



FREE OFFICE ASSISTANT ACCESS APPLICATION

PLEASE COMPLETE THIS FORM IF YOU ARE APPLYING FOR A FREE OFFICE ASSISTANT ACCOUNT.

- Offices with 1-9 MLS Subscribers may have 1 free Office Assistant account;
- Offices with 10-49 MLS Subscribers may have up to 2 free Office Assistant accounts;
- Offices with 50-99 MLS Subscribers may have up to 3 free Office Assistant accounts;
- Offices with 100+ MLS Subscribers may have up to 4 free Office Assistant accounts.

To apply for accounts beyond an office's free allotment, complete the **Chargeable Office Assistant Access Application**.

Please Email this completed form to Realcomp at support@realcomp.com. Please allow up to 48 business hours for processing.

OFFICE INFO
Office Name: _____ Office ID: _____
Address: _____
City, State & Zip: _____
Designated REALTOR® Email: _____
Phone: _____ Fax: _____

ACCESS PRIVILEGES	<p>Office Assistant Access is for <u>unlicensed</u> individuals or those who <u>have their license with a holding company</u>. There are three (3) access privilege choices; #1 or #2 can be combined with #3:</p> <ol style="list-style-type: none"> 1) OAO – Grants an office assistant listing input access for the entire office, including listings, photos, open houses, and virtual tours. 2) OAN – Office assistant has no listing input access. <u>You cannot select both OAO and OAN.</u> 3) SLA (SentriLock™) – Grants an office assistant to have access to the SentriLock™ website and be able to perform various administrative functions related to the boxes assigned to the Broker and Agents in this office. OAO or OAN MUST be selected before adding SentriLock™ access.
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I SUBMIT THE FOLLOWING INDIVIDUAL(S) IS(ARE) EMPLOYED BY ME. I UNDERSTAND I AM RESPONSIBLE FOR ENSURING THIS ACCOUNT IS ONLY USED BY THE PERSON(S) LISTED BELOW AND WILL INFORM REALCOMP WHEN AN ASSISTANT IS NO LONGER WITH MY OFFICE. I ALSO UNDERSTAND EACH NEW ASSISTANT IS REQUIRED TO WATCH THE ASSISTANT TRAINING VIDEO THAT WILL BE EMAILED TO THEM UPON ACTIVATION AND MUST BE COMPLETED BEFORE RECEIVING THEIR LOGIN INFORMATION.

ASSISTANT'S FULL NAME	ASSISTANT'S EMAIL	REQUESTED PRIVILEGES	ACTION
		<input type="checkbox"/> OAO <input type="checkbox"/> OAN <input type="checkbox"/> SLA	<input type="checkbox"/> Add New Acc. <input type="checkbox"/> Mod. Existing <input type="checkbox"/> Remove Access
		<input type="checkbox"/> OAO <input type="checkbox"/> OAN <input type="checkbox"/> SLA	<input type="checkbox"/> Add New Acc. <input type="checkbox"/> Mod. Existing <input type="checkbox"/> Remove Access

Broker/Designated REALTOR® Signature: _____

Name Printed: _____ Date: _____