

IMPORTANT INFORMATION FOR ASSOCIATION EXECUTIVES AND DELEGATES

CERTIFICATION

Delegates must be certified online.

REMINDER: ALL Delegates MUST be certified by an officer of their respective association by 11:59 p.m. Central Time on Friday, November 3, to be eligible to vote during the Delegate Body Meeting. Delegates cannot certify themselves.

INSTRUCTIONS FOR CERTIFYING

NOTE: Each association must certify one Delegate. Multiple association voting will not be allowed.

STEP 1: Visit www.nar.realtor/certifydelegate

STEP 2: Enter your nar.realtor username and password (Contact Member Support at (800) 874-6500 if you do not know your username or password).

STEP 3: Type in your **Association's ID** and click **Continue**.

STEP 4: Complete the requested information in the Delegate Body Certification form and click **Certify Delegate**. If you would like to change your Delegate from the association's president to an alternate, please complete the **Information about the Delegate** portion on the form. Please note Delegates may only vote for one association, so you will only be permitted to certify a Delegate who has not been certified for any other association.

STEP 5: At the top of the confirmation page, please click either **Print Confirmation** or **Create Email** to provide your Delegate with a copy of their confirmation.