New Jersey Realtors®
Circle of Excellence Sales Award®
Online Application

Quick-Start Guide
To log in to the online application, visit https://coe.njrealtor.com or click on the Circle of Excellence link on your “My Account” page on njrealtor.com

You will log in with your usual njrealtor.com e-mail and password
When you first log in to the system, you will be given the option to add an office assistant/admin to your application. This allows an office assistant to log in and complete multiple separate applications for agents in an office.

Before you do anything, please complete the account setup prompts below.

Let's take a moment to set up your account.

The system allows for office admins/assistants to be granted access to your application, so that they can fill it out and/or pay for your award.

Are you planning on granting access to an office admin/assistant?

Yes, I'd like to enter an admin/assistant e-mail address.  
No thanks, I'll fill it out/pay by myself.
The main dashboard outlines the application process, as well as posts this year’s deadline. Read over the information, then click “Start/Continue My Application” to move to the next step.

**NOTE:** An option for those looking to pay only for Distinguished Sales Club is also available.
The main navigation bar allows you to click between the different parts of the application, such as transactions and industry units, which can be completed in any order and at any time. (The system saves your progress, application does not need to be completed in one sitting.)

You will notice that the Pay / Print options are not available at first. You need to enter enough transactions to earn at least a Bronze award, then the Pay option will be available. After you have successfully paid for your application, you will then be able to print your final application, which must be submitted to your local board/association, in person, by the deadline.

Also in the header section are pop-up tools for viewing previous award history, your current award status level (based on transactions entered), and the application rules (including advertising rules).
The transactions page is the primary screen of the online application. It shows you your current award status & method, and has 4 sections for each of the 4 types of transactions.

The system will calculate your award level automatically using the transaction information you enter.

Click “New Transaction” to enter a transaction, or “View Proof Requirements” to see the required verification materials for each transaction. Click on any of the 4 transaction type sections to expand that section and view/edit/delete any transaction if needed.
To enter a transaction, you will select the transaction type, enter the MLS#, street address, closing date, and total dollar value.

If you were a dual-agent on this transaction, check off the Dual Agent box, and the system automatically saves the other side of the transaction to your application, so you don’t have to enter it twice.
Once you have earned an award and unlocked the Payment screen, you will then select your award item (Plaque/Plate/Certificate).

**New:** If you don’t want any item, you can now select “Fee Only” to pay the $25 application fee only.

If you also need to pay for Distinguished Sales Club, you can add it to your order here.
On the next screen, you will confirm your order and selected items. Confirm the order is correct and agree to the refund policy by checking the boxes.

Then, scroll down to find the credit card and billing information section.
After your payment has been processed successfully, go to the “Print” page in the main site navigation to print your final application summary sheet.

Click the “Print” button to print your application.

Remember that both the applicant and the broker need to sign the application in the marked locations after it has been printed.
To complete your application, you must hand in your hard-copy application with all accompanying verification materials to your local board by their close of business on Jan. 5, 2018. **NO EXCEPTIONS.**