

## Commonly Asked Questions:

### What if I forget my password?

MetroTex E-Services login page provides a helpful link “Forgot Password” in the event you forget your password. It will be sent to the email address we have on file for you within minutes of your request.

### How secure is your website?

The MetroTex E-Services site is secured with GeoTrust’s True BusinessID™ ultimate online security and trust solution delivering both 128-bit SSL security and the True Site™ trust mark third-party website identity validation. Sites secured with GeoTrust’s True BusinessID are utilizing the highest level of encryption or security possible. This means you can rest assured that communications (e.g. credit card numbers) between your browser and this site’s web servers are private and secure when the SSL session is activated.



## **M-POWERING Our Members**

MetroTex Association of REALTORS®  
8201 N. Stemmons Freeway  
Dallas, Texas 75247  
[MyMetroTex.com](http://MyMetroTex.com)

### MetroTex e-Services

If you are a MetroTex member, or receive services through MetroTex, take advantage of our e-Services.

To pay online at the MetroTex e-Services website follow these simple instructions:

- 1) Go online to MyMetroTex.com and click on "Account Access".
- 2) Use your license number as your login name and lowercase "metrotex" as your initial password.
- 3) You will then be prompted to change your password to a permanent password of your choice.
- 4) It's that easy.

Once you are logged in take advantage of the great services provided at this website:

### Personal Info

Access this section to update your membership information: email address, web page, address, contact phone numbers and more. If you are a MetroTex member, these updates are automatically sent to Texas REALTORS® and NAR. If you get MLS services through MetroTex, then this information is automatically updated in the MLS system. The photo and biographical information you set up in this section are used in the online Member/ Office Directory.

### My Account

Access all charges, or pay on your account at your convenience. This service displays all paid and unpaid invoices. A simple click on the invoice number will give you a detailed description of your charges, and any amounts applied to them. Check the box next to each invoice you wish to pay, or click the "check all" button to pay all charges. By scrolling down you can see or print an Account Activity Report. As you begin paying accounts this personalized report can cover any date range you wish, and is great for tax planning.

### Office Account

This area is reserved for Designated REALTOR® or Office Manager access. It allows either to view any open invoices for any licensee in their office(s). This is an invaluable tool when checking to see if annual dues have been remitted by all licensees, or when an office needs to quickly assess if MLS subscriber fees are current.

### Course Registration

Whether you are looking for MCE, SAE, Designation Courses, or MLS Training this section is your one stop shop. MetroTex offers over 500 courses throughout the year in a variety of real estate topics and subjects in an easy to read calendar format. Just click on the "more info" button to get detailed information about the class. Click the "Register For This Class" link to register and reserve your spot. When you register for classes and pay online, you get an additional discount off of the already low price.

### Education History

As you take classes from MetroTex, your history of these classes will be displayed here. Each of these views offers the ability to print the information displayed for your calendar or record keeping.

### Committee Calendar

MetroTex members are the Association's most valuable assets. Your involvement and input on MetroTex committees helps MetroTex make you successful. MetroTex invites all members to be a part of this important process. View all the association committee meetings in an easy to read calendar format. If you have previously signed up for a committee, the information will display in red.

### My Committee History

As you serve on any committees or task forces of MetroTex, your committee history and other information will be displayed here. This information can be printed and submitted with applications or designation paperwork that often require a history of service in the real estate profession.

### Invest in TREPAC

Your TREPAC/Texas Association of REALTORS® Political Action Committee contribution is your insurance for your profession. Investments in TREPAC insure that bad laws are stopped and that a pro-business environment prospers at all levels of government. TREPAC is the only group who solely looks after your interests in the political arena. Invest in TREPAC and invest in the future of your industry. MetroTex members can now make their TREPAC contribution on-line using E-Services.

### Member/ Office Directory

Now you have an on-line up to date roster of all MetroTex members at your fingertips. Just scroll down to the bottom of the E-Services page and click on Members/Offices. You can search for a REALTOR® or Affiliate by name or you can enter an office name and see all members in the office. Valuable contact information as well as member bio and photo are also provided. You can even put in a city and/or zip code to get an alphabetical listing of all members that fit this criteria.

### Online REALTOR® Store

Look for convenient online shopping for the products and services you need. The full line of products carried in our REALTOR® stores is available to you for ordering online. Purchase from our main store and select next day pick-up or have your order shipped directly to you. Choose to order from any of our six other locations for convenient next day pickup.

### Automatic Debit Service

Any MetroTex member can authorize an automatic debit payment from their credit card or checking/savings account for a variety of dues and fees billed by MetroTex

*Annual Board Dues - Annual Keycard Fees*

*Quarterly MLS Subscriber Fees - TREPAC Investments*  
This service will save you time and will give you the peace of mind that your account is always up to date. This service is optional! Contact our Accounting Department by email (accounting@dfwre.com) or call 214-540-2750 for more information.