

## Office Administrators & Personal Assistant FAQ's

**Q: Who has to register?**

**A:** ALL Office Administrators and Personal Assistants must pre-register to obtain a unique login to the MLS Computer system.

Pre-registration must be completed [prior to July 18<sup>th</sup>](#).

**Q: Where are the forms?**

**A:** You can find forms for both the Office Administrator and Personal Assistants at [www.nefar.com](http://www.nefar.com) > NEFAR Member Site > SAFEMLS Information

**Q: What is the difference between an Office Administrator and a Personal Assistant?**

**A:** An Office Administrator performs functions for the entire office including inventory maintenance for the office, office reports, etc.

Personal Assistants may do the same type of work however mainly work with one specified member or a group of individuals.

**Q: Is there a fee?**

**A:** There will be a **\$25.00 fee (sales tax may be applicable) for the TOKEN that must be pre-paid** before you can obtain the device.

**Q: When can this fee be paid?**

**A:** We will release a date when the TOKEN fees have been posted to either the office account (Office Administrators) or the member's account (Personal Assistant).

The Broker can then login into their NEFMLS account for the office and pay via credit card for the Office Administrator. Members with Personal Assistants will login into their own account to pay.

When paying by check – please be sure to include the office/member code and the person's name you are paying for. Checks can be sent to:

NEFMLS  
PO BOX 352016  
Jacksonville, FL 32235-2016

**Q: If I am a licensed Personal Assistant, currently active under the office's broker, do I register as an Office Administrator or Personal Assistant?**

**A:** No, you would need to join NEFAR & NEFMLS as a member. Please contact the Membership department at (904) 394-9494.

**Q: What if I have an active license but I am with a Referral Company?**

**A:** If you are associated with a referral company, you do not have to join as a member. You may register as an Office Administrator/Personal Assistant. However, please include your license number and referral company name.

**Q: What if I am a member and also work as a Personal Assistant?**

**A:** You do not need to register since you already have a unique login to the MLS system. However, you will still need to send us the Name of the member you work for to ensure you can access their information. Please send e-mail to [safemls@realtyweb.net](mailto:safemls@realtyweb.net).

**In summary:**

- **Complete the pre-registration form. Fax the signed registration to (904) 296-6181**
- **The \$25.00 TOKEN fee must be pre-paid, look for payment date notification**
- **Please plan to pick up the TOKEN on the designated date and time. Photo ID and signature will be required.**