

Instructions for Member Transferring Offices

FOR ALL MEMBERS:

- 1) Contact your local Board of REALTORS to have your REALTOR Membership changed
- 2) Complete the following forms and return to the Wyoming MLS:
 - Membership Drop Form
 - New Subscriber Membership Application
 - New Lockbox Access Lease Agreement (if applicable)

(These forms are all included in this packet. They can also be found in Paragon in MLS Documents or by contacting the Wyoming MLS at 237-1670 or cmls@tribcsp.com)

- 3) Membership changes in Paragon are completed within 24 hrs
- 4) Logins and passwords will remain the same unless agent requests a change

For Casper Board of REALTOR Members ONLY:

- 1) The Casper Board of REALTORS sends the membership change information to the Wyoming Realtors and the National Association of Realtors within 24 hrs of notification of change
- 2) Real Estate Contracts: If you do not see the change with your real estate contracts within 24 hrs contact the Wyoming Realtors office at 307-237-4085 or war@wyorealtors.com