

## **Website Registration Instructions:**

Licensees who are visiting the MREC/MAB/MHIB website for the first time must Register by using BOTH a LOGIN (the same as USERNAME) and a PASSWORD before they may access their personal data file.

Begin the process at the Main Page by “clicking” on the link labeled “LOGIN” which is found along the left-hand side of the main page. Then, “click” on the phrase “Don’t have a Username or Password?” which is highlighted in blue and is located below the Password button.

You will be directed to STEP 1 where you MUST enter your “Last Name or the Company Name. After that, enter your “License Number”.

A salesperson MUST enter their license number with the prefix “S-“ as part of the identification process (such as S-12345). A broker should NOT enter the prefix “B-“ portion of the license number; just the numerical portion of the license (such as 12345).

When both Last Name (or Company name) and the License Number have been indicated, you should press the “CONTINUE” button and you will be forwarded to STEP 2 where you will enter your e-mail address and asked to CHOOSE a “Username/Login” and a “Password”. The Username and the Password are NOT case sensitive but you are limited to no more than 12 numbers and/or characters for each item.

Press the “FINISH” button when the information is entered and you will be returned to the “LOGIN PAGE”.

You may now enter your personal file by placing your USERNAME in the designated space for the LOGIN and your PASSWORD in the proper blank.