

Join Bright MLS Checklist

Before You Begin

- ✓ Hold a valid, active real estate license (not in referral status)
- ✓ Be an active member of a Board of REALTORS®

Step 1 – Start Your Application

1. Go to BrightMLS.com/join
2. Select Agent
3. Fill out the required information
4. 🔍 Find Your License Number: [ARELLO License Lookup](#)

Step 2 – Enter Your Broker Code

Use the code for the office where your license is held:

- KWR55 – Ellicott City, MD
- KWPY1 – Hagerstown, MD
- KWPY2 – Greencastle, PA
- KWPY3 – Cumberland, MD
- KWPY4 – Martinsburg, WV
- KWPY5 – Deep Creek Lake, MD

Step 3 – Provide Board & NRDS Info

- Primary Board: Example – Garrett County, Pen-Mar, Howard County, etc.
- NRDS Number: [Find Your NRDS ID Here](#)

Step 4 – Broker Approval

- Your application will be sent to the broker for approval.
- ⌚ If not approved within 24 hours, email Kait@the-kw-collective.com so we can push it through.

Step 5 – Finalize Your Account

- Once approved, you'll receive an email to:
 - Create your username & password
 - Pay your dues

💡 Tip: Keep your Bright MLS login info handy – you'll need it for listing entry, searches, and client alerts.