

ESTABLISH YOUR ALTA REGISTRY LISTING WITH 4 EASY STEPS



STEP ONE:

Visit alta.org/rms and login with your ALTA ID and password. **BUT WHAT IF** you don't have an ALTA ID? There's a section on the website that allows you to apply and receive an ID in real time. Can't remember your ALTA ID? Simply visit alta.org and click "forgot password" in the top right of the page. You'll receive an email with your ID and password immediately.



STEP TWO:

Make sure you're the company contact that has access to the ALTA Registry. **BUT WHAT IF** you aren't listed? Your current company contact's name will appear. ALTA staff can help you update that information if it's out of date.

Need more help? The ALTA Registry staff is available to assist you by contacting altaregistry@alta.org or 855-618-2582



STEP THREE:

Now that you're logged into the Registry Management System (RMS), review the bulleted instructions for each step to take next. **BUT WHAT IF** you're still confused? Simply check the info-dots and watch for the green buttons. Remember: lenders won't be accessing the ALTA Registry data until 2018.



STEP FOUR:

Select your office location(s) to be listed in the ALTA Registry and your underwriter(s) for each location from the drop down menu. **BUT WHAT IF** you have incorrect addresses, etc.? Follow the on-screen instructions to make address updates and select/add contact info for each location. If your underwriter isn't available yet, it's OK. Many underwriters are in the on-boarding process.