

**Checklist to Joining the Pinellas Realtor® Organization**  
**Revised: October 27, 2011**

- Step 1 – Activate your license with your broker**

Your broker must make your license active with their office in the DBPR. You can verify that your license is with the broker by searching for your license on the DBPR website, [www.myfloridalicense.com](http://www.myfloridalicense.com)
  
- Step 2 - Complete online application**

Go to our website [www.PinellasRealtor.org](http://www.PinellasRealtor.org). Click 'Membership' then 'Join PRO'.

  - *New members will pay dues and fees at the time of application.*
  - *Reinstating, transferring or secondary members will be emailed a link to make payment online.*
  
- Step 3 – Fulfill the class requirements**

Once payment is made and processed you will receive a "Welcome to PRO" email message that will include your member ID and password. It will also notify you of when you are scheduled for the New Member Welcome class. This class is held the second Tuesday of each month. The Code of Ethics class and the MLXchange Basic class requirement will be fulfilled with the completion of New Member Welcome. This email will also instruct you to take the New Member Orientation Videos (Anti-Trust and Fair Housing) online. Classes must be completed within 60 days of application.
  
- Step 4 – Access the Supra lockbox system**

Once you receive your "Welcome to PRO" email, you can research your options regarding a Supra (Lockbox) Key. Applications are online on our website, [www.PinellasRealtor.org](http://www.PinellasRealtor.org). Click 'Realtor® Tools' then 'Lockbox Products'.