



HOW DO I...

Make PAR Store Purchases:

The PAR store signage and other supply needs will remain available to our members via email. To make a purchase from the PAR store, please email Joni Humphreys at joni@pensacolarealtors.org with the items you wish to purchase and set up a time for pick-up.

Make Payments:

We encourage the use of paying open invoices via the online member portal, however cash/checks can be accepted at the PAR Office by placing the payment in a sealed envelope and dropping it in one of the mailboxes located in the front & back of the building. If you choose to drop off the payment, please notify Sarah via email at sarah@pensacolarealtors.org.

Obtain Lockboxes:

If you need to purchase a lockbox, please send an email to lois@pensacolarealtors.org with the number of lockboxes you wish to purchase and the shackle code you wish to place on the lockbox. Lois will contact you to schedule a time for you to pick up your lockbox. Lockboxes will be shackled to the back door of the PAR office, and you will need to know your shackle code in order to detach your lockbox for pickup.

Set up Supra eKEY:

If you need to place the Supra eKEY on your smartphone, first download the Supra eKEY app on your iPhone or Android by going to the iPhone's App Store or Android's Google Play Store and searching for the "Supra eKEY" app. Once you have it downloaded, please email Lois at lois@pensacolarealtors.org and she will set up a time to call and guide you through the rest of the process.

Get Continuing Education:

While all CE classes at PAR have been cancelled or postponed to dates TBD, there are several online options available to you. Below you will find a link to 3 and 4 hour courses (all \$15 or under), in addition to a 14 hour course (\$19) that you can take online to satisfy any hours you may need for renewal. PLEASE NOTE: Florida Governor Desantis has extended the March 31 license renewal deadline to April 30 to assist in these uncertain times. If you have any questions, please email Sarah at sarah@pensacolarealtors.org.

<https://floridarealtors.theceshop.com/online-education/florida/real-estate/broker-and-sales-license/continuing-education/courses.html?marketingcode=pensacola>

Apply for Membership:

For REALTOR® or Affiliate Business Partner Membership, contact Laurie Moritz, Member Services and Events Coordinator at laurie@pensacolarealtors.org and request a new member application packet. Once completed, returned and reviewed, Laurie will provide you with further instructions on how to pay your membership fees online.

Access Other Resources:

Department of Business and Professional Regulation (DBPR): 850-487-1395
Florida REALTORS® Legal Hotline: 407-438-1409
FR Tech Helpline: 407-587-1409
Paragon Support Line: 877-657-4357

We are doing everything in our power to remain available to our members and we appreciate your patience at this time. Please remember to check your email, PAR social media, www.pensacolarealtors.org, and www.parmls.com for updated information as it becomes available.