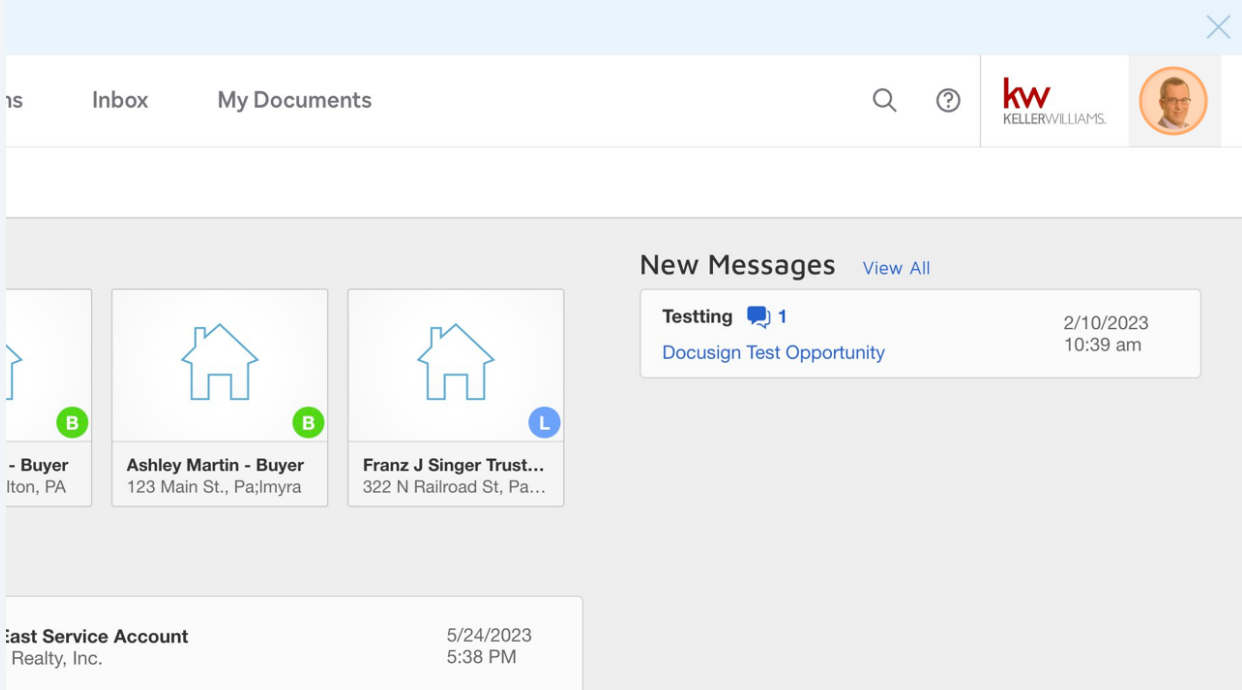


# How to Add Provider and Validate Member ID on DocuSign Rooms

1 Navigate to <https://rooms.docusign.com/dashboard>

2 Click here.



### 3 Click "Preferences"

The screenshot shows a user interface for Michael Sechman. On the left, there are three property cards for buyers: Ashley Martin, Franz J Singer Trust, and another buyer. On the right, there is a 'New Messages' section with a 'Testing' message. A dropdown menu is open, showing options: 'Manage Profile', 'Contacts', 'Preferences' (highlighted with an orange circle), 'Switch to eSignature', and 'Log Out'. Below the messages, there is a table with two rows of 'Fast Service Account' data.

Account Name	Date	Time
Fast Service Account Realty, Inc.	5/24/2023	5:38 PM
Fast Service Account Realty, Inc.	5/31/2023	12:26 PM

### 4 Click "Integrations"

The screenshot shows a user profile page for Michael Sechman. The left sidebar contains a list of links: 'Profile', 'Contact Information', 'Notifications', 'Inbox Details', and 'Integrations' (highlighted with an orange circle). The main content area is titled 'Profile' and contains a form with the following fields: 'Role' (Agent Owner), 'Access Level' (Contributor), 'Offices' (Harrisburg - East), 'Default Office' (Harrisburg - East), and 'Company Name' (Keller Williams Realty).

5

Click "ADD PROVIDER  
ADD PROVIDER"

tions

etails

ions

### DocuSign Forms Settings

Setup credentials to allow access to forms

#### Providers

#### Owners



Company Forms

Me, Harrisburg - East Se

ADD PROVIDER

### Integrations

Select which cloud storage services you want to see in the add files list



6

Click this image.

DocuSign Rooms







Dashboard Rooms Inbox My Documents

PREFERENCES USAGE

Michael Sechman  
View My Profile

Profile  
Contact Information  
Notifications  
Inbox Details  
Integrations

### Select forms provider

 National Association of Realtors	 Northwest Multiple Listing Service®	 Georgia REALTOR
 CALIFORNIA ASSOCIATION OF REALTORS®	 OREF	 TEXAS REALTOR

7 Click the "Last Name\*" field.

The screenshot shows a user profile page for Michael Sechman. On the left is a sidebar with navigation links: MY PREFERENCES, USAGE, Profile, Contact Information, Notifications, Inbox Details, and Integrations. The main content area is a modal form titled "Validate with NAR information". The form contains the following fields and elements:

- A heading: "Validate with NAR information"
- A sub-heading: "Enter your membership information to use Association forms"
- A field for "Member ID \*" with a placeholder "(9 digit number, no dashes)".
- A link: "Find your Member ID"
- A field for "Last Name \*" with a cursor. An orange circle highlights this field.
- A note: "Last name must match your RE license"
- A field for "Association \*" with a dropdown menu showing "Select".
- A note: "Choose any where you're a member"
- Two buttons at the bottom: "VALIDATE" (blue) and "CANCEL" (grey).

8 Type your last name

9

Click this dropdown and select Pennsylvania Association of Realtors

The screenshot shows a 'View My Profile' page with a sidebar menu containing 'Profile', 'Contact Information', 'Notifications', 'Inbox Details', and 'Integrations'. A modal form is open on the right with the following fields:

- Member ID \***: A text input field with a placeholder '(9 digit number, no dashes)'. Below it is a link 'Find your Member ID'.
- Last Name \***: A text input field containing 'Sechman'. Below it is a note 'Last name must match your RE license'.
- Association \***: A dropdown menu with 'Select' as the current selection. Below it is a note 'Choose any where you're a member'.

At the bottom of the modal are two buttons: 'VALIDATE' and 'CANCEL'. Below the modal, the 'Integrations' section is partially visible, showing a heading and a note 'Select which cloud storage services you want to see in the add files list'.

10

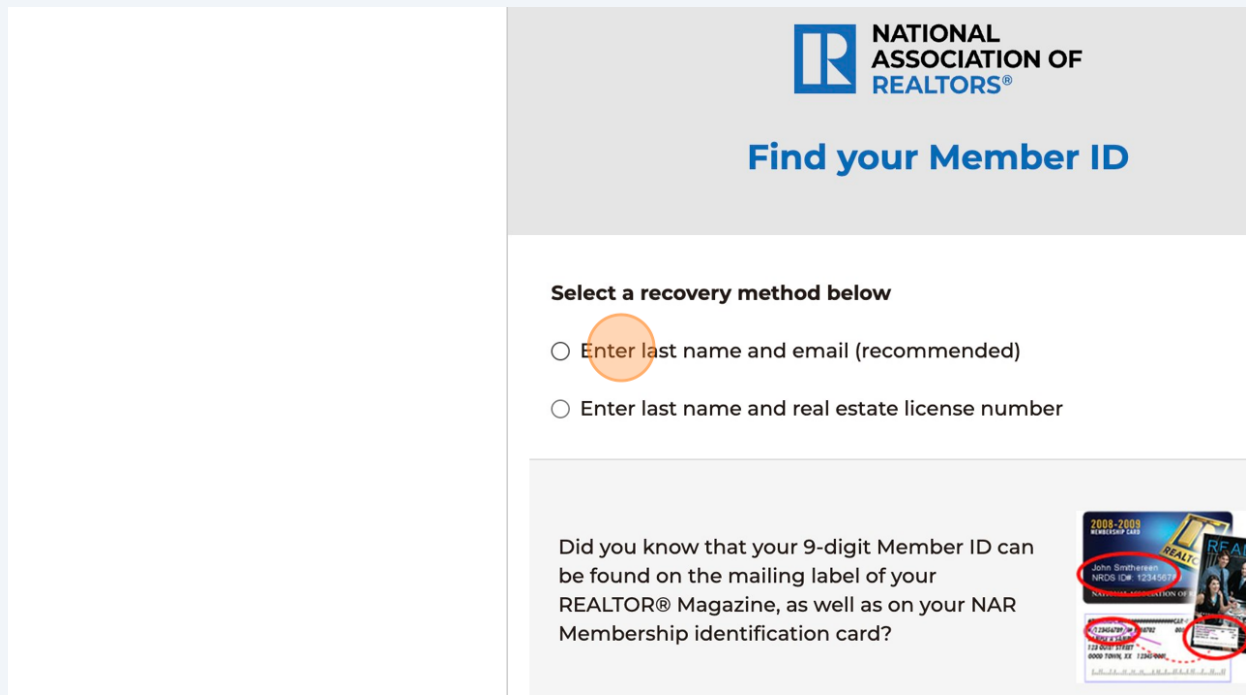
Click "Find your Member ID"

The screenshot shows the 'Validate with NAR information' modal form. The background shows the 'eSign Rooms' dashboard with tabs for 'Dashboard', 'Rooms', 'Inbox', and 'My Documents'. The modal form has the following fields:

- Member ID \***: A text input field with a placeholder '(9 digit number, no dashes)'. Below it is a link 'Find your Member ID' which is circled in orange.
- Last Name \***: A text input field containing 'Sechman'. Below it is a note 'Last name must match your RE license'.
- Association \***: A dropdown menu with 'PENNSYLVANIA ASSOCIATION OF REALTORS®' as the selected option.

At the bottom of the modal is a note 'Choose any where you're a member'.

11 Click "Enter last name and email (recommended)"



The screenshot shows the 'Find your Member ID' page from the National Association of REALTORS®. The page has a grey header with the NAR logo and title. Below the header, the text 'Find your Member ID' is displayed in blue. Underneath, the instruction 'Select a recovery method below' is followed by two radio button options. The first option, 'Enter last name and email (recommended)', is selected and highlighted with an orange circle. The second option is 'Enter last name and real estate license number'. At the bottom, there is a text block explaining that the 9-digit Member ID can be found on the mailing label of the REALTOR® Magazine or the NAR Membership identification card. To the right of this text is a small image of a magazine mailing label and a membership card, both with red circles highlighting the Member ID.


NATIONAL ASSOCIATION OF REALTORS®

### Find your Member ID

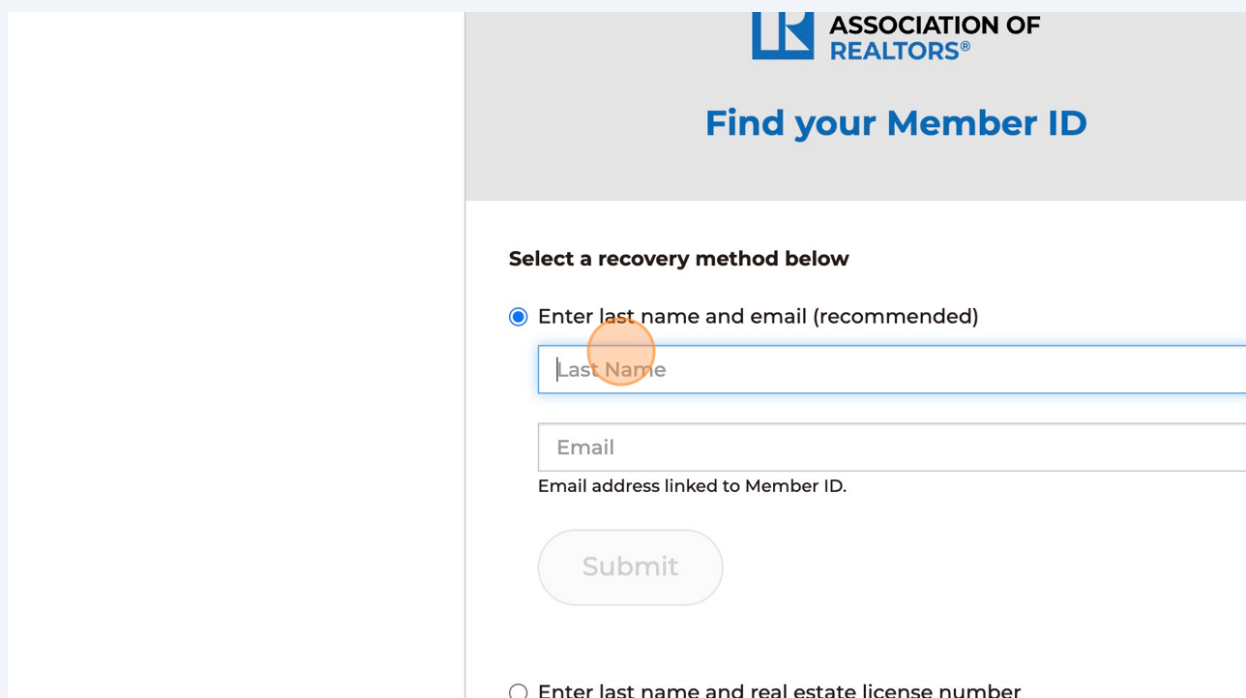
Select a recovery method below

- ☒ Enter last name and email (recommended)
- ☐ Enter last name and real estate license number

Did you know that your 9-digit Member ID can be found on the mailing label of your REALTOR® Magazine, as well as on your NAR Membership identification card?



12 Click the "Last Name" field.



This screenshot shows the same 'Find your Member ID' page, but with the 'Enter last name and email (recommended)' option selected. The 'Last Name' input field is highlighted with an orange circle. Below the 'Last Name' field is an 'Email' input field, followed by the text 'Email address linked to Member ID.' and a 'Submit' button. At the bottom, the second radio button option is visible but not selected.

ASSOCIATION OF REALTORS®

### Find your Member ID

Select a recovery method below

- ☒ Enter last name and email (recommended)
- ☐ Enter last name and real estate license number

Last Name

Email

Email address linked to Member ID.

Submit

### 13 Click "Submit"

#### Select a recovery method below

- ☒ Enter last name and email (recommended)

Sechman

michael@hersheyareahomes.com

Email address linked to Member ID.

Submit

- ☐ Enter last name and real estate license number

Did you know that your 9-digit Member ID can be found on the mailing label of your REALTOR® Magazine, as well as on your NAR Membership identification card?



### 14 Copy your member ID



NATIONAL  
ASSOCIATION OF  
REALTORS®

Find your Member ID



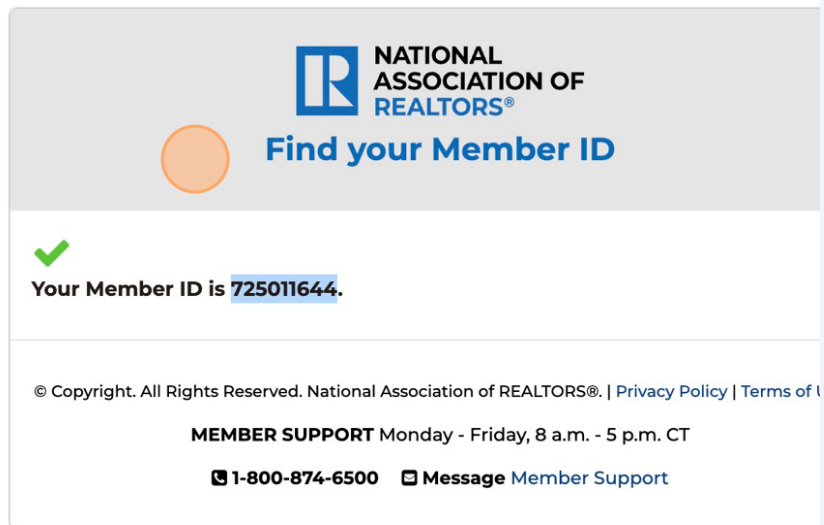
Your Member ID is 725011644.

© Copyright. All Rights Reserved. National Association of REALTORS®. | [Privacy Policy](#) | [Terms of Use](#)

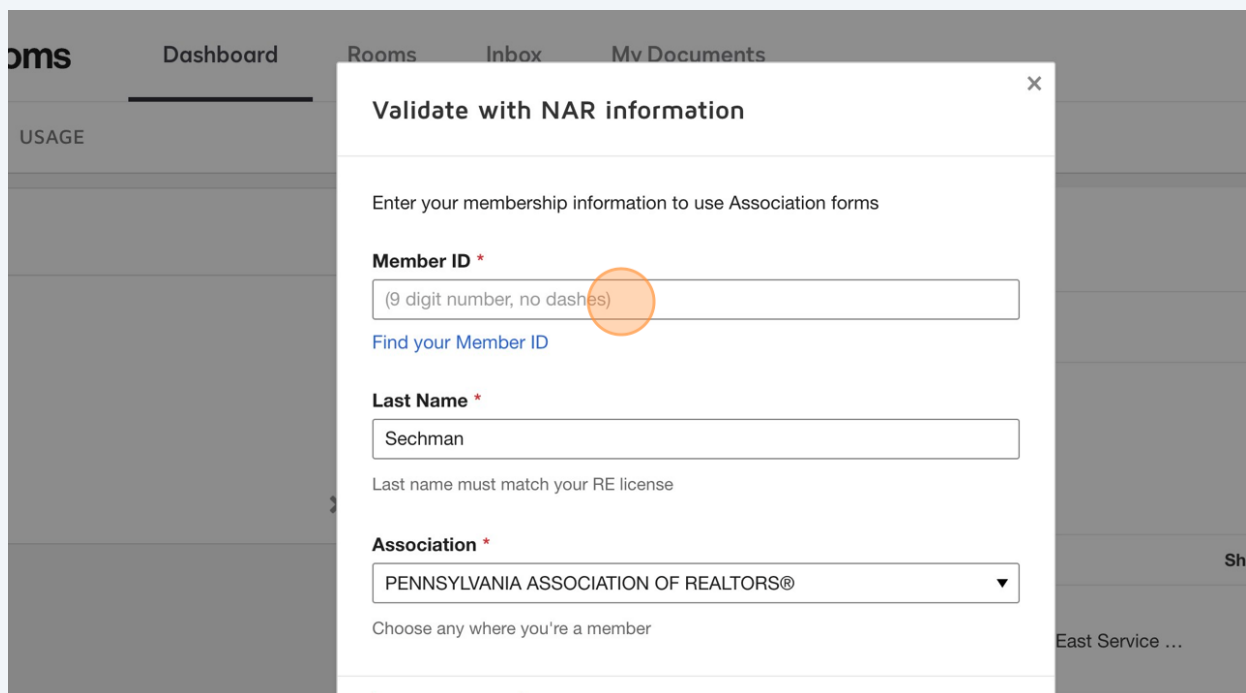
MEMBER SUPPORT Monday - Friday, 8 a.m. - 5 p.m. CT

📞 1-800-874-6500 📧 [Message Member Support](#)

15 Click "Find your Member ID"



16 Paste in your member ID





## 17 Click "VALIDATE"

The screenshot shows a web form with two main sections. The top section is titled 'Last Name \*' and contains a text input field with the value 'Sechman'. Below the input field is a small text label: 'Last name must match your RE license'. The bottom section is titled 'Association \*' and contains a dropdown menu with the selected value 'PENNSYLVANIA ASSOCIATION OF REALTORS®'. Below the dropdown is a small text label: 'Choose any where you're a member'. At the bottom of the form, there are two buttons: 'VALIDATE' (highlighted with an orange circle) and 'CANCEL'. The background of the form is a dark gray sidebar with links like 'ifications', 'x Details', and 'grations'. The right side of the form is a light gray area with a section titled 'Integrations' and a subtitle 'Select which cloud storage services you want to see in the add files list'. Below this are logos for 'Dropbox', 'Google Drive', and 'box'.

**Last Name \***

Sechman

Last name must match your RE license

**Association \***

PENNSYLVANIA ASSOCIATION OF REALTORS®

Choose any where you're a member

**VALIDATE** **CANCEL**

**Integrations**

Select which cloud storage services you want to see in the add files list

**Dropbox**

**Google Drive**