

Member's Webpage Administration

This program allows members to maintain their own NCCAR sponsored webpage, complete with a photo, a comprehensive personal profile, contact information, property listings and "haves & wants". Each member is assigned a Username and Password for which they are responsible to remember. Each member should follow the instructions below to both enter their personal information for the first time and to keep that information current. Members who fail to keep their webpage up-to-date will lose the privilege.

Step 1: Click the "Member LOGIN" link on the top of the NCCAR Home Page.

Step 2: Enter your assigned Username and Password **in lower case** and click the "memberpage" button.

Username = your NRDS#

Password = your last name + first initial of your first name.

(for example: John Smith would use smithj for his password)

Step 3: There are three sections: (1) "Personal Profile & Contact Information" is for all members. (2) "Haves & Wants" and (3) "Active Listings" are for real estate sales agents only. Simply follow the instructions for each field and click the "Modify" button at the bottom of the page. You may leave any field blank, if necessary, and return at any time to add the information. **Please pay special attention to the use of the "Active Haves & Wants" & "Active Listings" checkboxes because they control several automatic display options.**

Step 4: Edit any field as required and click the "Modify" button. The changes are immediate.

Step 5: Verify your changes by clicking the "Show Form View" button or close the active window and return to the NCCAR Members search page to check your work.