



# Membership *Information*

## Contact Information

To begin the onboarding process, please contact the Northwest Louisiana Association of REALTORS®

### Contact Person:

Daphne Cates, New Member Services Specialist

Email: [daphne@nwlar.org](mailto:daphne@nwlar.org)

Phone: 318-797-0054

Address: 2036 E. 70<sup>th</sup> Street Shreveport, LA 71105

### Steps to Complete:

1. Complete and Sign the New Member Application and Paperwork
2. Dues will be collected for:
  - a. Northwest Louisiana Association of REALTORS®
  - b. MLS Fees
  - c. Optional PAC Contribution and Supra Service
3. Complete the required courses:
  - [NWLAR Orientation](#)
  - [MLS Rules and Procedures](#)
  - REALTOR® Code of Ethics

# MLS Login / Information

MLS Login Information:

Website: [NTREIS.net](http://NTREIS.net)

Public ID: \_\_\_\_\_

NRDS#: \_\_\_\_\_

Password: NTREIS Email

Access the dashboard to pay dues, retrieve receipts and sign up for continuing education classes, events, and much more! Below are a few highlights of services:



## Matrix

-a daily-use platform to find, list, and analyze properties.



## Instanet

-tools to handle real estate paperwork efficiently and securely



## Education

-see upcoming continuing education hours  
-register for classes



## Orders

-pay dues  
-retrieve invoices



Supra is a key management lockbox product in the real estate industry. Supra is an electronic lockbox which most members use to secure houses that are listed on the MLS.

To sign up for Supra service you will need the following:

1. Be prepared to pay a \$50 activation fee as well as a monthly service charge. When setting this up you will need a debit/credit card that Supra will use for the monthly payment.
2. Supra requires participants to have a four digit pin number which is auto generated when your supra services are set up. The pin number may be changed at anytime to some other number you prefer.
3. Feel free to contact our office at 318-797-0054 if you need any support in setting up your Supra service.

To begin you will receive a text message from Daphne Cates at our office, prompting you to check your email to **complete eKEY activation within the next 5 days**

Click below or scan code for guides to Supra:



[Supra eKey Setup](#)



[Supra Quick Guide](#)

## Mobile Apps that Support Your Business:

MLS Touch-Easily search MLS on your phone



- Create new account w/ NRDS# and Public ID and complete profile page
- Once registered, download and access MLS Touch app on your phone
- Choose Texas as the state and the NTRIS MLS in the dropdown menu

Supra eKey- Key Management/Lockbox



- Supra technology works in conjunction with Smartphones
- Requires activation fee and a monthly fee for service
- Contact NWLAR offices for help with getting set up with Supra services

BrokerBay -Showing Management Service



- Click icon on the NTRIS dashboard and register for BrokerBay
- Once registered, you can download and access the BrokerBay app on your phone

REALTOR® Property Resource (RPR)



- [narrpr.com](http://narrpr.com)
- Create new account w/ NRDS# and Public ID, complete profile page
- Once registered, you can download and access the RPR app on your phone

# Dues Schedule

## **NWLAR Dues**

We will collect full payment for your membership dues (these are prorated based on the month you join-see fee schedule). Payments can be made with cash, check or credit card.

After initial dues are paid, the membership dues are collected annually and billed in October.

## **MLS Fees**

We will collect the first quarterly MLS fee at joining (also prorated based on the month you join).

After joining, MLS Fees are billed quarterly following the schedule below:

### **Amount:**

Open Rate: \$240.00 + Tax (per quarter)

REALTOR® Rate: \$180.00 + tax (per quarter)

*25 % discount for REALTOR® members*

Quarter	Due Date
1st (Jan–Mar)	December 31, 2025
2nd (Apr–Jun)	March 31, 2026
3rd (Jul–Sep)	June 30, 2026
4th (Oct–Dec)	September 30, 2026

### **Payment Options:**

- [Pay online](#) (only after initial new member payment)
- Pay in person, by phone, or by mail (credit card or check)

# New Member Required Courses

Welcome to NWLAR! As a new REALTOR®, there are a few important classes you must complete to maintain your membership and MLS access.

## 1. NWLAR Orientation

- **Deadline:** Must be completed **within 2 months** of submitting your application.
- **Format:** Online class
- **Link to register:** [NWLAR Orientation](#)

## 2. MLS Rules & Procedures Course (3 hours)

- **Deadline:** Must be completed **within 30 days** of application.
- **Format:** Available online or in person at NWLAR
- **Online registration:** [MLS Rules & Procedures](#)
- **In-person class registration:** [Register Online](#) or Contact Theresa Crook, [Theresa@nwlar.org](mailto:Theresa@nwlar.org)

### **Important:**

Failure to complete **both** classes by the deadlines will result in **loss of NWLAR membership and MLS access.**

## 3. REALTOR® Code of Ethics Requirement

The **National Association of REALTORS® (NAR)** also requires new members to complete a **Code of Ethics** course.

- **Deadline:** Must be completed **within 180 days** of application.
- **Format:** Available online or in person at NWLAR
- **Online course:** [Code of Ethics](#)
- **In-person class registration:** [Register Online](#) or Contact Theresa Crook, [Theresa@nwlar.org](mailto:Theresa@nwlar.org)

### **Important:**

If you complete the Code of Ethics course online, **you must submit a copy of your completion certificate** to:

- **Theresa Crook**  
Email: [Theresa@nwlar.org](mailto:Theresa@nwlar.org)

Note: Online completion through realtor.org **does not count for continuing education credit**—it only satisfies the NAR requirement.

\*Please notify our office of any updates to your information, including changes to your license type, email address, or physical address.

I certify and attest that I will attend these three courses within the time frame outlined.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# MLS Login & Supra Policy

## MLS Login Policy

Your **username and password** are for **your personal use only**.

**Do not share** your login credentials with anyone **at any time or for any reason**.

### Penalties for violating this policy:

- **1st Offense:** \$250 fine
- **2nd Offense:** \$500 fine
- **3rd Offense:** \$1,000 fine and possible **suspension of MLS access**

I have read, understood, and agree to follow this policy:

**Printed Name:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

## Supra Key Policy

Your leased **Supra key** is for **your use only**.

**It may not be sold or loaned** to anyone under any circumstances.

### Penalties for violating this policy:

- **1st Offense:** \$2,500 fine
- **2nd Offense:** \$5,000 fine
- **3rd Offense:** \$7,500 fine and possible **loss of key privileges**

I have read, understood, and agree to follow this policy:

**Printed Name:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_