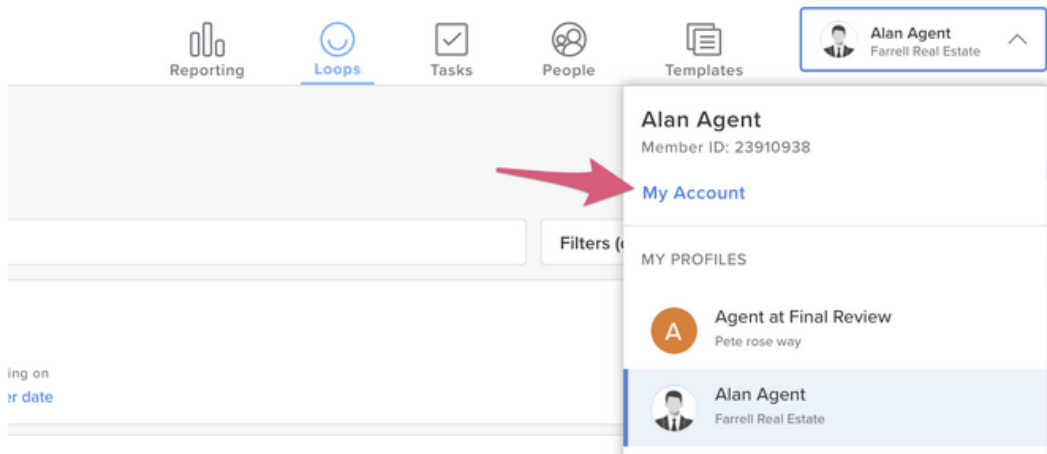


**Click on "My Account":**



**From the "My Account" section, click on "Profiles" on the left-hand side:**

## My account

Keep your profile, notification preferences and other settings up to date.

The screenshot shows the 'My account' page. The left sidebar has 'PROFILES' highlighted with a red arrow. The main content area has a blue header: 'YOUR CONTACT INFORMATION WILL BE USED TO AUTO FILL LOOPS AND DOCUMENTS WHEN POSSIBLE.' Below this is the 'PERSONAL INFORMATION' section with a profile picture and a 'REMOVE PHOTO' button. The form fields are:


Field	Value
FIRST NAME	Alan
LAST NAME	Agent
USER ROLE	REALTOR/AGENT
EMAIL ADDRESS	[Redacted]
FAX	123-4567
PHONE NUMBER	(444) 444-4444
ESIGN NAME	Alan Agent
ESIGN INITIALS	AA

**Click "Add Association" and type in 'Alabama Realtors'**

The screenshot shows the 'BROKERAGE AND ASSOCIATIONS' section. There is a text input field containing 'Farrell Real Estate - 700 Pete Rose Way'. Below it is a blue link labeled 'ADD ASSOCIATION'. A red arrow points to this link.

**Select "Alabama Association of Realtors" and click "Add"**


## Add an association ✕

 **Add your association to get access to ready-to-use form templates.**

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Alaba|

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Alabama Association Of REALTORS®   
522 Washington Ave

[ADD](#)

**Members will be prompted to enter their NRDS ID as shown below:**

## NRDS ID Required ✕

Your association requires a NRDS ID for security purposes


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ENTER NRDS ID

---

MANEY

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 Don't have your NRDS ID available?  
Having trouble authenticating?

[LOOK UP NRDS ID](#)  
[VIEW HELP ARTICLE](#)

By selecting an association and clicking confirm, you are agreeing to the license and [DOTLOOP TERMS AND CONDITIONS](#).

[CONTINUE](#)

