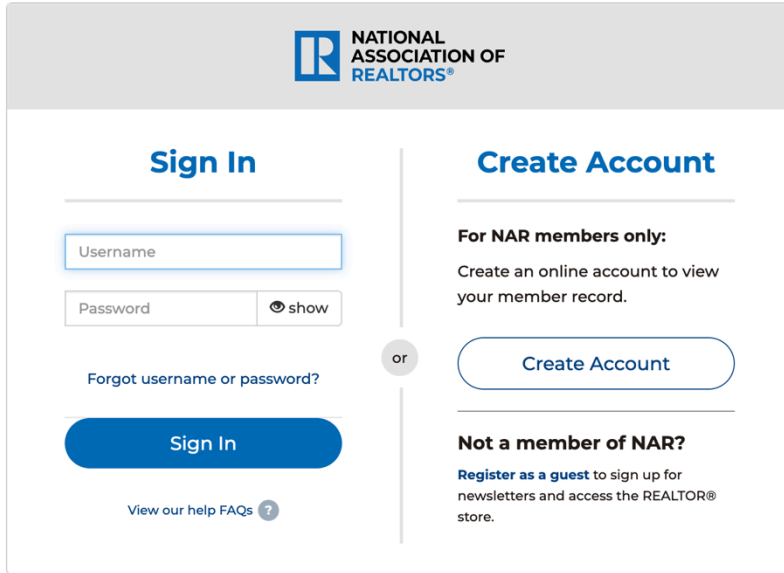


# STEPS FOR DESIGNATED BROKERS TO ACCESS AGENTS' CODE OF ETHICS STATUS

Log-in to [NAR.REALTOR®](https://NAR.REALTOR®)



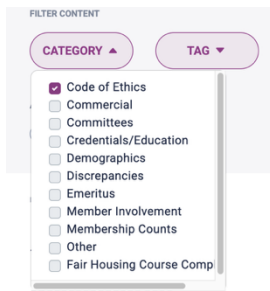
The screenshot shows the NAR REALTOR® login and account creation interface. On the left, under the heading "Sign In", there are input fields for "Username" and "Password" (with a "show" toggle). Below these is a link for "Forgot username or password?" and a blue "Sign In" button. At the bottom left is a link to "View our help FAQs?". On the right, under the heading "Create Account", there is a section for "For NAR members only" with the text "Create an online account to view your member record." and a "Create Account" button. Below this is a section for "Not a member of NAR?" with the text "Register as a guest to sign up for newsletters and access the REALTOR® store." and a "Create Account" button. A vertical line separates the two sections, with an "or" label in the middle.

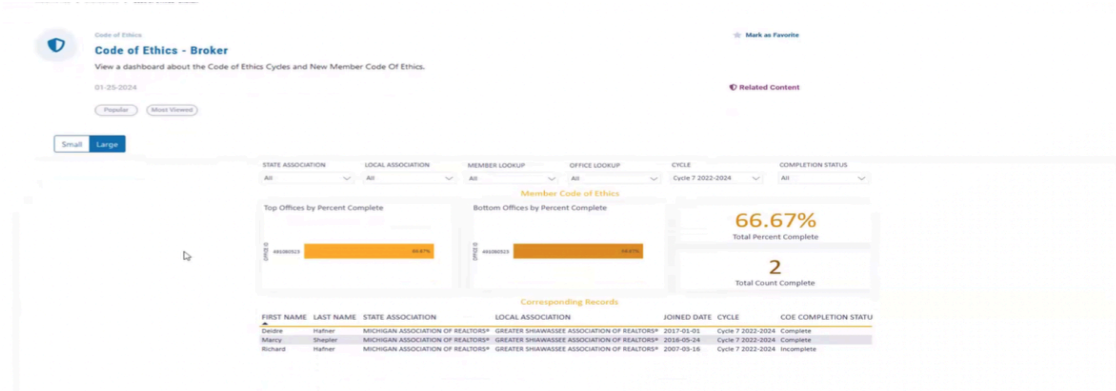
Head to <https://insightshub.realtor> : accessed with NAR.REALTOR® credentials.

Select "Dashboards" on upper menu bar

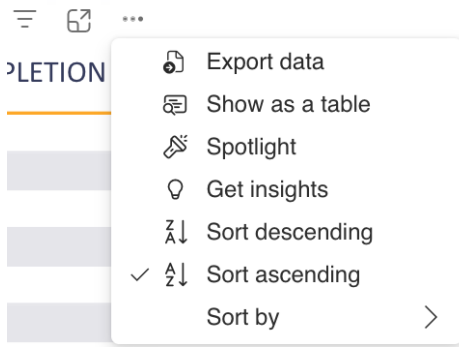


Select "Code of Ethics – Broker" for the full report to view your office's completion status. If not directed to Code of Ethics report use Drop Down menu under "Category" to select Code of Ethics





To export this report, click the three dots in the right-hand corner above the data. Select “Export Data” to download as an Excel file.



Agents who do not appear in the report, but have completed the course, should forward their certificates to [info@greaterportlandrealtors.com](mailto:info@greaterportlandrealtors.com).

For questions, please email the address above or call 207-775-1097

**To pull a Fair Housing report, follow the above directions, selecting Fair Housing under “Category”**