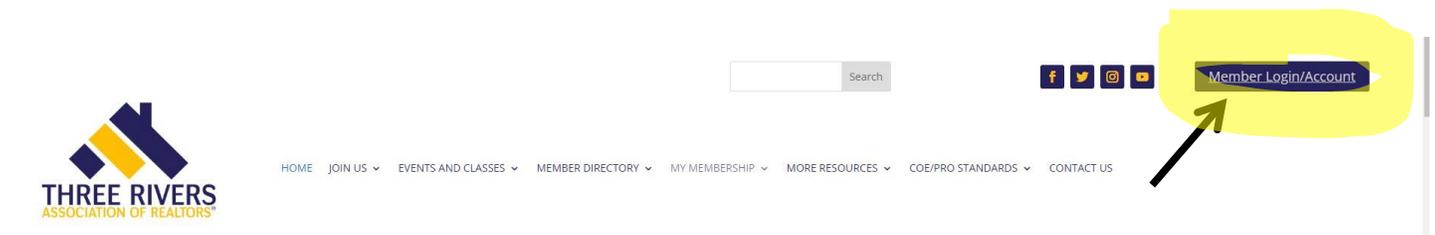




HOW TO UPDATE YOUR MEMBER PROFILE

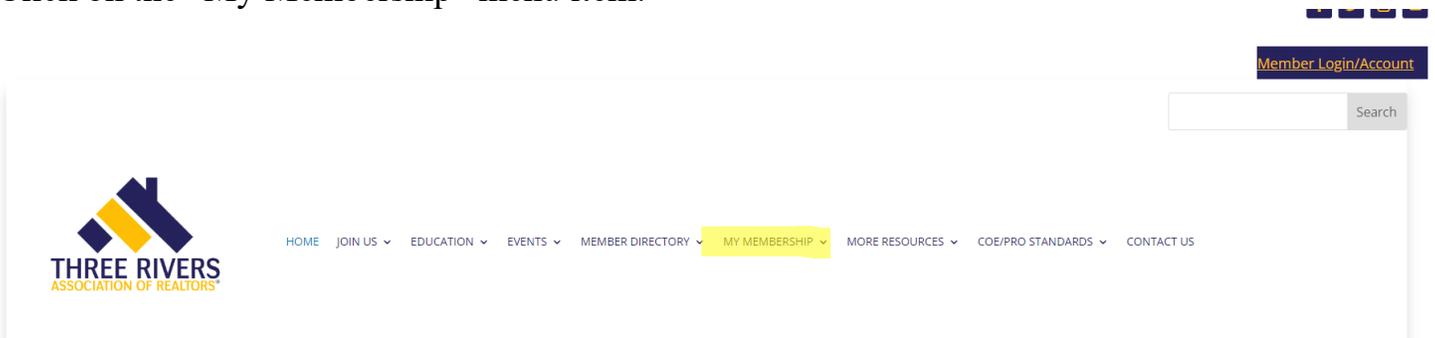
Navigate to the TRAR Website. You can use this link: <https://trarealtors.net/>

Once on the Home page, click on one of these 3 places:

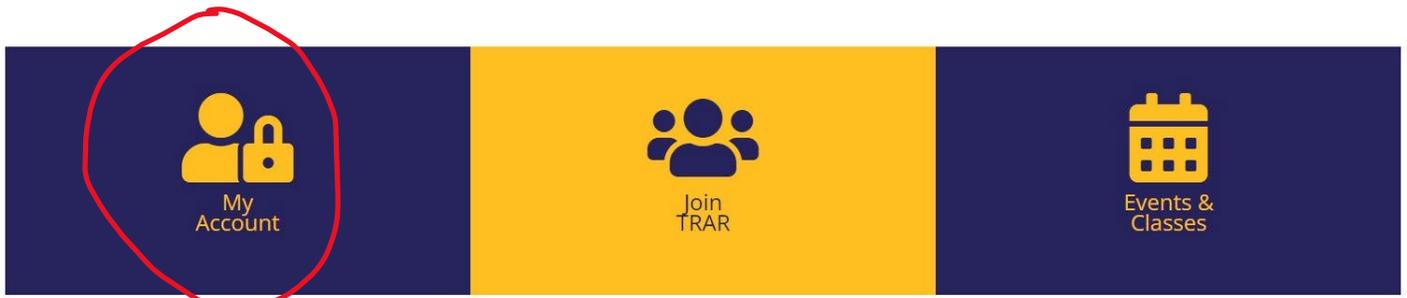


At the top of the Home page, click on the Member Login/Account button (see above).

Click on the “My Membership” menu item:



Or scroll down the page and click on the “My Account” button:



Your User ID will always be your TRAR member number. If you have not logged into your membership account before, your password will also be your TRAR member number. You can change your password once you log in.

This is what your profile page will look like:

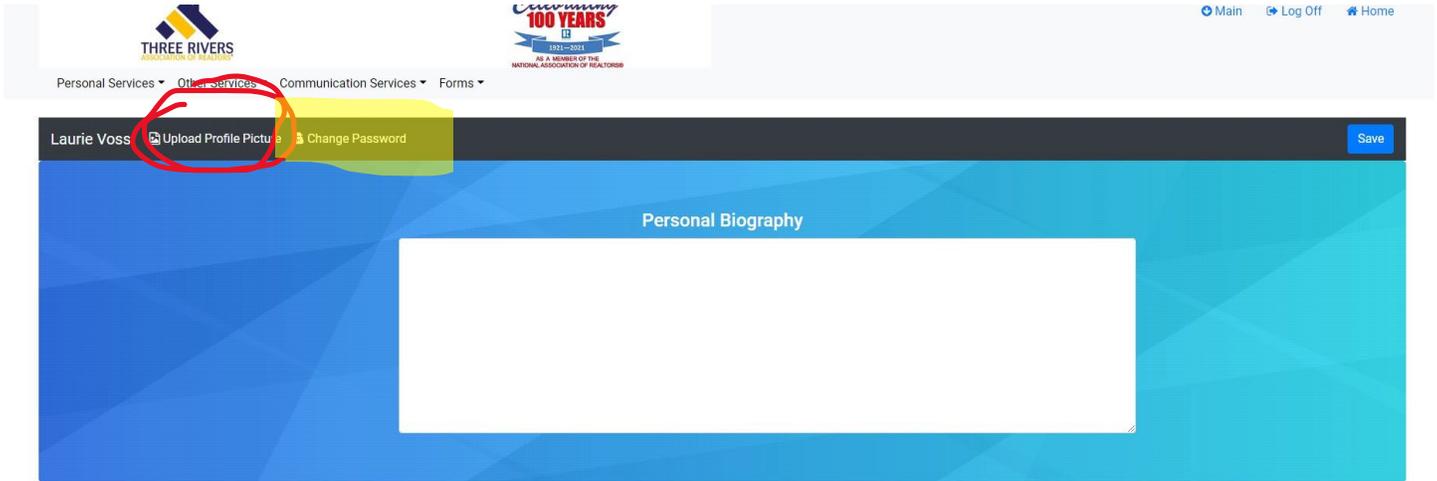
The screenshot shows the user profile page for Laurie Voss. At the top, there are navigation links for 'Personal Services', 'Other Services', 'Communication Services', and 'Forms'. The profile header includes the name 'Laurie Voss', office 'Three Rivers Assoc of Realtors', and a 'Balance Due: \$0.00' box. A 'No Photo Uploaded' message is displayed on the left. Below the profile information is a calendar for 'Dec 21, 2022 - Mar 20, 2023' with a legend for 'Events', 'Classes', 'Registered', 'Wait List', and 'Closed'. Two events are listed: 'Professional Development Game Night' on Jan 10 and 'Coffee and Collaboration' on Jan 11. A '0 Messages' box is visible on the right. The 'Edit' button is highlighted with a red circle.

Click the edit button to add your picture and make changes to your account:

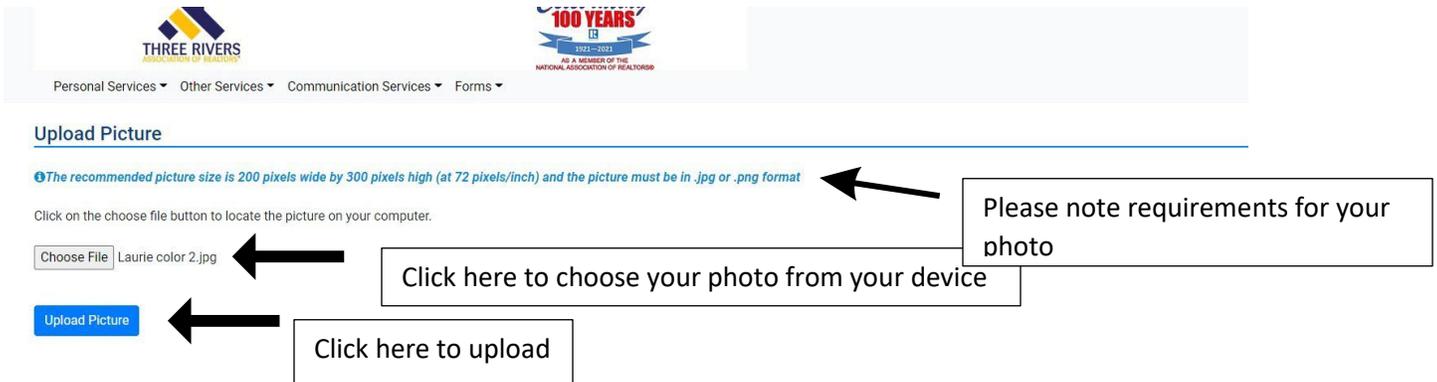
This is a close-up view of the user profile page for Laurie Voss. The 'Edit' button is circled in red. The profile information is partially obscured by black redaction marks. The 'License #' field is labeled as '(Undefined)'. The 'No Photo Uploaded' message is also visible.

Add your Picture:

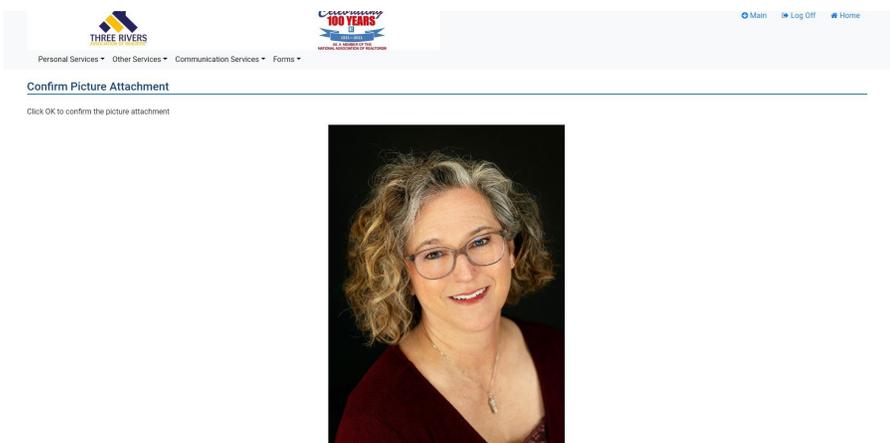
After clicking the Edit button, you can upload your picture by clicking “Upload Profile Picture” and you can change your password by clicking “Change Password” (see below).



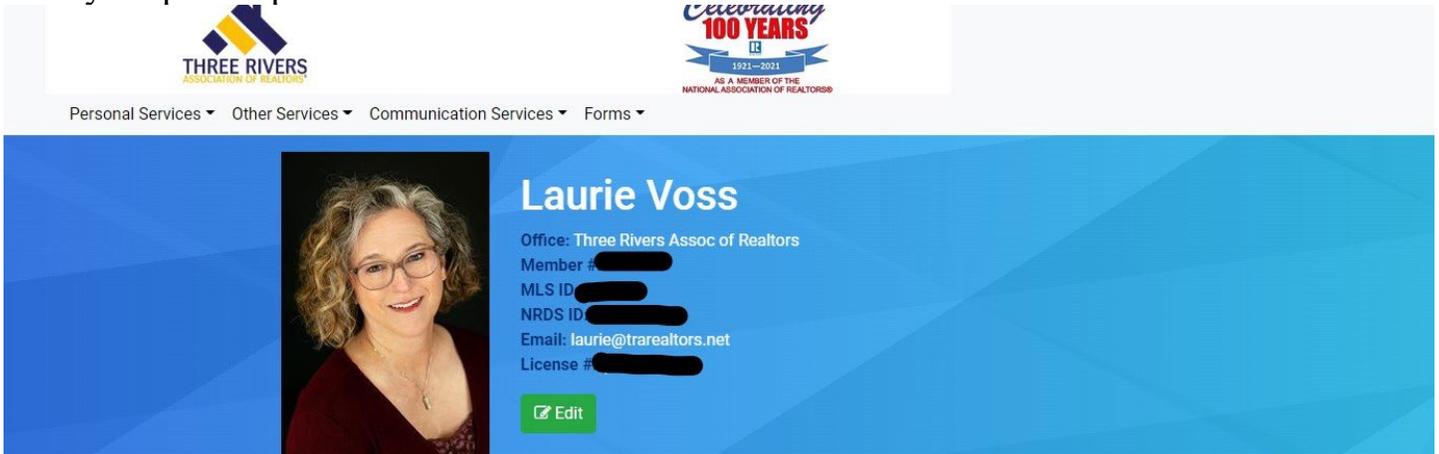
After clicking “upload profile picture” you will see this screen:



The system will allow you to approve your profile picture once you have uploaded it.



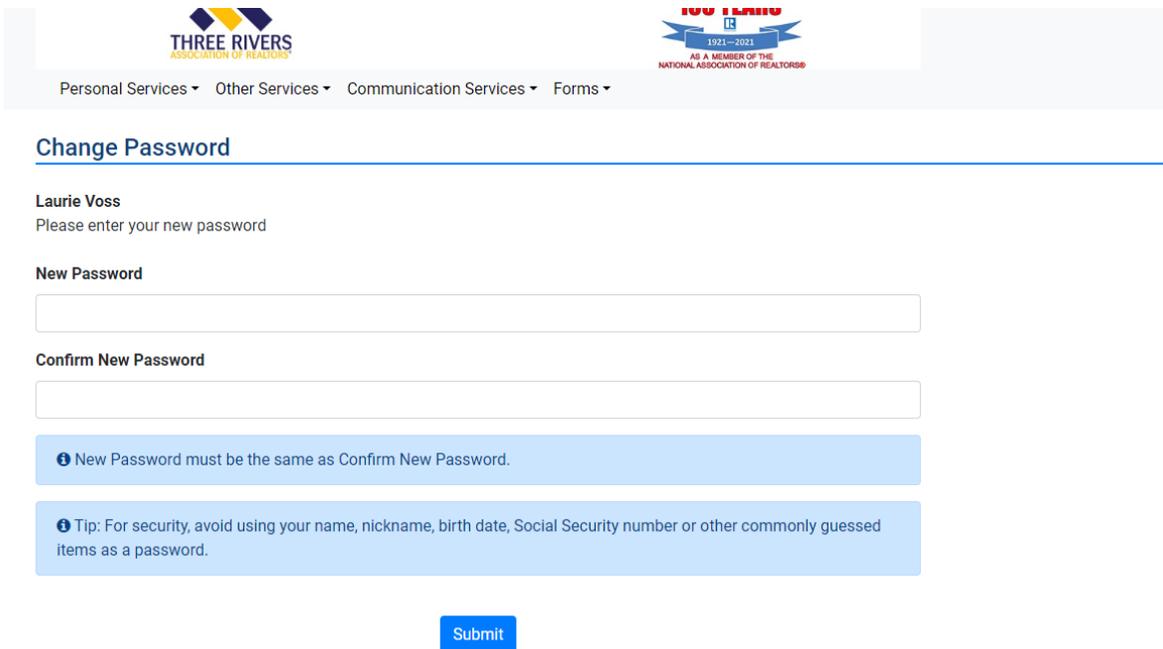
If you are happy with your profile picture, click the “Ok” button underneath the picture. Now your profile picture has been added:



If you click the green “Edit” button again, you will be able to change your password from the next screen.



Click on “Change Password” above. On the next screen, enter your new password then click “Submit”.



What else can you update on your profile:

Add your personal biography:

Again, click the green “Edit” button next to your profile picture.

The image shows two screenshots of a user profile page. The top screenshot displays the profile for Laurie Voss, a member of the Three Rivers Association of Realtors. It includes her name, office, and various identification numbers (Member #, MLS ID, NRDS ID, License #) which are redacted with black bars. A green 'Edit' button is located below the profile picture. The bottom screenshot shows the 'Personal Biography' section, which is currently empty. A text box with a white background and black border contains the instruction: "Type or copy/paste your personal biography into this box then click the blue 'Save' button in the upper right corner of your screen." A 'Save' button is visible in the top right corner of the biography section.

You can also edit some of your profile information if you scroll down the page. Editable information is as follows.

Add or change your:

- Nickname.
- Association Email.
- Billing Email.
- NAR/State Email.
- Webpage link.
- Home Address.
- Home Phone.
- Personal Fax.

The following profile information cannot be changed from our website:

THREE RIVERS ASSOCIATION OF REALTORS

100 YEARS 1921-2021 A MEMBER OF THE NATIONAL ASSOCIATION OF REALTORS

Main Log Out Home

Personal Services Other Services Communication Services Forms

Nickname
Laurie

Primary License Number [REDACTED] Exp. Date [REDACTED]
License Type [REDACTED]

Office Info

Office Number	[REDACTED]
Office Name:	Three Rivers Assoc of Realtors
Address	303 Springfield Ave Joliet, IL 60435
Phone	815-744-4520
Fax	815-744-7677
Office MLS ID	[REDACTED]

If any of the information above is incorrect, please contact Hailey at the office at (815)744-4520 or by emailing hailey@trarealtors.net.

Please be sure to save any changes you made to your profile before exiting.

Personal Services Other Services Communication Services Forms

Laurie Voss Upload Profile Picture Change Password Save

Personal Biography

Delete Picture?

