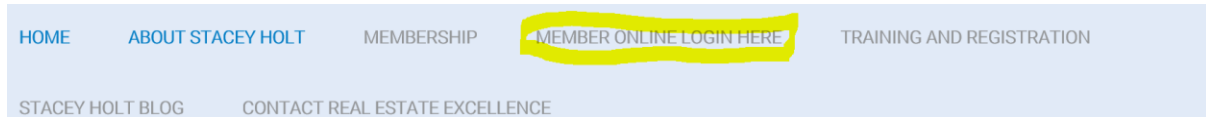


How to use member online – Platinum PME example shown



Go to www.realestateexcellence.com.au

Click on Member online login here as shown below on the home page



Then enter your member office username and password – screen shot below of what you will see once you click on the member online login here

Member online - the intranet for Real Estate Excellence member offices. Need help using member online? Please contact us. Member online is linked to accounts, therefore, if any accounts are overdue, online access may be restricted.

There is one email linked to your office membership account. This is either the licensee or senior manager/property manager email address. The one email address for your agency can be changed upon request to us via email which will allow for change of password/username by your agency anytime. [Contact Us](#) for details.

If staff have left your agency, or staff need to be added, please advise us via email. Staff details update form can be found at the contact us page of the website.

Thank you for being a member office of Real Estate Excellence.
Stacey Holt



Username * | _____

Password * _____

LOG IN

If we can assist you any further, please email stacey.holt@realestateexcellence.com.au and we can make an appointment to step through this guide with you verbally.

How to use member online – Platinum PME example shown



Once the username and password details are entered as per above;

You will see the following screen – click on the ‘world’ – blue hyperlink as shown at bottom in yellow

Documents Platinum PME

Documents available for PLATINUM PME SYSTEM online members only

Please click on the link below.

All information is copyright to Real Estate Excellence Academy Pty Ltd and Stacey Holt.

Members are reminded not to share or provide information and Real Estate Excellence intellectual property to third parties outside the member office.

Once members logged in there is no requirement to sign up to “DropBox” (the programme used for the intranet site). Once you are logged in, you do not need to take any other action other than use the site as is.

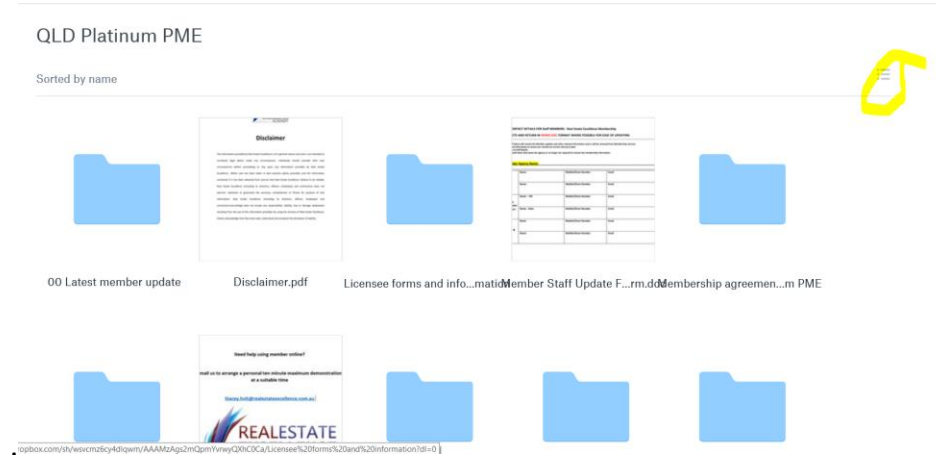
 [Member online Platinum PME - Dropbox](#)

If we can assist you any further, please email stacey.holt@realestateexcellence.com.au and we can make an appointment to step through this guide with you verbally.

How to use member online – Platinum PME example shown



The screen will then open to a shared dropbox folder system. Click on the yellow tab as shown below on right hand side of the screen. This will make the screen tiled as shown below which is easier for most people to review. Review the following screens.



This is what you will see below when you click on the yellow tab as per above and change setting

Name	Modified
00 Latest member update	--
Disclaimer.pdf	10/02/2014 10:26
Licensee forms and information	--
Member Staff Update Form.doc	31/07/2017 09:36
Membership agreement Platinum PME	--
Monthly member updates	--
Need help using member online..JPG	30/01/2018 15:04
PME manual updates chapter version guide	--
PME system Property Management Excellence	--
RTA carpets pools pets	--
RTRA Act new laws info	--
Sales forms and manual	--

If we can assist you any further, please email stacey.holt@realestateexcellence.com.au and we can make an appointment to step through this guide with you verbally.

How to use member online – Platinum PME example shown



Property Management Excellence PME system tips

There is no back button regrettably, so each time you X out of a screen, it will take you to the 'world' again – the first screen after you logged in. Simply click on the 'world' hyperlink again, and then go to the folder you want. Click on the folder called PME system Property Management Excellence.

Documents Platinum PME

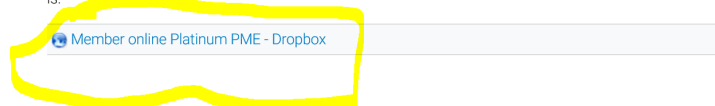
Documents available for PLATINUM PME SYSTEM online members only







Please click on the link below.

All information is copyright to Real Estate Excellence Academy Pty Ltd and Stacey Holt.

Members are reminded not to share or provide information and Real Estate Excellence intellectual property to third parties outside the member office.

Once members logged in there is no requirement to sign up to "DropBox" (the programme used for the intranet site). Once you are logged in, you do not need to take any other action other than use the site as is.



 Need help using member online..JPG	30/01/2018 15:04
 PME manual updates chapter version guide	--
 PME system Property Management Excellence	--
 RTA carpets pools pets	--
 RTRA Act new laws info	--
 Sales forms and manual	--

There is no need for you to sign in to dropbox. Download the PME system quick chapter guide. This is a great guide to show you what items are in what folder as part of the PME system. When you are logging in, use the guide to show you what folder you want to access. (refer to next page). Please review below and ensure you check the chapter/folder of the manual [Version guide](#) which is always on the home page of the website www.realestateexcellence.com.au, in a folder at member online, plus emailed to your office each month as part of member update service.

If we can assist you any further, please email stacey.holt@realestateexcellence.com.au and we can make an appointment to step through this guide with you verbally.

How to use member online – Platinum PME example shown



The Property Management Excellence (PME) system includes the Sales Excellence training and procedures manual.

- The PME system includes an 1800 plus page manual divided into 38 chapters. The chapters are updated when required online due to legislative and or best practice changes. [Review quick content guide here of the PME system](#) or [review the detailed chapter guide here](#)
- Over 50 training videos online to view online anytime [View the online videos to view anytime](#)
- A 15-minute tenancy sign up presentation with your agency logo to save on time plus for risk management. [View example here](#)
- 40 plus page landlord listing booklet to help win new business and educate investors.
- Hundreds of best practice form/email templates and information online for sales, licensee and property management.
- Sales Excellence manual; 400 plus pages of quality compliance, best practice and risk management advice divided into 16 chapters, plus sales best practice forms. [More information here regarding the Sales Excellence manual.](#)

Disclaimer

The information provided by Real Estate Excellence is of a general nature only and is not intended to constitute legal advice under any circumstances. Individuals should consider their own circumstances before proceeding to rely upon any information provided by Real Estate Excellence. Whilst care has been taken in best practice advice provided, and the information contained in it has been obtained from sources that Real Estate Excellence believe to be reliable, Real Estate Excellence (including its directors, officers, employees and contractors) does not warrant, represent or guarantee the accuracy, completeness or fitness for purpose of that information. Real Estate Excellence (including its directors, officers, employees and contractors) accordingly does not accept any responsibility, liability, loss or damage whatsoever resulting from the use of the information provided. By using the services of Real Estate Excellence, Clients acknowledge that they have read, understood and accepted this disclaimer of liability.

If we can assist you any further, please email stacey.holt@realestateexcellence.com.au and we can make an appointment to step through this guide with you verbally.