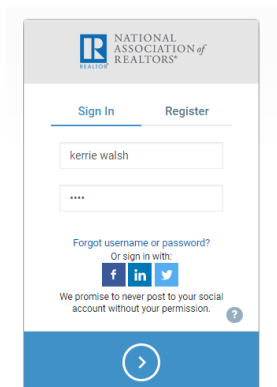


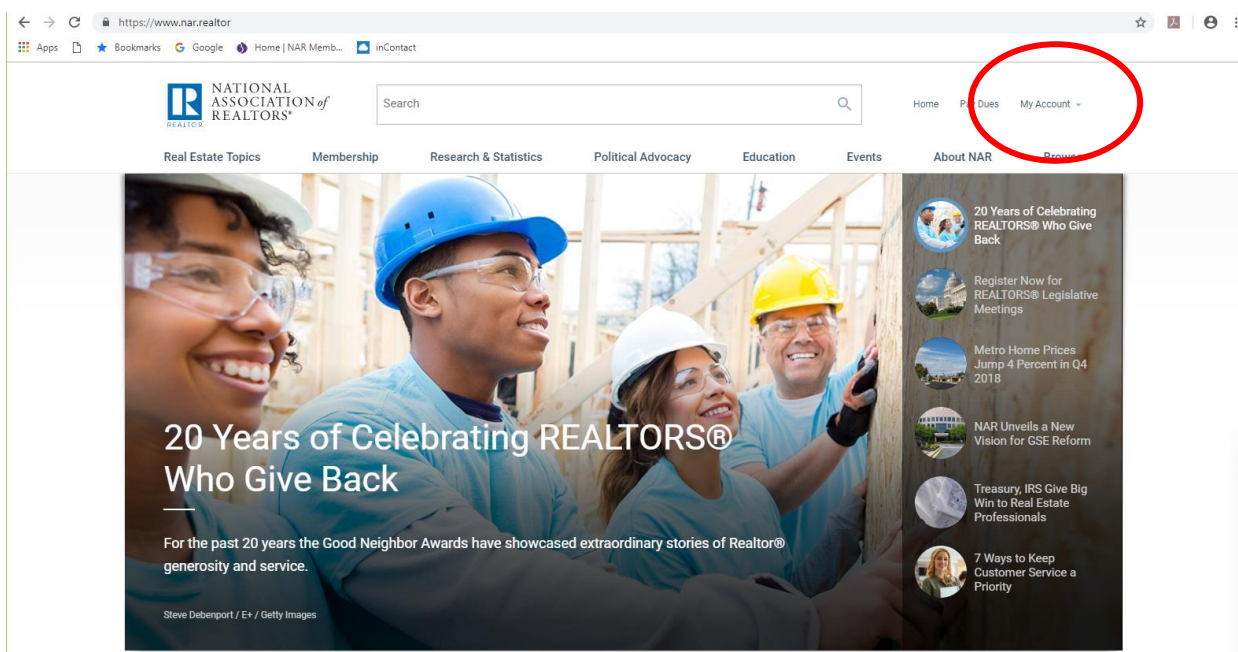
# How to Update Personal Information under the “my account” page at [www.nar.realtor](http://www.nar.realtor)

## 1.) Sign on to [www.nar.realtor](http://www.nar.realtor)

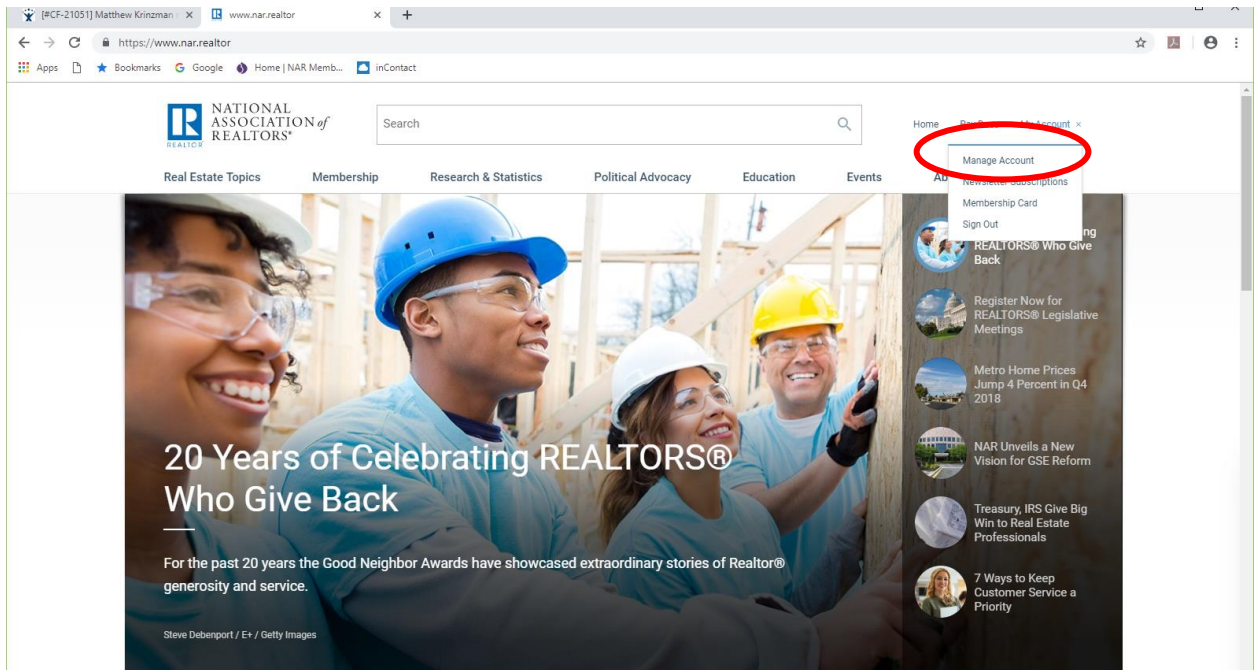


The screenshot shows the sign-in page for the National Association of Realtors. At the top left is the NAR logo. Below it are two tabs: "Sign In" (selected) and "Register". There is a text input field containing the username "kerrie walsh" and a password input field with four dots. Below the password field is a link: "Forgot username or password? Or sign in with:". Underneath are three social media icons for Facebook, LinkedIn, and Twitter. A small text line reads: "We promise to never post to your social account without your permission." At the bottom of the form is a blue button with a white right-pointing arrow.

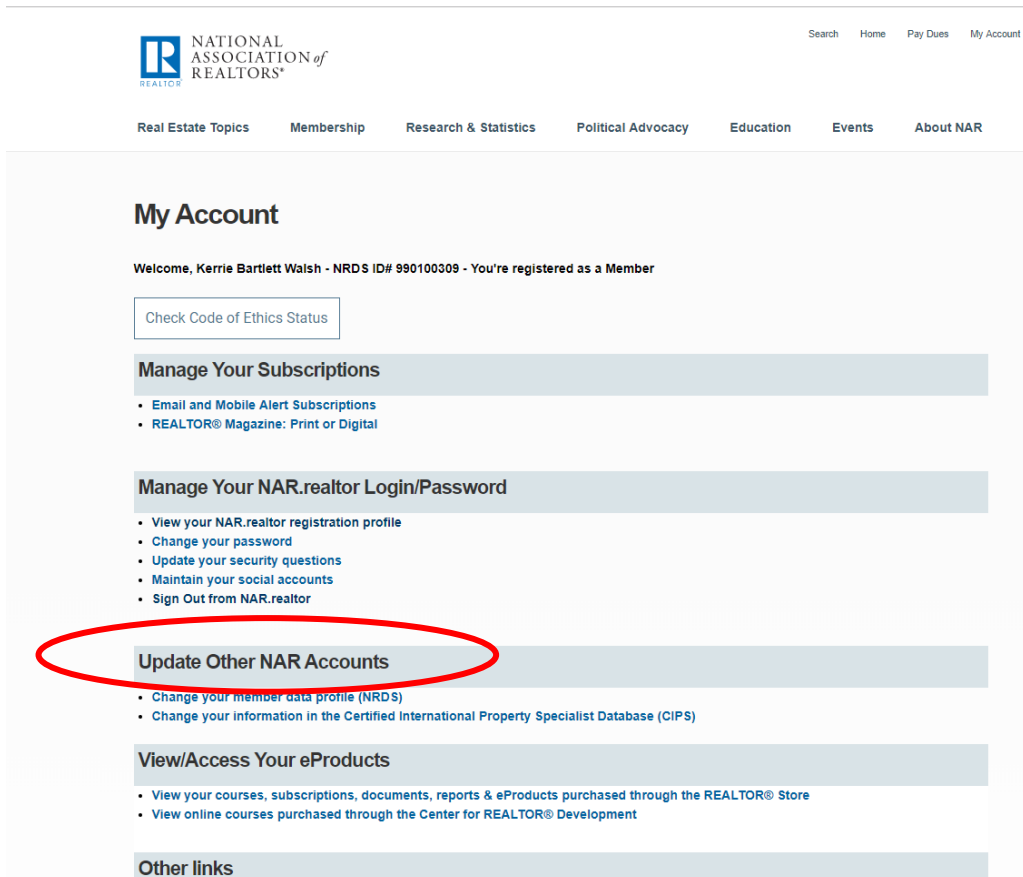
## 2.) Click on My Account




### 3.) Click on “Manage Account”



### 4.) Scroll Down to the 3<sup>rd</sup> Horizontal Bar, “Update Other NAR Accounts”



## 5.) Click on Change Your Member Data Profile (NRDS)

 NATIONAL ASSOCIATION of REALTORS®

Search Home Pay Dues My Account

Real Estate Topics Membership Research & Statistics Political Advocacy Education Events About NAR E

### My Account

Welcome, Kerrie Bartlett Walsh - NRDS ID# 990100309 - You're registered as a Member

[Check Code of Ethics Status](#)

#### Manage Your Subscriptions

- [Email and Mobile Alert Subscriptions](#)
- [REALTOR® Magazine: Print or Digital](#)

#### Manage Your NAR.realtor Login/Password

- [View your NAR.realtor registration profile](#)
- [Change your password](#)
- [Update your security questions](#)
- [Maintain your social accounts](#)
- [Sign Out from NAR.realtor](#)

#### Update Other NAR Accounts

- [Change your member data profile \(NRDS\)](#)
- [Change your information in the Certified International Property Specialist Database \(CIPS\)](#)

#### View/Access Your eProducts

- [View your courses, subscriptions, documents, reports & eProducts purchased through the REALTOR® Store](#)
- [View online courses purchased through the Center for REALTOR® Development](#)

#### Other links

6.) Anything that is not pre-populated can be updated by the member (a member can't change his/her NRDS id, name, office, etc.)

15 | [Bookmarks](#) | [Google](#) | [Home | NAR Memb...](#) | [inContact](#)

## Change My Information

Please make sure cookies are enabled on your browser.

[View My Education Records](#) |  |

ID 990100309

Title

Salutation

\*First Name Kerrie

Middle Name

\*Last Name Bartlett Walsh

Nick Name

Generation

Gender  Male  Female

Birthday  /  /

Member Type S

Status A

Status Date //

Home Address

Address 2

City

State (None)

Zip  -

Stop Mail

Home Phone (  )  -

Personal Fax Number (  )  -

Preferred Fax  Home  Office

Stop Fax  Yes  No

Mail Address

Address 2

City

State (None)

Zip  -

\*Preferred Mail  Home  Office Street  Mail  Office Mail

Email

Web Page

Office NATIONAL ASSOCIATION OF REALTO

Send e-mail to change Office [E-Mail Association](#)

Office Voice Extension

RE License

Direct Marketing Mail  Yes  No

Preferred Publication  Home  Office Street  Mail  Office Mail

On Roster  Yes  No

## 7.) As an Example, I am entering in my Home Address and Home Phone

Google Home | NAR Memb... inContact

### Change My Information

Please make sure cookies are enabled on your browser.

[View My Education Records](#)

ID 990100309

Title

Salutation

\*First Name Kerrie

Middle Name

\*Last Name Bartlett Walsh

Nick Name

Generation

Gender  Male  Female

BirthDay  /  /

Member Type S

Status A

Status Date //

Home Address 12345 Old Mill Lane

Address 2

City Chicago

State ILLINOIS

Zip 60611 -

Stop Mail

Home Phone (312) 329 - 3333

Personal Fax Number (  )  -

Preferred Fax  Home  Office

Stop Fax  Yes  No

Mail Address

Address 2

City

State (None)

Zip  -

\*Preferred Mail  Home  Office Street  Mail  Office Mail

Email kwalsh@realtors.org

Web Page

Office NATIONAL ASSOCIATION OF REALTO

Send e-mail to change Office [E-Mail Association](#)

Office Voice Extension

RE License

Direct Marketing Mail  Yes  No

Preferred Publication  Home  Office Street  Mail  Office Mail

On Roster  Yes  No

8.) When completed, click on the “Save Changes” Button at the Top and/or the Bottom of the page

Real Estate Topics   Membership   Research & Statistics   Political Advocacy   Education

## Change My Information

Please make sure cookies are enabled on your browser:

[View My Education Records](#)   **Save Changes**   [Reset](#)

ID: 00100300

Title

Salutation

\*First Name Kerrie

Middle Name

\*Last Name Bartlett Walsh

Nick Name

Generation

Gender  Male  Female

Birth Day  /  /

Member Type S

Status A

Status Date //

Home Address 12345 Old Mill Lane

Address 2

City Chicago

State ILLINOIS

Zip 60611 -

Stop Mail

Home Phone (312) 329 - 3333

Personal Fax Number ( ) -

Preferred Fax  Home  Office

Stop Fax  Yes  No

Mail Address

Address 2

City

State (None)

9.) An Acknowledgement Screen will Appear

### Acknowledgement

Command processed by Central Database

Successfully changed NRDS Member record.

[Back to Member Form](#)

10.) If you click “Back to Member Form”

### Acknowledgement

Command processed by Central Database

Successfully changed NRDS Member record.

**[Back to Member Form](#)**

# 11.) You will see that the changes have been made

rks Google Home | NAR Memb... inContact

## Change My Information

Please make sure cookies are enabled on your browser.

[View My Education Records](#)

ID 990100309

Title

Salutation

\*First Name Kerrie

Middle Name

\*Last Name Bartlett Walsh

Nick Name

Generation

Gender  Male  Female

Birthday  /  /

Member Type

Status A

Status Date //

Home Address

Address 2

City

State

Zip  -

Stop Mail

Home Phone (  )  -

Personal Fax Number (  )  -

Preferred Fax  Home  Office

Stop Fax  Home  Office

Mail Address

Address 2

City

State (None)

Zip  -

\*Preferred Mail  Home  Office Street  Mail  Office Mail

Email

Web Page

Office NATIONAL ASSOCIATION OF REALTO

Send e-mail to change Office [E-Mail Association](#)

Office Voice Extension

RE License

Direct Marketing Mail  Yes  No

Preferred Publication  Home  Office Street  Mail  Office Mail

On Roster  Yes  No