

The security behind NWMLS's website is being upgraded with a new security system. This new system will protect MLS data and detect unauthorized access to MLS accounts. Once available, please follow these steps to set up your account:



## **STEP ONE:** Access the New NWMLS Login Page

Go to www.NWMLS.com or www.northwestmls.com, and click the "login" button in the upper right corner. The shiny new login page will appear for you to enter your LAG number and password.



## **STEP TWO:** Set Up Security Questions

These questions are needed in case you forget your password.

- From what high school did you graduate? (e.g., Hogwarts)
- What is your birth city? (e.g., Springfield)
- What is your favorite color? (e.g., Merlot)



## **STEP THREE:** Create a New Password

Create a strong password that follows the guidelines recommended by leading security professionals:

- Your password must have a minimum of 8 characters and a maximum of 25 characters
- Your password must contain at least three (3) of the following elements:
  - One lowercase letter
  - One uppercase letter
  - One number
  - One non-alphanumeric symbol
    - For example, NWMLSis#1



## **STEP FOUR:** Re-Acknowledge NWMLS Agreements

NWMLS's electronic agreements will appear on your screen. Please read and check the boxes to acknowledge the Compliance with Rules and Password Non-disclosure Agreement, the Key and Keybox System Agreement, and the Payment of Dues and Other Fees Agreement. Click "NWMLS Home" in the upper right to return to the home page.

After following these four quick steps... congrats! Your NWMLS account is protected!

