States	•
itreet Address 1 *	Street Address 2	
City *	State/Province *	
		•
Tip /Postal Code *		

 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 MAR Dues	1	\$43.33	\$43.33
2011 NAR Advertising Assessment	1	\$35.00	\$35.00
2011 NAR Dues	1	\$26.67	\$26.67
2011 REALTOR Political Action Committee	1	\$50.00	\$50.00
REALTOR® Membership Application Fee	1	\$100.00	\$100.00
Aichael Storms Tisa 111***111111 xp. 03/2016	mation		
Aichael Storms Tra 111	mation		
Alichael Storms IIII ***11111 IIII ***111111 IIIIng Address 23 My Way Hinoaka, MN 23333 Minted States	mation		
Alchael Storms 1117 - 111111 1117 - 111111 1119 - 05/2016 IIIing Address 22 My Way Microsia, Mill 22333 Inited States	maton		
Internat Storms III III IIII IIII IIII IIII IIII Address IIII IIII Address IIIII IIIII IIIII IIIII IIIII IIII IIIIII	mation		
Richard Storms Tis Tis Time	Submit Payment		

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