



# **YourMembership Member Registration System Tutorial**



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Go to the website  
registration home page  
(URL below)  
Click on register at the  
top right

https://members.rela.org/general/pick\_username.asp

Press Here: Contact Us, Sign In, Register, Enter contributions

 The Real Estate Lenders Association

Home Member Application and Renewal

### GET CONNECTED!

Please create a username for your account and enter your first name and last name. Once you are registered, you can enjoy all of the member-only areas of the site.

Note: All fields are required. Please ensure your username contains only letters and/or numbers with no special characters or spaces. You may also enter a valid email address. Example: "smith123" or "smith123@yourdomain.com"

Registration Information

Username

Organization Name

---

**REAL ESTATE LENDERS ASSOCIATION, INC.**

The Real Estate Lenders Association, Inc. is a national not-for-profit corporation formed in 1991 to provide a forum for real estate lenders to advance their knowledge and expertise in their industry.




**ABOUT**

Events  
Sponsors

**HELP & INFO**

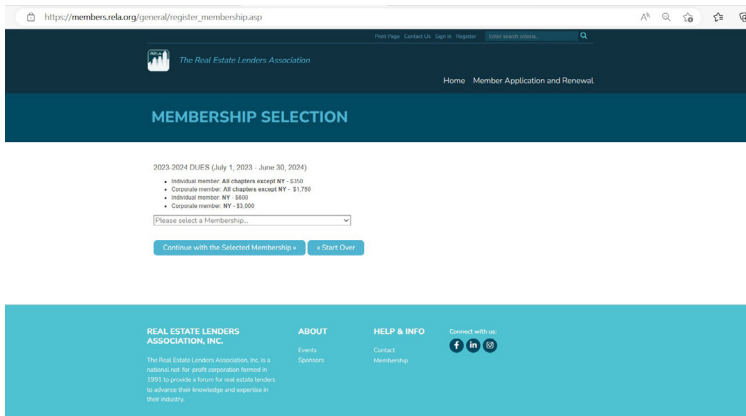
Contact  
Membership

Connect with us:

Please select your membership type. They are listed by Corporate, Individual, Young, Non-Member, etc.

If selecting a Corporate Member, please follow slides 8-11 that explain how to add members from your organization that will be part of your corporate membership.



The screenshot shows the website [https://members.rela.org/general/register\\_membership.asp](https://members.rela.org/general/register_membership.asp). The page is titled "MEMBERSHIP SELECTION" and features a list of membership options for the 2023-2024 DUES (July 1, 2023 - June 30, 2024):

- Individual member: All chapters except NY - \$250
- Corporate member: All chapters except NY - \$1,750
- Individual member NY - \$600
- Corporate member NY - \$3,000

Below the list is a dropdown menu labeled "Please select a Membership..." and two buttons: "Continue with the Selected Membership" and "Start Over".

The footer of the page includes the following sections:

- REAL ESTATE LENDERS ASSOCIATION, INC.**  
The Real Estate Lenders Association, Inc. is a national not-for-profit corporation formed in 1994 to provide a forum for real estate lenders to advance their knowledge and expertise in their industry.
- ABOUT**  
Events  
Sponsors
- HELP & INFO**  
Contact  
Membership
- Connect with us:**  
Facebook, LinkedIn, YouTube icons



**Real  
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**Register and create a Personal  
Username and fill in your  
Organization Name and  
press Continue  
(must be a valid email address)**

[Home](#) [Events](#) [More](#)

## GET CONNECTED!

Please create a username for your account and enter your first name and last name. Once you are registered, you can enjoy all of the member-only areas of the site.

Note: All fields are required. Please ensure your username contains only letters and/or numbers with no special characters or spaces. You may also enter a valid email address. Example: 'smith123' or 'smith123@yourdomain.com'

### Registration Information

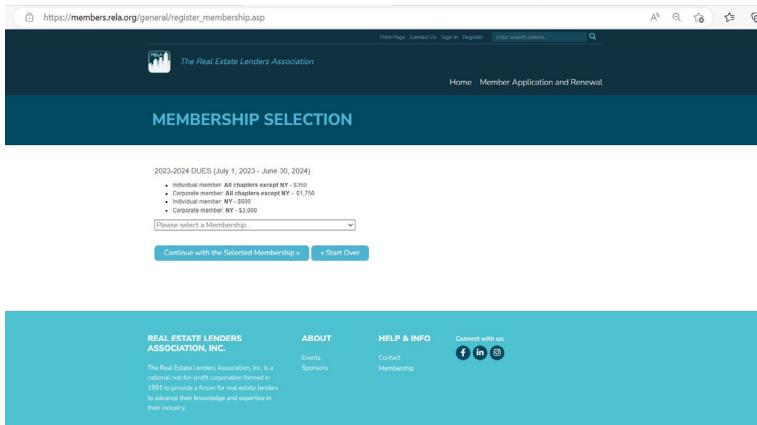
Username

Organization Name

**Continue**

Use the drop down to select the chapter you would like to sign up for as a member.

Click on continue with the selected membership.






The screenshot shows the website [https://members.rela.org/general/register\\_membership.asp](https://members.rela.org/general/register_membership.asp). The page is titled "MEMBERSHIP SELECTION" and features a dark blue header with the RELA logo and navigation links: Home, Member Application and Renewal. Below the header, the page displays the 2023-2024 DUES (July 1, 2023 - June 30, 2024) and a list of membership options:

- Individual member: All chapters except NY - \$210
- Corporate member: All chapters except NY - \$1,750
- Individual member: NY - \$500
- Corporate member: NY - \$3,000

A dropdown menu labeled "Please select a Membership:" is visible, with a "Continue with the Selected Membership" button and a "Start Over" button below it.

The footer contains the following information:

- REAL ESTATE LENDERS ASSOCIATION, INC.**  
The Real Estate Lenders Association, Inc. is a national, not-for-profit corporation formed in 1991 to provide a forum for real estate lenders to advance their knowledge and expertise in their industry.
- ABOUT**  
Events  
Sponsors
- HELP & INFO**  
Contact  
Membership
- Connect with us:   




Complete all required fields within the Account Information and Professional Information fields.

#### Account Information

Username \* Tracy@thmarketinggroup.com

Password \*

Confirm Password \*

 E-Mail Address \* Tracy@thmarketinggroup.com


Confirm E-Mail \* Tracy@thmarketinggroup.com


Full Name \*   (Organization Contact)


#### Professional Information


Organization


Website  (Start With: "http://")


 Address


 Address Cont.


 City/Town

 Country

 Location

 Postal Code

 Phone

 Fax

#### Additional Information

 How Did You Hear About Us?



Fill out the form with your billing information and add your credit card details.

Click submit when done.

☐ Check here if the billing address is the same as the member address

Billing Information	
Organization	<input type="text"/>
Address*	<input type="text"/>
Address Cont.	<input type="text"/>
City/Town*	<input type="text"/>
Country*	<input type="text" value="v"/>
Location*	<input type="text"/>
Postal Code*	<input type="text"/>
Phone*	<input type="text"/>
PO Number	<input type="text"/>

☐

Update the Professional Information section of my profile with the address and organization information entered above.

Additional Comments
<input type="text"/>

Payment Information	
Payment Amount	\$1,750.00
Payment Type*	Credit Card
Name on Card*	<input type="text" value="Sherri"/> <input type="text" value="Staalesen"/>
Card Type*	<input type="text" value="v"/>
Card Number*	<input type="text"/>
Card CVV Num*	<input type="text"/> What is this?
Exp. Month/Year*	<input type="text" value="mm"/> / <input type="text" value="yyyy"/>
<input type="button" value="Submit Securely"/>	







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Once payment has been made you will be logged in.

Click on the edit icons to the right to edit your personal information, professional information and any additional information.

https://members.rela.org/members/public\_profile.asp?view=0

Welcome, Sherri Staalesen

My Profile | Directory | Groups

**Sherri Staalesen**

Groups

Contact Info

- Sherri Staalesen
- sstaales@amwargo.com

**About**

Profile Completeness: 75% (Increase your score today!)

**Personal Information** [Edit]

Personal Email Address (Not visible to others): sstaales@amwargo.com

Phone(s) (Not visible to others): One/Two/three

Race/Ethnicity (Select all that apply) (Not visible to others): American Indian or Alaska Native, Asian, Black or African American, Hawaiian or Pacific Islander, Hispanic or Latino, White

**Professional Information** [Edit]

**Additional Information** [Edit]



# Corporate Membership Information

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**The next few slides will walk you through how to add members to your bundle so they have access to create their individual account under your bundle and receive the correct pricing for future events.**

## **Corporate Members**

- Fully paid Corporate Members will receive member pricing for up to five (5) attendees at all events for the relevant fiscal year July 1st – June 30th.
- Corporate Members may provide up to 15 associates and their contact information at the time of membership registration.
- The first 5 associates that register for an event receive the Member price; additional registrants will pay the non-member price.
- Banks who anticipate more than five attendees for events can sign up for multiple Corporate Memberships. Contact us at 212.692.9379.

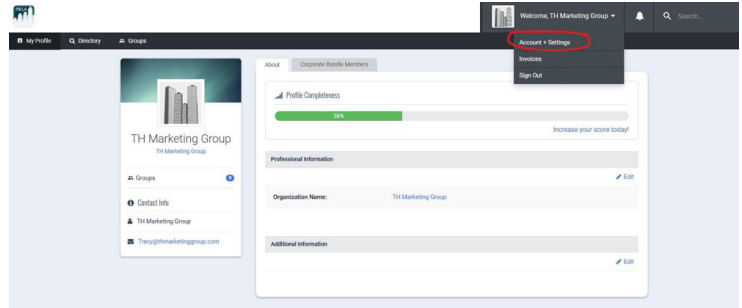
## **Additional Q&A's**

- Corporate and Individual Memberships are Chapter specific, but Members can attend any Chapter event at the Member rate.
- Banks who have a presence in multiple Chapter locations must sign up members in their geographic market.
- Banks who do not have a presence in any Chapter location can sign up as a Member of the Chapter of their choice.

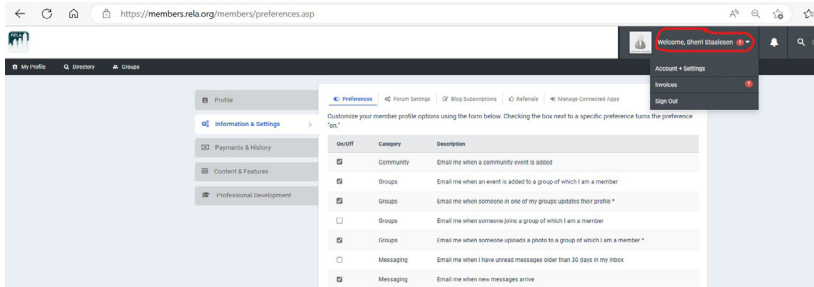


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To add additional members from your company, select the dropdown, and click Account + Settings.



Select the Information & Settings option on the left hand side.



https://members.rela.org/members/preferences.asp

Welcome, Sherril Staalsen

Account + Settings  
Invoices  
Sign Out

My Profile Directory Groups

Profile  
Information & Settings  
Payments & History  
Content & Features  
Professional Development

Preferences Forum Settings Blog Subscriptions Referrals Manage Connected Apps

Customize your member profile options using the form below. Checking the box next to a specific preference turns the preference 'on.'

On/Off	Category	Description
<input checked="" type="checkbox"/>	Community	Email me when a community event is added
<input checked="" type="checkbox"/>	Groups	Email me when an event is added to a group of which I am a member
<input checked="" type="checkbox"/>	Groups	Email me when someone in one of my groups updates their profile *
<input type="checkbox"/>	Groups	Email me when someone joins a group of which I am a member
<input checked="" type="checkbox"/>	Groups	Email me when someone uploads a photo to a group of which I am a member *
<input type="checkbox"/>	Messaging	Email me when I have unread messages older than 30 days in my inbox
<input checked="" type="checkbox"/>	Messaging	Email me when new messages arrive



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## Select Corporate BundleMembers at the top.

My Profile   Directory   Groups

Welcome, TH Marketing Group

My Profile   Information & Settings   Payments & History   Content & Features   Professional Development

Preferences   **Corporate BundleMembers**   Forum Settings   Blog Subscriptions   Referrals

Manage Connected Apps

Customize your member profile options using the form below. Checking the box next to a specific preference turns the preference "on."

On/Off	Category	Description
<input checked="" type="checkbox"/>	Community	Email me when a community event is added
<input checked="" type="checkbox"/>	Groups	Email me when an event is added to a group of which I am a member
<input checked="" type="checkbox"/>	Groups	Email me when someone in one of my groups updates their profile *
<input type="checkbox"/>	Groups	Email me when someone joins a group of which I am a member
<input checked="" type="checkbox"/>	Groups	Email me when someone uploads a photo to a group of which I am a member *
<input type="checkbox"/>	Messaging	Email me when I have unread messages older than 30 days in my inbox
<input checked="" type="checkbox"/>	Messaging	Email me when new messages arrive
<input checked="" type="checkbox"/>	Profile	Display my "Online Now" status and allow others to start a chat with me

Highlighted options no longer apply to you. They will be removed once you have de-selected them and clicked the "Save My Settings" button.

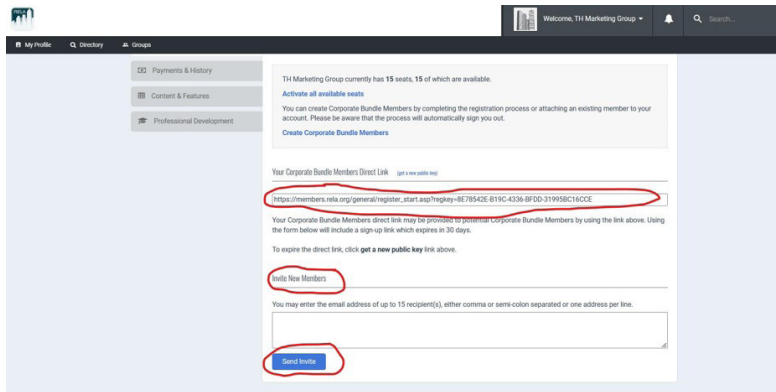
\* Notifications of this type are sent upon the member's first update/upload only; reset hourly.

You may suspend the delivery of newsletters of a specific type by unchecking the appropriate box below. You will not receive any

Follow these instructions to invite/  
add members to your bundle so  
they have access to create their  
individual account under your  
corporate membership and receive  
the correct pricing for future events.

Copy and paste the link provided  
and share it with additional  
members through your personal  
communications preference or  
enter their email addresses that  
will send an automatic invite  
through the system.

Per the corporate membership, you  
have the opportunity to include 15  
people under your membership.



TH Marketing Group currently has 15 seats, 15 of which are available.  
Activate all available seats  
You can create Corporate Bundle Members by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.  
[Create Corporate Bundle Members](#)

Your Corporate Bundle Members Direct Link (get a new public link)  
[https://members.rela.org/general/register\\_start.asp?key=8E78542E-819C-4336-BFDD-319958C16CCE](https://members.rela.org/general/register_start.asp?key=8E78542E-819C-4336-BFDD-319958C16CCE)

Your Corporate Bundle Members direct link may be provided to potential Corporate Bundle Members by using the link above. Using the form below will include a sign-up link which expires in 30 days.  
To expire the direct link, click [get a new public key](#) link above.

[Invite New Members](#)

You may enter the email address of up to 15 recipient(s), either comma or semi-colon separated or one address per line.

[Send Invite](#)

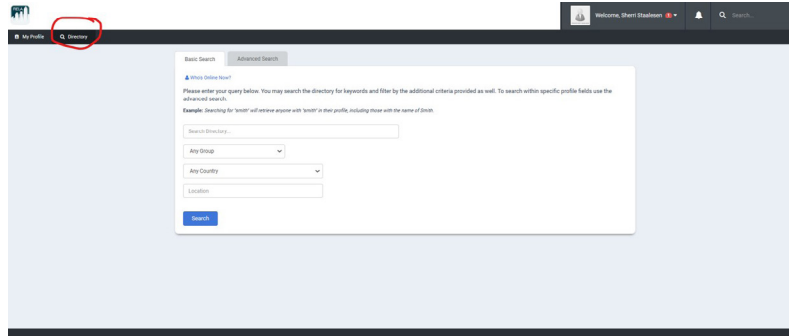
# Membership Directory



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To navigate to the membership directory, click on the icon on the upper left corner.

In the basic search you can type in the members name or company of who you are looking to get in contact with.







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The advanced search tab allows you to search for the members contact information you are looking for under their member type.

Basic Search Advanced Search

Please select from the member types and status options available below. Click "Continue" to view all available search criteria based on your selection.

Advanced Search: Step 1 of 2

Any Member Status

Member Type\*

Select All / None

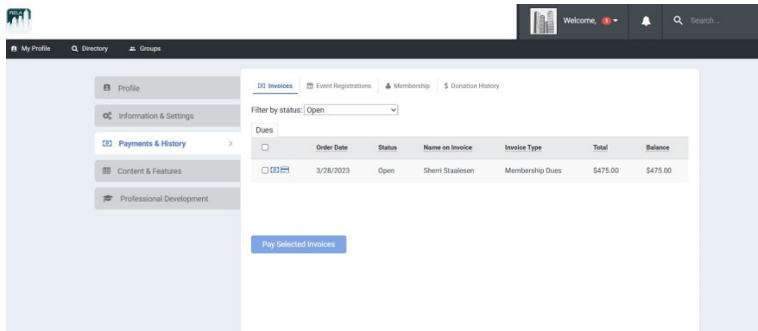
- ☐ Corporate Bundle Member
- ☐ Corporate Member
- ☐ Chapter Sponsor
- ☐ Chapter Sponsor Bundle Member
- ☐ Individual Member
- ☐ Non-Member
- ☐ National Sponsor
- ☐ Young Member

Continue


# How to Pull A Receipt

## Select Payments & History

Click on the  
membership payment.



The screenshot shows the RELA member portal interface. On the left is a sidebar menu with options: Profile, Information & Settings, **Payments & History** (selected), Content & Features, and Professional Development. The main content area is titled 'My Profile' and includes tabs for Invoices, Event Registrations, Membership, and Donation History. The 'Invoices' tab is active, showing a 'Filter by status' dropdown set to 'Open'. Below this is a table of dues:

Dues	Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
<input type="checkbox"/> 	3/28/2023	Open	Sheri Staalesen	Membership Dues	\$475.00	\$475.00

At the bottom of the table is a blue button labeled 'Pay Selected Invoices'.