


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

# Quick-Start Guide



# Logging In

- 💧 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



The screenshot shows the login interface for the New Jersey REALTORS® Circle of Excellence Sales Award. At the top, the logo features a stylized building icon and the text "NEW JERSEY REALTORS®" and "Circle of Excellence Sales Award®". Below the logo are two tabs: "AGENT LOGIN" (selected) and "ASSISTANT LOGIN". Under the "AGENT LOGIN" tab, there is a lock icon and the text "AGENT LOGIN". Below this, a message states: "Please log in with your regular NJ REALTORS® e-mail address and password." There are two input fields: "Enter e-mail address" and "Enter password", both with clear (X) buttons. Below the input fields is a "LOGIN" button. A link "Forgot password?" is located below the login button. At the bottom, the footer contains "New Jersey REALTORS®" on the left and "© 2017" on the right.

# First Look

- 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.

# Dashboard

💧 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.

Hi, Quentin!

Welcome to the NJ REALTORS® Circle of Excellence Sales Award® application. This award recognizes those members who have demonstrated excellence in the field of salesmanship. Units are earned for quantity and dollar value of closed transactions throughout the calendar year.

Starting this year, we will no longer be accepting any hand-written applications. You **must** enter all of your transactions online, pay for the award, print out your summary sheet, and then submit a hard copy to your local board.

Additional details on the application process are below.

[START/CONTINUE MY APPLICATION](#)



**DEADLINE: January 5, 2018**

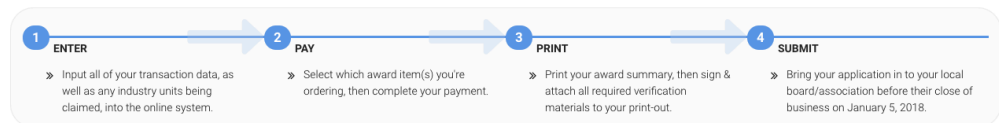
Completed applications, payment receipts, & supporting documents are due to applicant's local board/association by close of business. NO EXCEPTIONS.

#### DISTINGUISHED SALES CLUB APPLICANTS

If you're **only** applying for Distinguished Sales Club this year (not Circle of Excellence), click the button below to complete your payment. COE applicants will have the option to pay for DSC along with their application.

[DSC PAYMENT](#)

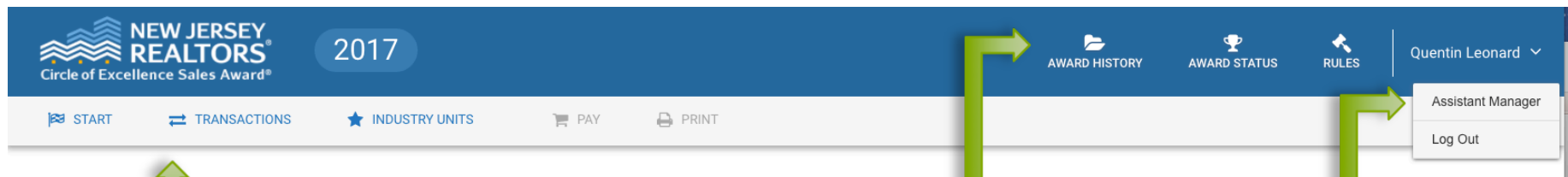
#### How To Apply



**Application Steps**

# Navigation/Header

- ◆ 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).



 **Main Navigation**

**Pop-up Tools**

**Add/Remove  
Assistant**

# Transactions

Award Status

- 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.

The screenshot displays the Transactions page interface. At the top, there are two tabs: "Dollar & Unit Method" (selected, green) and "Supply Unit Method" (grey). Below the tabs, the "Dollar & Unit Method" section shows: SALES at \$3,500,000.00; UNITS at 52.000 + 0 IU = 52.0 TOTAL; CURRENT AWARD LEVEL at BRONZE; and NEXT LEVEL at Silver (\$6.5 million / 20 units). The "Supply Unit Method" section shows: UNITS at 52.000 + 0 IU = 52.0 TOTAL; CURRENT AWARD LEVEL at BRONZE; and NEXT LEVEL at Silver (70 units). Below these, a horizontal bar shows the award levels: Bronze (selected), Silver, Gold, and Platinum. At the bottom, there are two buttons: "+ NEW TRANSACTION" and "VIEW PROOF REQUIREMENTS". Below the buttons, there is a link: "Click here for a printer-friendly transactions view". At the bottom, there are four expandable sections: "2 | CLOSED SALES", "0 | CLOSED LISTINGS", "0 | LONG TERM RENTALS (1 YEAR OR LONGER)", and "1000 | SHORT TERM RENTALS (LESS THAN 1 YEAR)". Each section has an "Expand Section" button with a dropdown arrow.

Method	Sales	Units	Award Level	Next Level
Dollar & Unit Method	\$3,500,000.00	52.000 + 0 IU = 52.0 TOTAL	BRONZE	Silver (\$6.5 million / 20 units)
Supply Unit Method		52.000 + 0 IU = 52.0 TOTAL	BRONZE	Silver (70 units)

My Transactions

+ NEW TRANSACTION VIEW PROOF REQUIREMENTS

[Click here for a printer-friendly transactions view](#)

2 | CLOSED SALES Expand Section

0 | CLOSED LISTINGS Expand Section

0 | LONG TERM RENTALS (1 YEAR OR LONGER) Expand Section

1000 | SHORT TERM RENTALS (LESS THAN 1 YEAR) Expand Section



4 Transaction Type Sections



# Entering a Transaction

- 💧 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.

**Transaction Type Options**

Transaction Details Form

Transaction Type

☐ Closed Sale

☐ Closed Listing

☐ Long Term Rental  
i 1 year or longer

☐ Short Term Rental  
i Less than 1 year

Dual Agent

☐ Create a dual-agent copy of this transaction ?

**NOTE:** If selected, we'll save a duplicate copy of this transaction for the other side. Don't enter the transaction twice!

MLS# if no MLS#, write "none"

Address e.g. 123 Main St., Anytown, NJ 01234

Close Date mm/dd/yyyy

Total Dollar Value

\$

# Payment - Step 1

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.

Circle of Excellence Payment


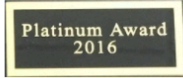

STEP 1: Select Award Items    STEP 2: Enter Payment Details    STEP 3: Done!

1. AWARD LEVEL: 🏆 GOLD

Why can't I change this?

2. SELECT AWARD ITEM(S):

**NOTE: You cannot order a plaque & plate - plaque comes with plate attached.**

		
<b>Plaque</b> \$50.00	<b>Plate</b> \$30.00	<b>Certificate</b> \$30.00
<ul style="list-style-type: none"><li>Wooden wall mount plaque (perpetual) with Name, Level and Year included.</li><li>Includes an attached plate.</li></ul>	<ul style="list-style-type: none"><li>Year and Level Plate to be placed on a previously ordered plaque.</li></ul>	<ul style="list-style-type: none"><li>Embossed Certificate with name, level and year with embossed seal.</li></ul>
<a href="#">ADD TO CART</a>	<a href="#">ADD TO CART</a>	<a href="#">ADD TO CART</a>

**Don't want an item?**

**Fee Only** \$25.00

- Pay for the application fee only.
- No award item will be given!**

[ADD TO CART](#)

**Add-on Item**

**Distinguished Sales Club** \$40.00

- IMPORTANT:** You must submit a separate NJ Realtors® Distinguished Sales Club application and proof if you select this award.

[Click here to download the application](#)

[ADD TO CART](#)





# Payment - Step 2

- 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.

Confirmation  
Boxes

Order Summary



MY ORDER	
AWARD LEVEL:	Gold
NAME ON AWARD: John Smith	
SELECTED ITEMS:	
Certificate	\$30.00
Distinguished Sales Club	\$40.00
<a href="#">Click here to download the application</a>	
GRAND TOTAL: \$70.00	

**CONFIRM ORDER**

☐ I attest that all the information above is correct.

**RETURN & REFUND POLICY**

No refund will be provided, except if the NJ REALTORS® Circle of Excellence Sales Award® Committee or the local board/association verification committee determines that the applicant did not qualify for the 2017 NJ REALTORS® Circle of Excellence Sales Award® or otherwise rejects the Applicant's application. In no event will any refund be issued until after March 1, 2018.

☐ I agree to the refund policy above.

# Printing Application

- 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.

 Print



Print button



2017 Award Application

**Application Year:** 2017  
**Application Type:** Online  
**Award Level:** Gold

## APPLICANT INFORMATION

FIRST NAME	Quentin
LAST NAME	Leonard
NRDS ID	85824698
E-MAIL ADDRESS	qleonard@njrar.com
FIRM NAME	NEW JERSEY ASSOCIATION OF REAL
FIRM ADDRESS	10 Hamilton Ave. Trenton, NJ 08611
OFFICE PHONE	609-341-7100
CELL PHONE	N/A
BOARD/ASSOCIATION	New Jersey REALTORS®
JOIN DATE	08/05/2012

## ORDER INFORMATION

RECIPIENT NAME	John Smith
AWARD LEVEL	Gold
AWARD ITEM(S)	Certificate
DISTINGUISHED SALES CLUB?	Yes
AMOUNT PAID	\$70.00

## PAYMENT/RECEIPT INFORMATION

# Submitting Your Application

- ◆ 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. 7, 2019. NO EXCEPTIONS.