



Cobb Assoc of REALTORS MMDC Application User Guide  
for brokers to approve and/or pay their agents'  
applications

*\*There are now two ways for applications to be made for MMDC at the Cobb Association of REALTORS. Some brokerage offices will do a batch upload of all their applicants using a spreadsheet type file, while other brokerages will require their agents to each apply individually, and then approve or decline each application in their broker approval dashboard on the CAR website. This guide is for the brokers that will approve or decline each application separately.*

*\*If any of your agents have worked for more than one broker this year, the current broker should submit their MMDC application for the FULL year's volume after verifying their previous volume from their time with their previous broker.*

## **Email notifications**

When your agents complete their MMDC online application, you will get an email that tells you they are finished and their application is pending approval from you. The email will appear from the Cobb Association of REALTORS and is titled "Sales Volume Approval Request."

Example:

### **[Cobb Association of REALTORS®] Multi-Million Dollar Club - Sales Volume Approval Request**

Leah Stankiewicz is requesting validation of their individual sales volume in the amount of \$7666321.

Please [click here](#) to approve or decline.

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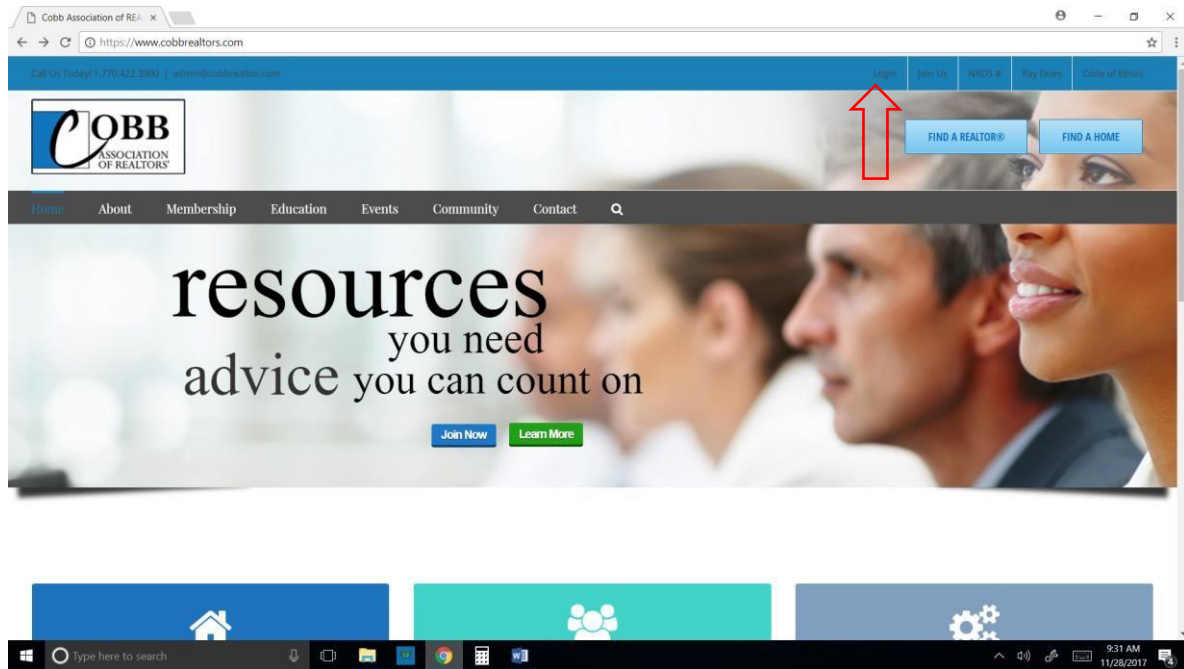
Cobb Association of Realtors

Click the link in the email to be taken to your approval dashboard on the CAR website to view the application (and any other outstanding applications already in the dashboard.) You will have to login to CAR to see your dashboard. Only brokers, or their admins who they have assigned to help them with MMDC, have broker rights in the system and can access this page so that agents can't approve their own applications.

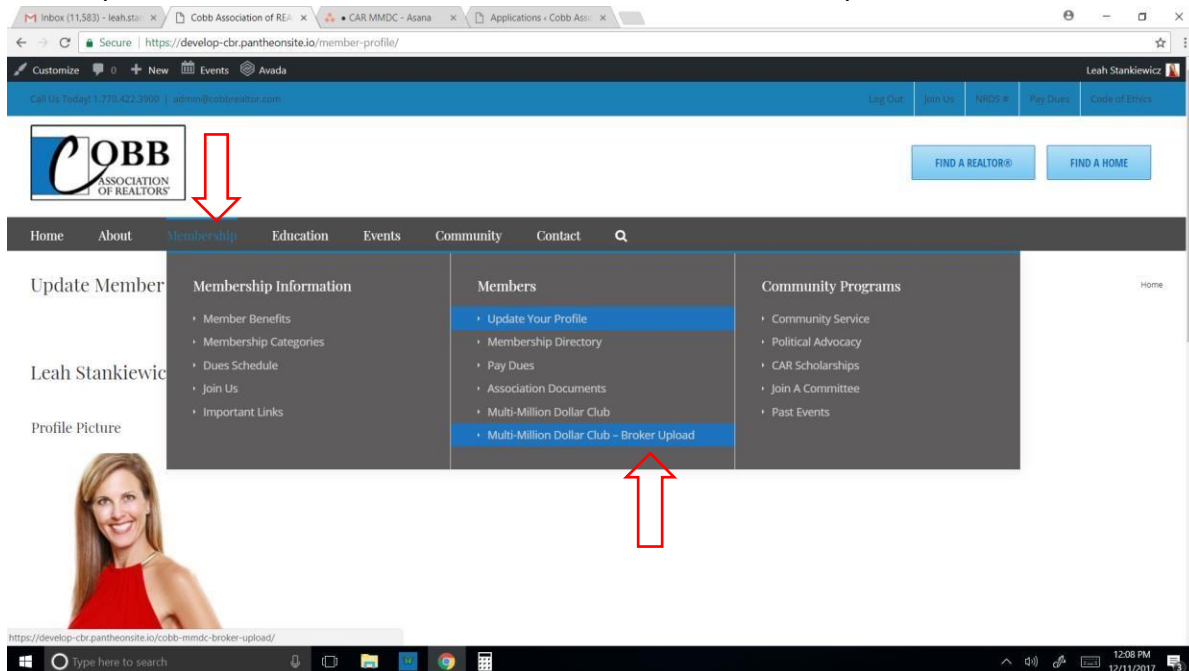
If you don't have an email with the link in it available, you can just sign straight into CAR and get to the approval dashboard as follows.....

## Logging in

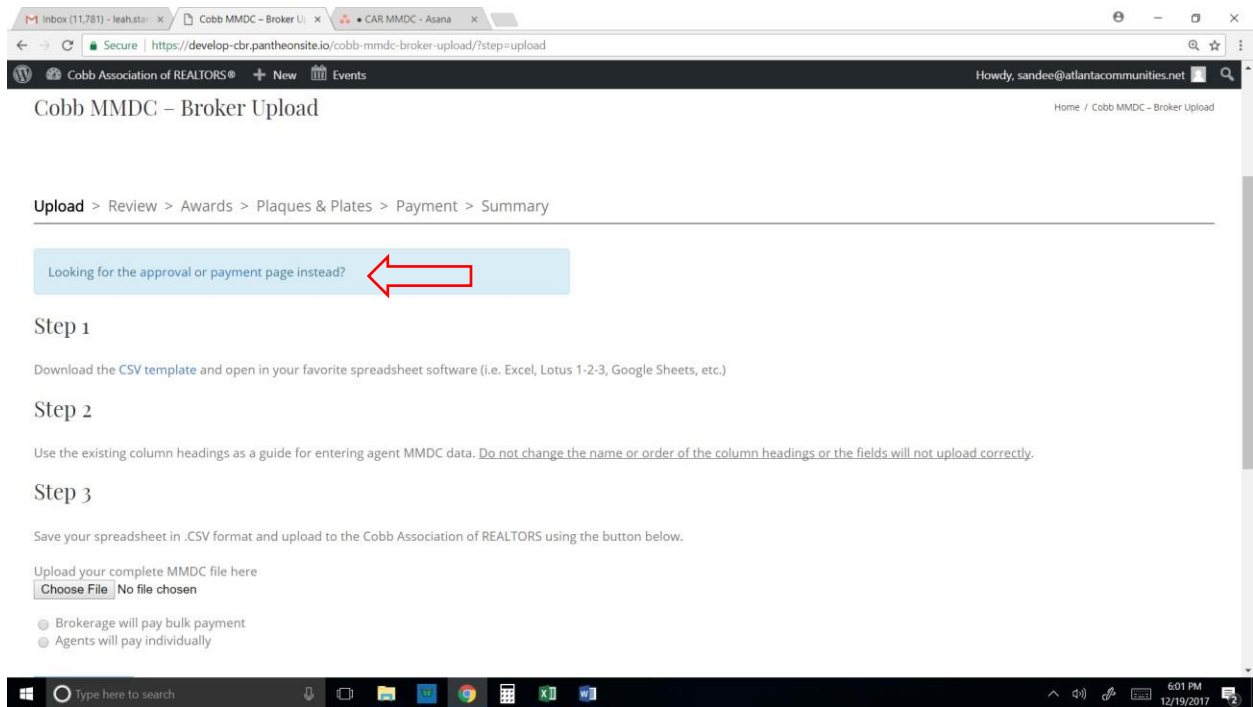
Go to [www.Cobbrealtors.com](http://www.Cobbrealtors.com) and click the Login link in the upper blue toolbar.



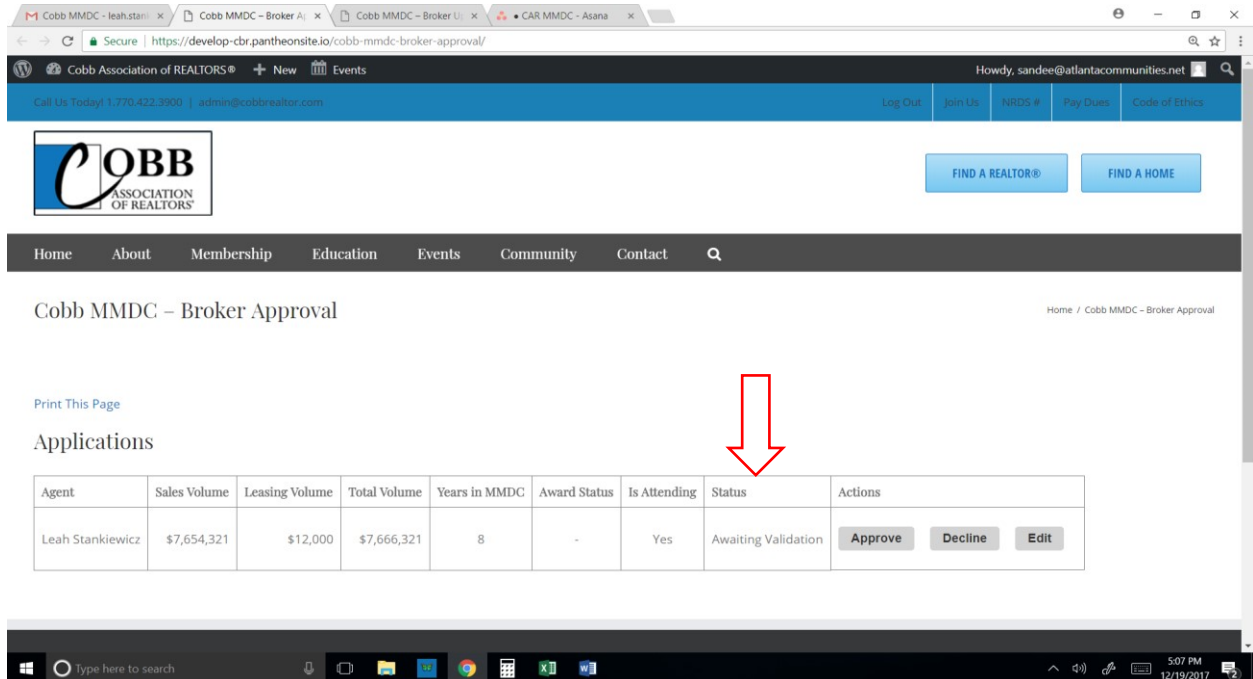
Once logged in, click on Membership in the grey bar, then Members in the middle column. In the drop down menu, click on Multi-Million Dollar Club Broker Upload.



When you click on Broker Upload, you will see a link that says “Looking for the approval page?” Click that link to get to the same approval dashboard that the email link would have taken you to.



The approval page will show all of your agents that have applied thus far. Their status will say “Awaiting Validation” until you either approve or decline them.



## Approving/Declining an application

If the agent's sales and leasing volume are correct and total over \$2 million, you can approve their application by clicking Approve. The status will change to "Approved".

The screenshot shows a web browser window displaying the Cobb Association of REALTORS' website. The page title is "Cobb MMDC - Broker Approval". The user is logged in as "Howdy, sandee@atlantacommunities.net". The page features a navigation menu with links for Home, About, Membership, Education, Events, Community, and Contact. Below the navigation, there is a "Print This Page" link and a section titled "Applications". A table lists the application details for Leah Stankiewicz, with a status of "Approved". A red arrow points to the "Status" column.

Agent	Sales Volume	Leasing Volume	Total Volume	Years in MMDC	Award Status	Is Attending	Status	Actions
Leah Stankiewicz	\$7,654,321	\$12,000	\$7,666,321	8	-	Yes	Approved	<a href="#">Decline</a> <a href="#">Edit</a>

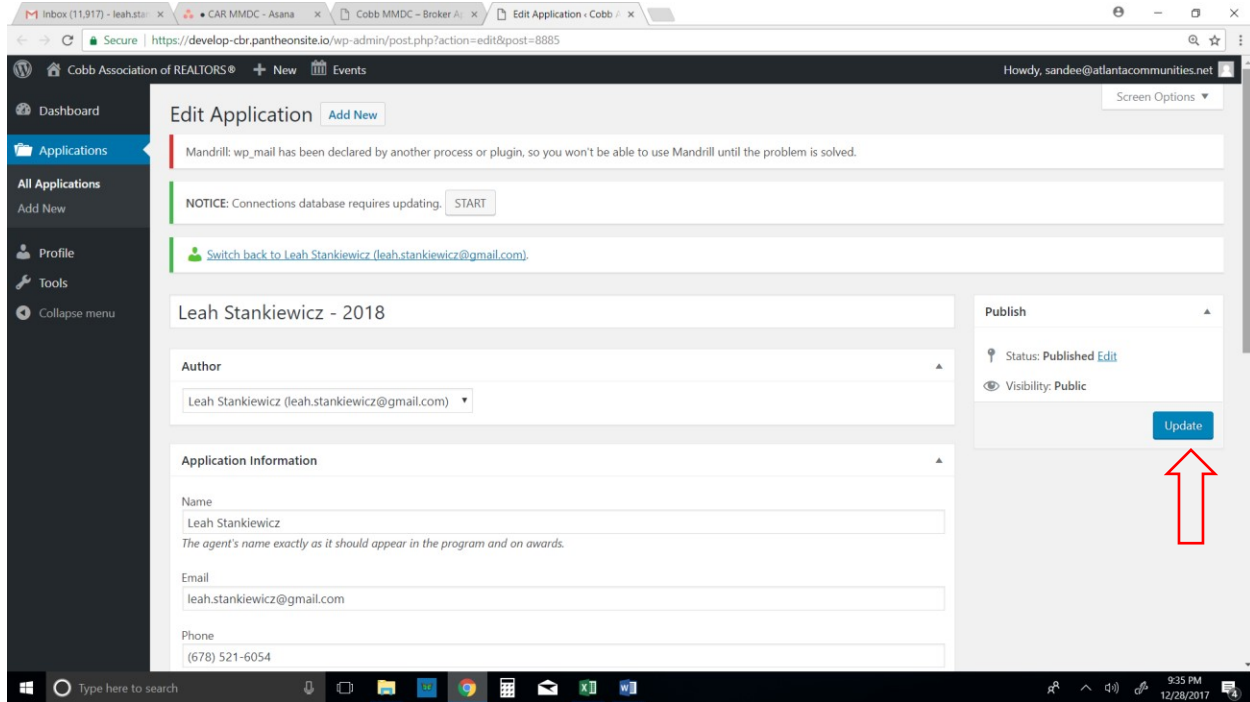
If their numbers are incorrect and you know their volume is not more than \$2 million and they won't qualify for Cobb's MMDC, you can decline them.

The screenshot shows the same web browser window as above, but the application status for Leah Stankiewicz has changed to "Declined". A red arrow points to the "Status" column.

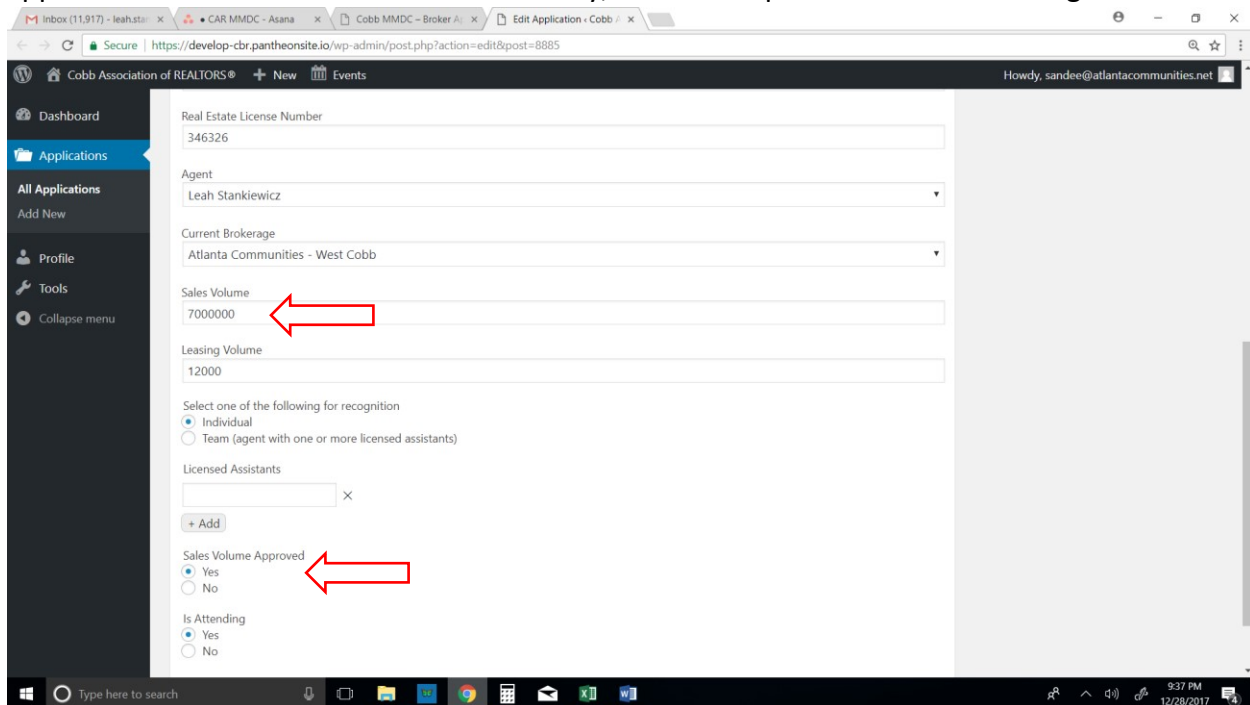
Agent	Sales Volume	Leasing Volume	Total Volume	Years in MMDC	Award Status	Is Attending	Status	Actions
Leah Stankiewicz	\$7,654,321	\$12,000	\$7,666,321	8	-	Yes	Declined	<a href="#">Approve</a> <a href="#">Edit</a>

## Editing an application

If your agent made a typo in their application, you now have the ability to edit their application for them before approving it. To do so, click the Edit button. A new window will open for the agent's application to be edited.



Scroll down and you will see the sales and leasing volume. Make your edits, and then you can approve it at the bottom of the screen. Lastly, click the "Update" button on the right to submit.



When you are back on your dashboard/approval page, you must refresh the web page for the updates to show.

Print This Page

Applications

Updated corrections

Agent	Sales Volume	Leasing Volume	Total Volume	Years in MMDC	Award Status	Is Attending	Status	Actions
Leah Stankiewicz	\$7,000,000	\$12,000	\$7,012,000	8	-	Yes	Approved	Decline Edit

If you are a brokerage that has a lot of agents applying for MMDC, this list will grow as they each apply. It will be easy for you to keep track of everyone in one spot. The print link enables you to print your list at any time. Your list also shows what year in MMDC this will be for each of your agents, if they ordered an award (for 10, 15, 20, 25, and 30 yr milestones) and if they RSVP'd or not.

When you approve (or decline) an application, the agent will receive an email that tells them you have approved (or declined) them. If you edited their application, it will show the new edited information. If they paid their own bill, then there is nothing else that needs to be done, and they will get an email saying "Application Complete" with a final copy of their application.

<b>Agent Name</b>	Leah Stankiewicz
<b>Broker Name</b>	sandee@atlantacommunities.net
<b>Email</b>	leah.stankiewicz@gmail.com
<b>Phone</b>	(678) 521-6054
<b>Real Estate License #</b>	346326
<b>Sales Volume</b>	\$7,000,000
<b>Leasing Volume</b>	\$12,000
<b>Total Volume</b>	\$7,012,000
<b>Individual or Team</b>	Individual
<b>Licensed Assistants</b>	
<b>RSVP</b>	Attending
<b>Paid in Full</b>	Yes
<b>Approved by Broker</b>	Yes
<b>Complete</b>	Yes

## **Broker payments**

If your agent chose “broker pay” on their application for their application fee, or for their award (if eligible), or for any plaque/plate orders, you will receive an email titled “Receivable due.”

Example:

### **[Cobb Association of REALTORS®] Multi-Million Dollar Club - Receivable Due**

Payment for the following transaction is requested:

<b>Agent</b>	<b>Description</b>	<b>Amount</b>
Leah Stankiewicz	Application Fee	\$110

[Make a payment](#) now, or [pay in bulk](#) anytime.

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You can click the link to go to the payment page and pay that bill via credit card or say you will bring in a check. If you are expecting to do this for multiple agents, you can wait until the last one is done and then click the pay in bulk link to pay for all of them at once. If this is an error, and your agent shouldn't have said you would pay their fees, please talk with your agent and then call the Cobb Assoc to tell them so it can get straightened out.

The screenshot shows a web browser window displaying the Cobb Association of REALTORS® website. The page title is "Cobb MMDC - Broker Payment". The main content area contains a table with the following data:

Agent ID	Agent	Application Fee	Awards	Plates & Plaques	Is Attending	Years in MMDC
6896	Leah Stankiewicz	\$110.00	\$0.00	\$0.00	Yes	8

Below the table, it states "Amount due: \$110.00". There are two radio button options for "Select a payment method": "Credit Card" and "Check". A "SUBMIT" button is located at the bottom of the form area.



Your agent will now get an email that says "Receivable Paid."

Example:

**[Cobb Association of REALTORS®] Multi-Million Dollar Club - Receivable Paid**

Your broker has paid the following receivable on your behalf:

ID	Item	Price	Quantity	Amount
8887	Application Fee	\$110.00	1	\$110.00
<b>Total</b>				<b>\$110.00</b>

[View the current status of your application.](#)

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Your agent will now also get an email with a copy of their application that says "Application Complete" to show them you have both approved AND paid their fees for them, making their application complete. An application must be approved and paid to be complete.

**[Cobb Association of REALTORS®] Multi-Million Dollar Club - Application Complete**

<b>Agent Name</b>	Leah Stankiewicz				
<b>Broker Name</b>	sandee@atlantacommunities.net				
<b>Email</b>	leah.stankiewicz@gmail.com				
<b>Phone</b>	(678) 521-6054				
<b>Real Estate License #</b>	346326				
<b>Sales Volume</b>	\$7,000,000				
<b>Leasing Volume</b>	\$12,000				
<b>Total Volume</b>	\$7,012,000				
<b>Individual or Team</b>	Individual				
<b>Licensed Assistants</b>					
<b>RSVP</b>	Attending				
<b>Paid in Full</b>	Yes				
<b>Approved by Broker</b>	Yes				
<b>Complete</b>	Yes				
<b>Receivables</b>	<b>ID</b>	<b>Item</b>	<b>Amount</b>	<b>Status</b>	<b>Payer</b>
	8887	Application Fee	\$110	Paid	sandee@atlantacommunities.net