

brokerCENTRIC



Online Member Applications and Broker Approvals

Last week, you should have received an email with instructions on how to create your new account in the Member Dashboard. The dashboard allows members to easily access their annual billing information, pay dues online and download receipts. This is a new system for both Bay East staff and our valued members, please bear with us during the transitions period.

Why is Bay East offering an online application?

- Applying for membership easier and more responsive,
- Member data is more accurate
- Broker and Manager application review is more convenient
- Data is safer and more secure
- Online access to previously-approved applications for Firm Administrators

How does the Broker and Manager **Review and Approval Process** work?

1. Agent completes the application by visiting the Bay East website
2. Bay East staff reviews the application and forwards it to the Firm's registered administrators (Broker, Designated REALTOR®, Manager)
3. Firm Administrators receive an email with a link to approve the application.

The applications awaiting review and approval can also be found on the Bay East Portal. Administrator must login to access the information.

1. Click on the Review Membership Applications on the right side of the screen
2. Click on View under the application column
4. Administrator reviews and electronically signs application.
 1. Review application
 2. Agree to the Terms and Conditions by selecting Yes
 3. Electronically sign the application. Please note, for the signature to be valid the Name must include a slash before and after the name. Example: /Amber Carnahan/
 4. Select Status of Application (Approved or Rejected)
 5. Select Date you are signing the application
 6. Click Notify Bay East Association of REALTORS®

[More Information](#)→

If you have general questions about the new Member Engagement System, please email info@bayeast.org and contact billingdept@bayeast.org for questions related to your dues.

Noteworthy

Bay East 2022 Election

We are proud to present the [candidates](#) for the 2023 Officers and the 2023/2024 Directors. View the [candidate slate](#) on our website and two important [Bylaw changes](#). Watch for an email the morning of June 10 with a link to voting. Vote within the first five days to enter your name into a drawing to win free Local Dues for the 2022/2023 billing cycle.

And finally...quicklinks

[Bay East Broker Resources](#) →

Find us here...



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