

Instructions for Obtaining the Dotloop Agent Premium Product

Part 1:

If your Broker does not make available to you the Dotloop Agent Premium Product, you can obtain it through your local Association as a Member Association of the Michigan Regional Information Center, LLC (MichRIC).

Click on the following link and follow the instructions below to obtain the Dotloop Agent Premium product. <https://www.dotloop.com/#/signup>

The link will take you to a Dotloop registration page. Fill out your name, email, and create a password. When you are successfully logged in, go to the top right side of your page and hover over your initials and click on 'My Account'. On the left side of the My Account page, click on 'Profiles', then 'Add Association'. This is where you will type in "Michigan Regional Information Center". When you do this, it will ask you for your invitation code. Your invitation code is for members only and has been provided to you by the Board Office. Once completed, go to the bottom of the page and click on "save". You are now ready to start a loop.

Part 2:

Dotloop Agent Premium Users,

Please make certain to complete the below steps within your dotloop account as soon as possible to ensure your account is correctly connected to your respective local Association/Board. This is a new field in your dotloop Account Profile and will assist dotloop and MichRIC in identifying your local Association

Log onto dotloop.com

Click on circle on the top, right side

Click on My Account

Click on Profiles on the left side

Click on Add Association

Type in your local Association, as you start to type you will be offered a local Association to select.

If you have any questions, please do not hesitate to reach out to dotloop support team at 888-DOTLOOP or support@dotloop.com.