

## **New President's Sales Club Procedures!**

Congratulations on qualifying for the Ohio REALTORS® President's Sales Club! We have updated our forms and hope you find the process easier and more seamless. Before you fill out the forms, we need to point out a few instructions.

- We still have mail-in and online submission options.
- If you are having someone fill out/submit your application online on your behalf, please give them access to your Member Portal Account.
- For Team online applications, the Team Primary Agent's (Team Leader) Member Portal Account must be used to submit the Team Application. If someone is filling-out/submitting an application online on behalf of the Primary Agent, the Primary Agent will need to provide access to their Member Portal Account.
- **A current Adobe Acrobat application (Reader, Standard, or Professional) will be needed for the Ohio REALTORS provided Mail-In Application Form and Online-Upload Application Form. If you don't already have an Adobe Acrobat application, you can download the free Adobe Reader application here: <https://get.adobe.com/reader> (Uncheck "Install McAfee Security Scan Plus")**
- Please ensure all information has been gathered before starting submission: Application Form with Sales Transactions, Separate Sales Transactions (optional), Team Member List, and Number of plaques (for Teams).
- Rookie Recipient Recognition: To qualify as a Rookie Recipient of an Individual or Team Member Award, the applicant must qualify for the award within the first two years of licensure. Special recognition will be given at the PSC Recognition Event.

### **Mail-in submissions:**

- **Step 1** – Prepare the Application Form(s):
  - o Download and fill out the Mail-In Application form ([click here](#)).
  - o On the first screen of the PDF, choose Individual or Team application. Then complete and fill out the cover page(s).
  - o The transaction sheet pages follow the cover sheet on the subsequent page(s). You can use your own transaction sheets if they include all the same information. You can either fill in the transaction form in digital form or print a blank form and hand enter the information.
- **Step 2** – Application Fee and Plaque Payment:
  - o Fee: Individuals pay an \$80 application fee; Team pay a \$100 application fee.
  - o Plaques: Individuals can purchase a plaque for \$30; Teams can purchase multiple plaques for \$30 each.
  - o Credit Card Payment: The total to be paid is auto-calculated in the PDF, you will need to enter the total on the payment screen. If paying by credit card, you will notice in the PDF coversheet there is a "Pay Online" button and space for you to add a "Credit Card Payment Code". ***Please use your initials and last 4-digits of***

***the credit card number in the payment form “Description” field to associate your application submission with your payment.***

- Check Payment: Please make checks payable to Ohio REALTORS.
- **Step 3** - Submit the Application Form(s):
  - Print and sign the application form pages
  - Include separate transaction sheets if you chose to use your own
  - TEAMS: For Team Applications with more than 20 Team members (Large and Mega Teams), include a list of all team members. Small and Medium Teams can enter their Team members in the form or include a separate list.
  - Mail to: Ohio REALTORS, 200 E. Town Street, Columbus, OH 43215.

### **Online submissions:**

- **Step 1** – Prepare the Application Form(s):
  - Download and fill out the Online-Upload Application form ([click here](#)).
  - On the first screen of the PDF, choose Individual or Team application. Then complete and fill out the cover page.
  - The transaction sheet pages follow the cover sheet on the subsequent page(s). You can use your own transaction sheets if they include all the same information. You can either fill in the transaction form in digital form or print a blank form and hand enter the information. Print, sign, and scan the finished form back into a PDF.
  - TEAMS: A list of team members must be included with your submission.
- **Step 2** – To Submit the Application Form(s):
  - Log onto the Member Portal. The President’s Sales Club Application is under the Membership or Events tab, or [click here](#).
  - Here you will **verify** your contact information and primary mailing address, select the award you are applying for, choose to **add a plaque** (teams can order multiple plaques), **upload** your files: the On-line Application form from step 1, transaction pages and for Large and Mega Teams a list of your team members, **Certify and Submit** your application. Please do not forget to complete the check-out on the following screen.
- **Step 3** – Application Fee and Plaque Payment:
  - Follow the check-out process on the member portal
  - If you need to return to your application or cart, select “CART” in the Member Portal menu, and then select Applications. Checkout to continue with the current application or use the pencil/edit button next to the application to edit your application.