



# Top Producers

## Online Program Instructions

### STEP 1 : Account Setup

1. Login using your Atlanta Association id and password (the same login information as needed to register for a class, a meeting or to renew your membership).
2. Verify populated information is correct. If the information is not correct, you will need to contact the Membership Department at 404-250-0051.
1. Enter your FMLS ID **or** GAMLS ID. You must choose one or the other MLS to sync to the application. Both cannot be synced. Select your preference via the dropdown menu under “Application MLS Source”. (it may take up to 15 minutes to sync the transactions associated with the ID)
3. Select whether you are applying as an Individual or a Team (click on the button to change).
4. If applying as a Team, please select “Edit team & Members” button.
  - a. Provide Team Name.
  - b. Add Team Members.
    - i. Select Name from the list of members and enter join date
      1. If they joined prior to January 1st of the current year, please just list January 1st of the current year.
    - ii. After adding all Team Members - click back to the home tab.
    - iii. Click edit team & members.
      1. Click on each team member to enter the end date if they have already left the team (leave blank otherwise) and click the button if they are applying for longevity credit.
    - iv. If you do not see a team member, this means they do not hold membership and must apply prior to you submitting an application.
      1. If they belong to another association, please click add team member *(The program will be updated shortly to allow team members holding membership at another association to be added).*
5. If a member of another association/board during the qualifying year, then select “Member No/Awards No”, complete the requested information and then save.

### STEP 2 : Transactions

*Information will be populated to this page no more than 24 hours after you have entered the FMLS ID.*

1. Click on the Transactions tab at top of the page.
2. Review the Units and Closed sales price for accuracy.
  - a. Click on the property address to make changes.
  - b. If you shared a listing/seller with another agent and that agent's name appears on the purchase and sale agreement, then the transaction should be split. If the system does not reflect that, you can edit by clicking on the property address.
3. If you had a closing that was a rental, FSBO, or for whatever reason wasn't listed in FMLS, you can click the New button towards the top left to enter a new transaction. Enter the data and click save.
4. Your total units and total volume to date will be displayed at the bottom of the page.



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## STEP 3 : Application - Step 3

*Any time after your last closing during the qualifying year and before the official due date in January.*

1. Click on the Application tab in the top navigation.
2. Review Information that is populated based on the previous two sections.
3. Submit Application at the bottom and follow instructions.

### **Additional Questions or Assistance?**

Contact Reggie McCrary, [reggie@atlantarealtors.com](mailto:reggie@atlantarealtors.com) or 404-732-0601