

THE NATIONAL ASSOCIATION OF REALTORS®

# TIME TO UPDATE YOUR NRDS RECORD?



COMMERCIAL  
Real Estate



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REALTORS®

# 6 SIMPLE STEPS

- 1 Go to [www.NAR.realtor](http://www.NAR.realtor) and click on **"My Account"** in the upper right; then sign-in.
- 2 Under **"Update Other NAR Accounts"**, click on **"Change your member data profile (NRDS)"**
- 3 Update any contact information — phone, mailing address, and email address.
- 4 Scroll down to the categories towards the end labeled **"Primary Field of Business"** and click on **"List Field of Business"** to select from the options available. Choose the one that accurately describes the majority of your business.
- 5 Repeat the process for **"Secondary Field of Business"** (you may add up to 3 that represent specialties).
- 6 Click on **"Save Changes"** at the bottom of the profile page.

## Now You're Up to Date!

### Connect with NAR's Commercial Services

**Online:** [www.NAR.realtor/Commercial](http://www.NAR.realtor/Commercial)

**E-mail:** [narcommercial@realtors.org](mailto:narcommercial@realtors.org)

**Phone:** 1.800.874.6500



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