

# NAR My Account

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Field of Business Editing

03/11/2021



NARdotRealtor



nar.realtor

# MY ACCOUNT

To add a “Field of Business” to your record, **sign in to** [www.NAR.realtor](http://www.NAR.realtor) and navigate to your account dashboard by selecting “Manage Account” under your signed in name.

The screenshot shows the NAR member account dashboard for Samuel Hanks. The top navigation bar includes the NAR logo, a search bar, and links for Store, Contact, Pay Dues, and a user profile dropdown. The user profile dropdown is open, showing 'Manage Account' (highlighted with a red box and a red arrow) and 'Sign Out'. Below the navigation bar, the page title is 'My Account'. The main content area features a 'Welcome, Samuel' greeting and a series of tabs: Dashboard, My Profile, My Education, Membership Benefits, Subscriptions & Notifications, and Login & Privacy. The 'My Education' tab is active, displaying the 'Code of Ethics' section with a 'Completion Status' of 'EXEMPT'. Below this, the 'Designations and Certifications' section is visible, mentioning that NAR and its affiliated Institutes, Societies, and Councils provide a wide range of programs and services to help members increase their skills, proficiency, and knowledge.

**Member ID Number (NRDS):** 990101727

**Joined Date:** March 9, 2020

**Member Status:** ✓ ACTIVE  
As of Mar. 11, 2021

**Member Type:** Staff

**My Education**

**Code of Ethics**

**Completion Status:** EXEMPT

According to our records your member type does not require Code of Ethics Training fulfillment.

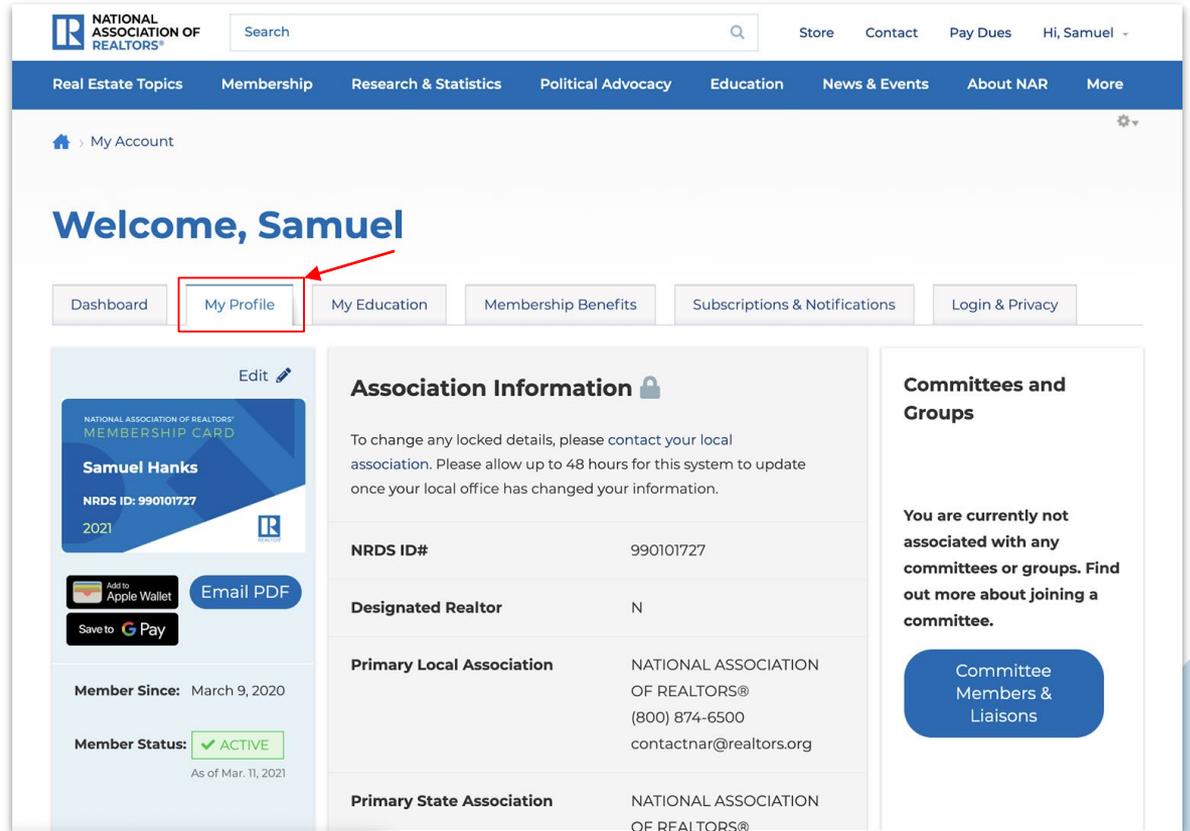
**Designations and Certifications**

Specialized credentials for REALTORS® acknowledging experience and expertise in various real estate sectors.

**NAR and its affiliated Institutes, Societies, and Councils provide a wide range of programs and services that help members increase their skills, proficiency, and knowledge. Over 25,000 NAR members currently hold a Designation or Certification.**

# MY ACCOUNT

Select the “My Profile” tab on the “My Account” page.



The screenshot shows the 'My Account' page for Samuel Hanks. The page features a navigation bar with various categories and a search bar. The 'My Profile' tab is highlighted with a red box and a red arrow. The main content area is divided into three columns: a left sidebar with a membership card, a middle section for 'Association Information', and a right section for 'Committees and Groups'.

**Association Information**

To change any locked details, please contact your local association. Please allow up to 48 hours for this system to update once your local office has changed your information.

NRDS ID#	990101727
Designated Realtor	N
Primary Local Association	NATIONAL ASSOCIATION OF REALTORS® (800) 874-6500 contactnar@realtors.org
Primary State Association	NATIONAL ASSOCIATION OF REALTORS®

**Committees and Groups**

You are currently not associated with any committees or groups. Find out more about joining a committee.

[Committee Members & Liaisons](#)

# MY ACCOUNT

Scroll down to the  
“Professional Details”  
section and select “Edit”.

## Personal Information

### Professional Details Edit

To change any locked details, please [contact your local association](#). Please allow up to 48 hours for this system to update once your local office has changed your information.

<b>RE License</b> 	
<b>Company Name</b> 	National Assn of REALTORS
<b>Field of Business</b>	<ul style="list-style-type: none"><li>· New Homes</li><li>· Buyer Brokerage</li><li>· New Homes</li></ul>
<b>Office Phone</b> 	(202) 383-1000

### Profile Edit

To change any locked details, please [contact your local association](#). Please allow up to 48 hours for this system to update once your local office has changed your information. Select preferred address & phone number for Subscription & Notifications.

<b>Name</b> 	Samuel Hanks
<b>Home Phone</b>	(703) 627-9883
<b>Cell Phone</b>	(703) 627-9883
<b>Email Address</b>	shanks@nar.realtor
<b>Direct Dial Phone</b>	() -

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# MY ACCOUNT

Select one of the “List Field of Business” options within the popup.

**Personal Information**

**Professional Details** Edit

To change any locked details, please contact your local association. Please allow up to 48 hours for this system to update your information once your local office has changed your information.

**RE License** 🔒

**Company Name** 🔒

**Field of Business**

**Office Phone** 🔒 (202) 383-1000

**Email Address** shanks@nar.realtor

**Direct Dial Phone** () -

Show More

**Professional Details** Close Save Changes

- Primary Field of Business**
  - New Homes
  - List Field of Business
- Secondary Field of Business 1**
  - Buyer Brokerage
  - List Field of Business
- Secondary Field of Business 2**
  - New Homes
  - List Field of Business
- Secondary Field of Business 3**
  - List Field of Business

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**NATIONAL ASSOCIATION OF REALTORS®**

# MY ACCOUNT

Choose a “category” for your field of business in the drop down.

The screenshot displays a user account interface with a 'Personal Information' section. A modal window titled 'Professional Details' is open, showing a dropdown menu for 'Field of Business'. The 'COMMERCIAL' option is selected and highlighted in blue. A red arrow points to the 'Close' button in the top right corner of the modal. The background shows various account fields like 'RE License', 'Company Name', 'Office Phone', and 'Email Address'.

**Personal Information**

**Professional Details**

To change any locked details, please contact your local association. Please allow up to 48 hours for this system to update your information. Once your local office has changed your information, please contact your local association for Subscription & Renewal information.

**RE License**

**Company Name**

**Field of Business**

**Office Phone** (202) 383-1000

**Email Address** shanks@nar.realtor

**Direct Dial Phone** () -

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**Professional Details Modal:**

- Choose category
- Choose category
- RESIDENTIAL
- COMMERCIAL**
- OTHER REAL ESTATE SPECIALTIES
- INDUSTRY RELATED AND AFFILIATE MEMBER CODES
- ASSOCIATION STATE CODES

[Close](#)

**Footer:**

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# MY ACCOUNT

Choose a “field of business” in the drop down.

The screenshot displays a user account interface with a 'Personal Information' header. The 'Professional Details' section is active, showing a dropdown menu for 'Field of Business'. The menu is open, displaying a search bar and a list of options under the heading 'Sales/Leasing Related Activity'. The 'Office Sales/Leasing' option is highlighted. A red arrow points to the dropdown menu. The background shows other account details like 'RE License', 'Company Name', and 'Office Phone'.

**Personal Information**

**Professional Details** Edit

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**RE License** 🔒

**Company Name** 🔒

**Field of Business**

**Office Phone** 🔒 (202) 383-1000

**Email Address** shanks@nar.realtor

**Direct Dial Phone** () -

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**Professional Details** Close

COMMERCIAL

Choose field of business

**Sales/Leasing Related Activity**

- General Commercial Sales/Leasing
- Industrial Sales/Leasing
- Office Sales/Leasing**
- Retail Sales/Leasing
- Land Sales/Leasing

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(703) 627-9883

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Save changes.

The screenshot displays a user account interface. A modal window titled 'Professional Details' is open, showing a list of business fields. The 'Save Changes' button at the top right of the modal is highlighted with a red box and a red arrow. The background page shows a 'Personal Information' section with fields for 'RE License', 'Company Name', 'Field of Business', and 'Office Phone'. The footer contains contact information for headquarters, newsletters, careers, advertising, reprints, and live chat, along with a note about member support availability.

**Professional Details** Close **Save Changes**

<b>Primary Field Of Business</b>	New Homes <a href="#">List Field of Business</a>
<b>Secondary Field of Business 1</b>	Buyer Brokerage <a href="#">List Field of Business</a>
<b>Secondary Field of Business 2</b>	Office Sales/Leasing <a href="#">List Field of Business</a>
<b>Secondary Field of Business 3</b>	<a href="#">List Field of Business</a>

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# MY ACCOUNT

A “Successfully updated” message will appear at the bottom of popup.

The screenshot shows a user's account profile page. The main page is titled "Personal Information" and has two tabs: "Professional Details" and "Profile". The "Professional Details" tab is active, showing a list of business fields. A popup window is open over this tab, displaying the same list of fields with a "Save Changes" button. At the bottom of the page, a green message box with a checkmark icon says "Successfully updated." A red arrow points to this message box.

**Professional Information**

**Professional Details** Edit

To change any locked details, please contact your local association. Please allow up to 48 hours for this system to update your information.

**RE License** 🔒

**Company Name** 🔒

**Field of Business**

**Office Phone** 🔒

**Profile** Edit

se contact your local hours for this system to update your information. number for Subscription &

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(703) 627-9883  
(703) 627-9883  
shanks@nar.realtor  
( ) -

**Professional Details** Close Save Changes

<b>Primary Field Of Business</b>	New Homes <a href="#">List Field of Business</a>
<b>Secondary Field of Business 1</b>	Buyer Brokerage <a href="#">List Field of Business</a>
<b>Secondary Field of Business 2</b>	Office Sales/Leasing <a href="#">List Field of Business</a>
<b>Secondary Field of Business 3</b>	<a href="#">List Field of Business</a>

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✓ Successfully updated.

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# MY ACCOUNT

Select “Close” when finished making updates.

The screenshot shows a user's account page titled "Personal Information" with a sub-section for "Professional Details". A modal dialog box is open over the details, containing the following text and options:

**Professional Details**

Close Save Changes

<b>Primary Field Of Business</b>	New Homes <a href="#">List Field of Business</a>
<b>Secondary Field of Business 1</b>	Buyer Brokerage <a href="#">List Field of Business</a>
<b>Secondary Field of Business 2</b>	Office Sales/Leasing <a href="#">List Field of Business</a>
<b>Secondary Field of Business 3</b>	<a href="#">List Field of Business</a>

The background page shows fields for RE License, Company Name, Field of Business, and Office Phone, each with an "Edit" button. A "Show More" button is visible at the bottom of the details section.

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You will see the new Field of Business referenced in your Professional Details.

### Personal Information

#### Professional Details Edit

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<b>RE License</b> <span>🔒</span>	
<b>Company Name</b> <span>🔒</span>	National Assn of REALTORS
<b>Field of Business</b>	<ul style="list-style-type: none"><li>- New Homes</li><li>- Buyer Brokerage</li><li>- Office Sales/Leasing</li></ul>
<b>Office Phone</b> <span>🔒</span>	(202) 383-1000

#### Profile Edit

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<b>Name</b> <span>🔒</span>	Samuel Hanks
<b>Home Phone</b>	(703) 627-9883
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# THANK YOU.

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