



1) Log on to the Lorain County Association of Realtors® web site at:

<http://www.LoCAR.org>

Click on the “Members Only” button



2) If you already have an Access Code, enter your Realtor® license number and Access Code and click Log-in. Skip to step 4 of these instructions.

If you have not previously set-up an Access Code, click on “I need to assign My Access Code”.



3) To assign your access code, enter your licenses number on the first line. Create an access code (password) and enter it on the second line. For security, please reenter your access code on the third line and click Log-On.



4) This next screen is your personal LoCAR page. Click on the “Update Now!” button to proceed to update your membership information.



5) You are now in the update screen. Simply complete the on-line form and click “Submit Information”. Your membership information has been updated!



6) You may also purchase an enhanced listing for your membership information for \$19.95 per year. The enhanced listing will provide you with the ability to add your photograph, Realtor® logo and a brief description about yourself.

To purchase an enhance listing, click on the “Purchase Now!” button.



7) Complete the on-line form and provide credit card information for payment. To process your payment, complete all of the fields on the screen and click on “Submit Registration”.



8) Access your personal LoCAR page again (see steps above). Click on “Change Now”.

License # 309267
 NREBS # 448062479
 First Name:
 Last Name:
 Designation:
 Office:
 Phone:
 Voice Mail:
 Cell:
 Email:
 Photo: Previous Photo

9) To proceed with your enhanced listing, complete the form by adding your photograph, company logo and a brief description. If you need help resizing your photograph or logo, simply click on the “Help” button located under New Photo and New Logo.

Your enhanced listing is now complete and your credit card will be charged.