Introduction

The PAREB MLS System is a platform designed to facilitate real estate transactions among licensed real estate brokers who are members of the Philippine Association of Real Estate Boards (PAREB). This manual outlines the procedures for signing up and using the system effectively.

Sign Up Process

* **To sign up for the PAREB MLS System**, follow these steps:
  + Visit the PAREB MLS website or access the system through the designated portal.
  + Click on the "Sign Up" button.
  + Enter your email address in the provided field.
  + Click on the "Submit" button.
* **Data Privacy and Code of Conduct Agreement**

Upon entering your email address, you will be prompted to agree to the Data Privacy Policy and Code of Conduct of PAREB MLS. This agreement ensures that all users adhere to the ethical standards and guidelines set forth by PAREB MLS.

* **Verification Process**
  + After agreeing to the Data Privacy Policy and Code of Conduct, the system will verify your membership validity if you are a PAREB member. If your membership is valid, you will proceed to the next step. If not, you may be prompted to provide additional information or contact PAREB MLS support for assistance.
  + If you are a licensed real estate broker, you will need to enter your license number. The system will verify the authenticity of your license number before allowing you to proceed.
* **Entering Local Board and Personal Information**

Once your membership and license validity are verified, you will be directed to enter your Local Board information and personal details. This includes:

* + Local Board Information: Select your local board from the dropdown menu provided.
  + Personal Information: Enter your name, contact information, and any other required details.
  + Password: Create a secure password for your PAREB MLS account.

After entering this information, click on the "Submit" button to complete the sign-up process.

* **Email Activation**

Upon successful completion of the sign-up process, an email will be sent to the email address you provided. This email will contain a link to activate your account. Click on the activation link to verify your email address and activate your PAREB MLS account.

* **Conclusion: Congratulations!**

You have successfully signed up for the PAREB MLS System and activated your account. You can now access the platform and start utilizing its features for your real estate transactions. If you encounter any issues or have any questions, please refer to the system's support resources or contact PAREB MLS support for assistance.