

Steps for Joining CRIS (Centralized Real Estate Information Services)

As a REALTOR®, you are required to join an MLS, and you may join any MLS to which your broker belongs.

What is the first thing I need to do?

- Complete the 'CRIS Membership Application'. (If you are joining AABOR, this does not apply – your 'AABOR Board Application' will be forwarded to CRIS.)
- Submit a check for \$150 made out to 'CRIS'. This covers the one time CRIS application fee.
- Include a copy of your valid Ohio real estate license.
- Mail your application, check, and license to:
 - Membership Department
 - Akron Area Board of REALTORS®
 - PO Box 1663
 - Akron, Ohio 44309

If paying by credit card, you may fax your application with payment information to Membership Department at 330-434-4641.

I'm sending the required items, what should I do next?

- Make arrangements to complete the CRIS orientation. (Orientation is an overview of the MLS system, CRIS Rules and Regulations, and CRIS services.) You may take the 'live' or 'on-line' version. If you would like to take 'live' orientation, please use the enclosed schedule to select a date then contact the Akron Board to schedule. The on-line version can be found at www.aabor.com. Click on "Becoming a Member" located on the left-hand side of the page. Click on Membership Information and scroll down to CRIS Orientation Presentation. Complete and return the quiz at the end of the presentation. Please note:
 - Agents joining CRIS must complete the CRIS Orientation within 90 days. (There are no exceptions to this rule.) Failure to complete the orientation requirements within 90 days will result in a \$100 fine.

How do I access the CRIS?

- Once we have received your application, license, and fee, you will be able to access the CRIS MLS within two business days.
- Go to 'www.neohrex.com'. The login ID will be your license number with a "c" in front of it, and your password will be the first eight digits of your license number. (If your license number is less than eight digits, it will be your entire license number.)
- Once you are on the website, you will be given the option to change your password. We recommend changing it to help ensure your privacy.
- If you have difficulty accessing the website, please contact Heather Shupe at CRIS, 330-376-0015, ext. 4.
- If you have difficulty with the CRISMLS at any time, please contact the Rapattoni help desk at 1-866-730-7114.

Is there any other information that I should know?

- CRIS membership dues will be billed once your application is processed. CRIS dues will be prorated for new agents according to their date of licensing (not the date of application). Regular CRIS dues are billed March 1st and September 1st. Please contact Heather Shupe at CRIS (330-376-0015, ext 4) for questions regarding CRIS dues.

The requirements outlined here must be completed before the specified date in your letter.