



## Membership/M1 User Group Meeting Notes

### **Meeting Information:**

**Date:** 2/26/2026

**Time:** 2pm – 4:30pm

**Location:** Virtual Zoom Meeting, meeting was recorded.

**Meeting Link:** Will be provided after meeting

1. **Membership Contact Information**
  - a. Membership Distro Information – Preferred method of contact
  - b. TR Membership Team
2. **Membership Customer Service**
3. **Zip Forms**
  - a. Member Access Inquiries
4. **Hot Topics**
  - a. TREC
  - b. 2026 TR Calendar
5. **Membership Information: Continuing 2025 Dues Billing Season**
  - a. **Reminder:** 2026 TxRealtors dues remain the same, **R=\$157/AFF=\$117**
  - b. 2026 NAR Dues remained the same. **\$156**, plus \$45 Image Campaign = **\$201**
  - c. Remitting an EFT (Membership Dues)
  - d. Remitting an EFT (TREPAC Contributions)
  - e. Ecommerce: EFT Modules
  - f. EFT Processing for Membership Dues/Assessments: Do's and Don'ts
  - g. Creating a Prepared Payment
6. **Portal Processes: Board Portal**
  - a. How to access it? Getting Started
  - b. Who can access it?
  - c. What is on the board portal?
7. **Portal Processes: Member Portal**
  - a. How to access it? Getting Started
  - b. Who can access it?
  - c. What is on the Member portal?
8. **2026 TR Dues Schedule**
  - a. Who is allowed to prorate?
  - b. Who owes full years' dues?
9. **Membership Processing:**
  - a. ACH Process: What to expect?
  - b. Member dues posting
  - c. Paid Status - Member Access to Texas REALTORS Member benefits (ZipForms)
  - d. Join Dates: Local VS NAR
10. **Overpayments**
  - a. What is an Overpayment?
  - b. Who to resolve Overpayments?

## 11. Board Credit Process

- a. TxRealtors Dues remain Non-Refundable.
- b. Requirements for Board Credit Review

## 12. Underpayments

- a. What is an Underpayment?
- b. How to review Underpayments?
- c. How to resolve Underpayments?
- d. New Underpayment Invoice Process

## 13. Clean-Up Reports

### 14. Active Unpaid <https://portal.texasrealestate.com/reports/finance>

- a. What is an Active Unpaid?
- b. Why are they on the report?
- c. Dues Policy: When to prorate?
- d. Current Updates: AFF, IAs, Non-members
- e. Best Practices Recommendations

### 15. Unreported Licensees: <https://portal.texasrealestate.com/reports/membership>

- a. What is an Unreported Licensee?
- b. DR Dues Formula
- c. Tentative: Daily Online UL Report
- d. Why are they on the report?
- e. Working List
- f. Best Practices Recommendations
- g. Licensing Agencies
- h. Broker Communications

## 16. LFRO Process

- a. What is a LFRO? Limited Function Referral Office
- b. DBAs
- c. Agent/License Placement at TREC
- d. Board Responsibilities
- e. How to find the LFRO agents?
- f. Conversion: LFRO to REALTOR
- g. Secondary LFRO membership

## 17. Affiliate Membership

- a. What is an Affiliate member?
- b. Affiliate vs Institute Affiliate
- c. Designations and Certifications
- d. IA to REALTOR Convert

## 18. M1 Information

- a. NAR M1 Secondary Cleanups
- b. NAR M1 Quarterly Cleanups (Home Address/Duplicate Firms/Empty Firms)
- c. M1 Support/Ecommerce Support
- d. Local Staff/Association information in M1
- e. Update: 2026 Leadership in M1 after your elections

**19. NAR Criteria for POE Standards**

**20. ByLaws**

**21. Training Information**

- a. Camryn Ball
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  - ii. Direct Line: 512-370-2187
- b. Membership Inquires Email:
  - i. [Membership@texasrealtors.com](mailto:Membership@texasrealtors.com)
  - ii. [Cball@texasrealtors.com](mailto:Cball@texasrealtors.com)
- c. Schedule Meeting/Training with me!
  - i. Link for Zoom Meeting: [Book time with Camryn Ball via Zoom](#)
  - ii. Link for Teams Meeting: [Book time with Camryn Ball via Teams](#)