

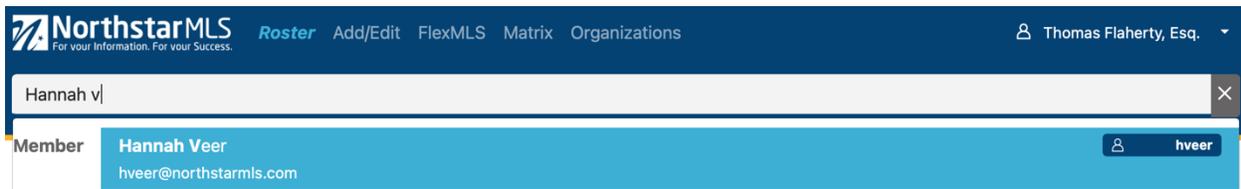
Office Memberships (formerly known as Office Teams)

If you have Head Broker or Office Broker Permissions, then you have the ability (via Office Memberships) to assign those in your firm with Office Broker Permissions to work in Add/Edit for additional offices in your firm (in addition to their primary office).

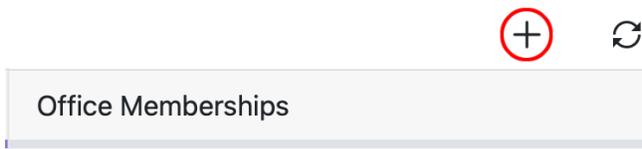
To get started, click the “Roster” link at the top of the Add/Edit screen.



In the Search Member box, start typing the name or user ID of the individual you want to make a member of another office.



The third column is labeled “Office Memberships.” Click the plus (+) sign at the top of this column.



On the New Office Membership screen, complete these three required fields:

1. Office: Start typing the Office name or ID number and select it as it appears in the list (Northstarmls Test Realty in the example below).
2. Member Type: Select from the drop-down (Office Staff in the example below).
3. Access: This is the permission level within Add/Edit you want them to have within this Office (Office Broker in the example below).

Office

Test1 Northstarmls Test Realty X

Member

hveer Hannah Veer

Member Type

Office Staff X

Primary Office?

Yes No

Subscriptions

Add/Edit [wrench icon] [trash icon]

Access Office Broker

Duration Lifetime

When complete, be sure to click the Save button at the top right of the screen.

New Office Membership Save

Need Help?

If you have questions not covered in this guide, you may contact our Help Desk M-F, 8:00 to 5:00 at help@northstarmls.com or 651-251-5456 (1-877-251-5455 toll free).