

## What is my NRDS ID and where do I find it?

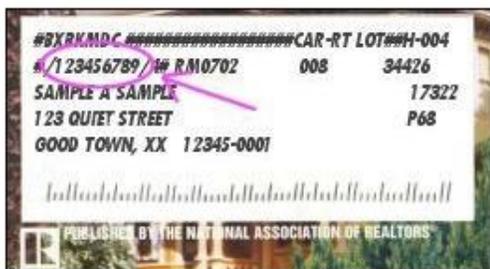
### What is NRDS?

The National Realtors Database System (NRDS) is designed as a single database residing on the Internet to store the member and office records for the REALTOR® organization. The data is maintained by you (through realtor.org), your local association and the State association.

By storing and updating the records in one place, updates made can be instantaneous to your local, state and national association. No waiting weeks or months for each level of the organization to be notified of a new member or a change.

### Where do I find my NRDS ID?

- **NorthstarMLS Matrix:** Click the Roster Tab and then click Member Search. Use one or more of the search fields to find your agent record. Click your last name to open your record. Your NRDS ID is displayed on the second line below your current MLS Agent ID. (Office Staff and Affiliate members: This is the only way to find your NRDS ID. If a NRDS ID does not display, please contact your local Association.)
- **NAR Website Lookup:** This is available if you've ever registered on the Realtor.org Website. Go to the [NAR Website's NRDS ID look-up tool](#) and search using your last name and email address. (Appraiser and Office staff NRDS IDs are not available through this tool because they are locally based for local use only.)
- **NAR Membership Identification Card:** Your Nine Digit NRDS ID can be found on the membership card you received in your Membership Kit. If you need a replacement card, [go to Realtor.org](#) to print a replacement (you will need to register on Realtor.org if you have not already done so).
- **REALTOR® Magazine Mailing Label:** Your Nine Digit NRDS ID can be found in the location marked below on the mailing label of your monthly REALTOR® Magazine.



- **Call your Association or NorthstarMLS Help Desk:** If you cannot find your NRDS ID using any of the methods above, call your local REALTOR® Association or NorthstarMLS Help Desk (651-251-5456) during business hours and we will look it up for you.

**NRDS IDs are 9 digits. Any tips for making it easier to remember?**

Your NRDS ID is one digit less than a phone number and the same length as your Social Security number. Because you will use it frequently to access NorthstarMLS, you will likely memorize it quicker than you think. Until then, here are some tips:

- Similar to a phone or social security number, think of it as three short numbers instead of one long number. For example, instead of 502020551, think of it as 502-020-551.
- Enter your NRDS ID as a Contact in your cell phone so that you always have it with you.
- Write your NRDS ID on a slip of paper (or cut out your REALTOR® Magazine Mailing Label and highlight your NRDS ID) and attach it to your home and office computer.
- Carry your NAR membership card with you so that you always have your NRDS ID when you need to access NorthstarMLS away from the office or home.
- Save a simple Text or Word document with your NRDS ID to your PC Desktop. Anytime you need to log in, open the file, copy your ID and paste it into the login screen.
- If ever you are in a bind, contact the NorthstarMLS Help Desk or your local Association and we will tell you your number. If it is outside business hours, email our Help Desk at [help@northstarmls.com](mailto:help@northstarmls.com) and on-call staff will email your NRDS ID to you as soon as possible.

We understand you all have a lot on your plate and changing MLS ID numbers is at worst an inconvenience. However, we believe the long-term benefits of this change to you will make it well worthwhile. Thank you for your understanding. If you have any questions or concerns not addressed here, please contact the NorthstarMLS Help Desk ([help@northstarmls.com](mailto:help@northstarmls.com) or 651-251-5456) or your local REALTOR® Association.