Cobb Assoc of REALTORS MMDC Application User Guide

For Individual Agent Applications

There are now two ways to send your MMDC application to 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 on their own. Please confirm with your broker which process they are practicing in your office before you begin. This guide is for those agents that will be applying individually.

Elegibility : To be eligible for the Cobb Association of REALTORS Multi-Million Dollar Club, you must have a minimum of $2million in sales (including any lease volume.) Please refer to the rules on the CAR website on how to calculate your volume.

Multiple brokerages: If you have worked under more than one broker this year, your current broker should submit your application for the FULL year's volume after verifying your volume from your previous broker from the beginning of the year.

Logging in

Go to www.Cobbrealtors.com and click the Login link in the upper blue toolbar. If you do not already have a user name and password, you can simply use your NRDS ID as your user id and no password will be required.
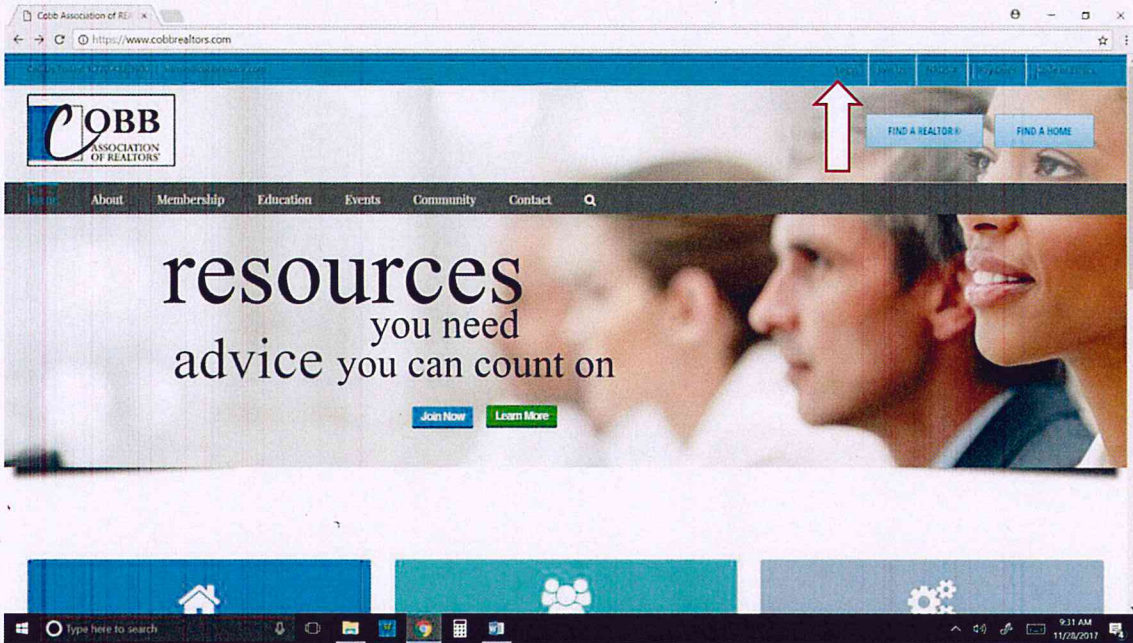
Once logged in, your profile page will appear. Click on "Membership" in the grey bar, then under "Members" in the middle column, click on "Multi-Million Dollar Club".
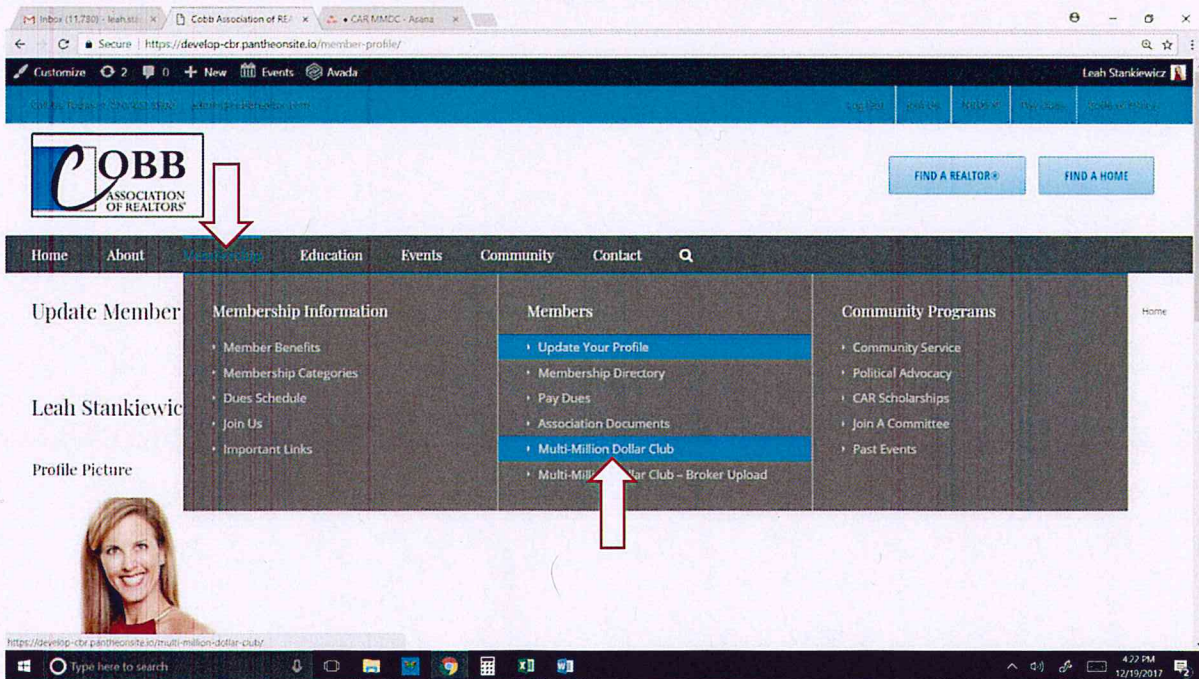
The MMDC page will now appear. Scroll down a bit to the "Apply Now" button to start your online MMDC application. Note that all applications must be entered, approved by the broker, and paid for before 5:00pm of the deadline date listed on the website to be accepted.

Application Page 1 – Agent info and sales volume

If you happen to have a profile picture already saved under your user profile on the CAR website, you should see your picture. If you do not have one saved, it will be blank. That is ok.

Under your photo it shows how many previous years you have been in MMDC. If that number is not correct, please call the Cobb Assoc of REALTORS to have your previous years' information researched before proceeding with your application. If you are transferring years from another board, CAR will need proof of those years and then will update your numbers before applying.

Type in your information accordingly. Type your name exactly as you want it to appear in the MMDC program, as it will copy from this form. Select your brokerage from the drop down box. (This is how the system knows which broker to send your application to for approval of your sales volume.) Enter both your sales volume, and if applicable, any leasing volume. (*Reminder that if you had both the listing and selling side of a transaction, you only get to count it once towards your sales volume total, not twice.) Select individual or a team. If you are a team, add your licensed sales agents that are on your team. Select agent pay or broker pay for the application fee. (Most brokerages that are asking their agents to fill out their own application usually have the agent pay for their own application fee, but confirm this with your broker before completing.) Check the box that you are telling the truth, the whole truth, and nothing but the truth with your sales volume. (No spreadsheets need to be attached for proof of sales unless it appears you are near the top 10 producers, in which case a MMDC committee member will call you for a detailed transaction list to confirm your sales volume.) Click the continue button to go to page 2.

Application Page 2 – Photo upload for slideshow

This page allows you to upload a headshot to be used in the MMDC slideshow. Click the Choose File button and select a photo saved on your computer. It may take a few seconds. You will see the file name next to "Choose File" once it is finished. Then click "Upload."
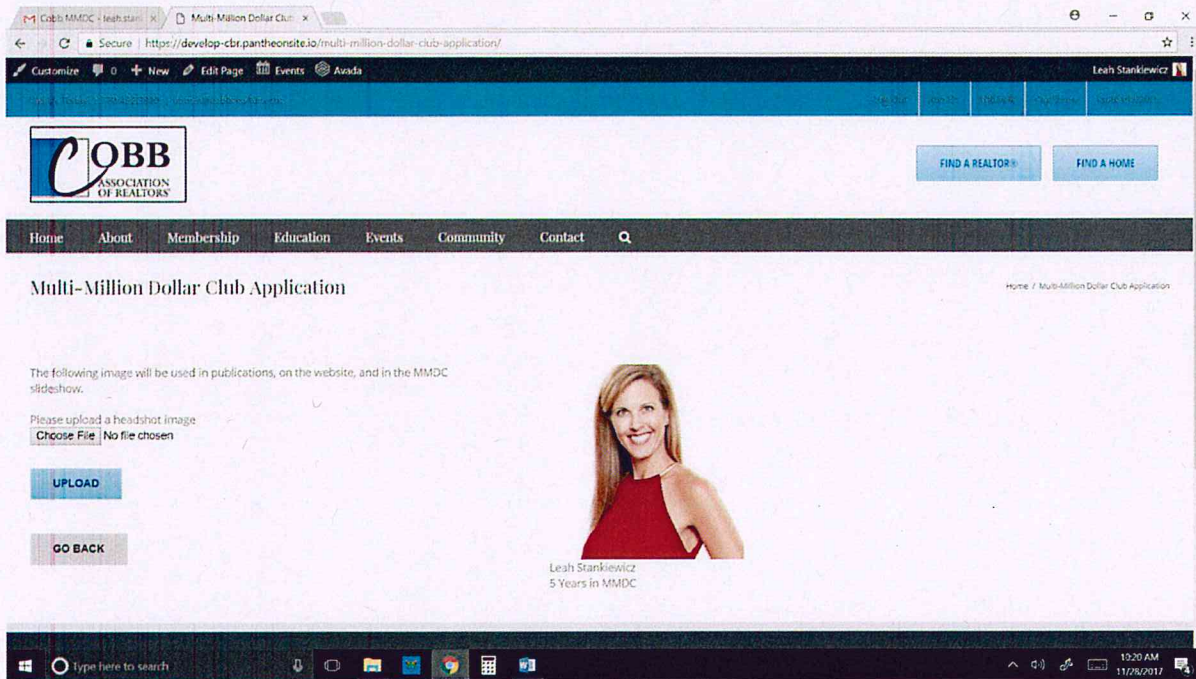
Once upload is done, your picture will update on the screen. If you don't like that picture, click "Upload new photo" and hit "Continue" to try again. If satisfied, click "Keep this photo" then continue.
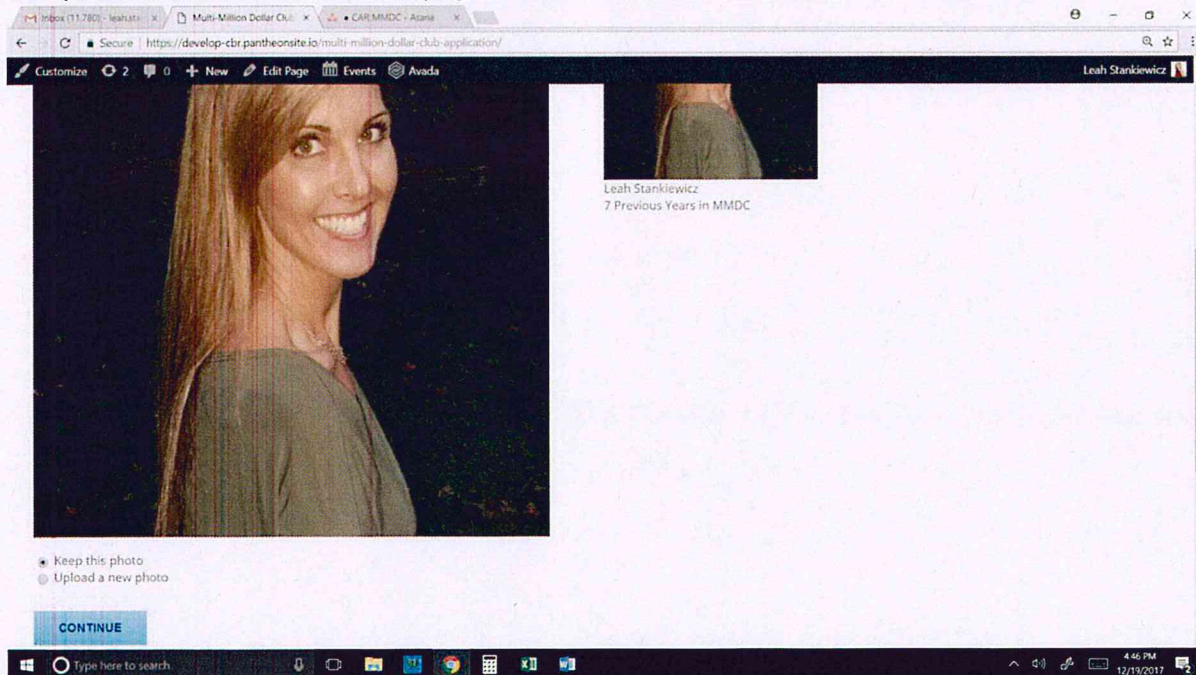
Application Page 3 – Optional awards and plaque/plates, RSVP, and guest tickets

If you are eligible for an award (if it's a milestone year for you of 10,15,20,25, or 30 years in MMDC) then you will get a drop down box option to purchase an award trophy. These are underline optional for those that qualify this year and want to have one. If this is not a milestone qualifying year for you this year, then you will not have a drop down box to purchase an award and it will say "Not eligible."

The plaques and plates are also underline optional. Some agents like to hang the plaque on their wall and add a brass plate each year they make MMDC with that year's date on it. If you would like to order a plaque and a plate, or already own a plaque and just need a plate to add for this year, you may do so here. Please measure your current plaque to see if you need the 2" or 3" brass plate. If you are buying a new plaque, it will require a 2" plate. The half plaque is a smaller plaque that hangs off of the larger plaque if you just want an addition and not a whole new plaque.

Please let us know if you are attending the MMDC awards luncheon on Friday March 16, 2018. There are only 500 seats available, so we need your RSVP if you are attending.
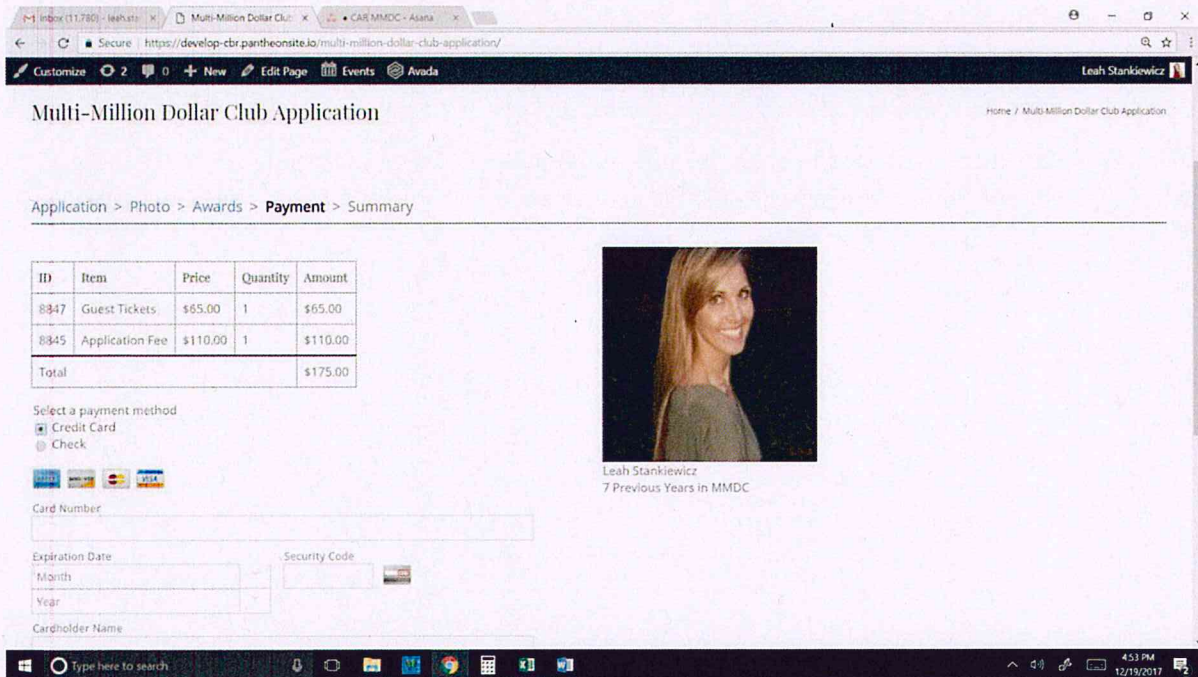
Guest tix can be bought here at checkout or later on Eventbrite through CAR. If you choose to buy guest tickets here, please enter the amount of tickets and it will add to your total bill.

Under payment, please confirm with your broker as to who will pay for your additional awards and plaque and plate if you ordered any of these items. If your broker says they will cover it for you, check the appropriate broker pay boxes, and your broker will get the bill for them instead of being added to your total.

Application page 4 – Total balance and payment

The final page is where you can see your total and submit your payment. The easiest way to pay is online by credit card, but you can also bring a check to the CAR office before the January 19th deadline. A recap of your fees (application fee plus any extra optional items you ordered) will show at the top. If you want to pay by credit card, click the credit card button, and the fields will appear to enter your card information. Then hit submit payment. If you are going to take a check to the CAR office, click the Check button, and then click the submit payment.

Application page 5 – Confirmation printout

When your payment goes through, you will see the confirmation page. You can print this page for your records with the "Print this page" link in the first box.

Remember, your application **IS NOT COMPLETE** until your broker approves the sales and leasing volume you just entered. Your broker will now get an email titled "Sales Volume Approval Request" notifying them you have applied. They will login and review your application and approve or deny (or edit if needed) the sales volume you entered. If you realize on your receipt printout that you made any spelling typos or sales volume errors, your broker has an edit option and can fix them for you if you tell them quickly before approval.

Broker approval process

Your broker will login and see your sales volume in their dashboard and will verify your numbers against what they show in their sales reports and either approve or deny your application. (This is also where they can edit on your behalf if you realized you made a typo.)

Once your application is paid for AND approved by your broker, you will get an "Application Complete" email that says "Congratulations, your broker has approved your Cobb MMDC Application for 2018! Your application is now complete." You can also log back in to check the status online.

The MMDC page will now appear. Scroll down a bit to the "Apply Now" button to start your online MMDC application. Note that all applications must be entered and approved by the broker and paid for before 5:00pm on Friday January 20, 2018 to be accepted.