If you’re an independent sales associate who affiliated with the company after October 22, 2014, go to page 5.

Company materials, programs, or meetings that are not for compliance purposes are optional for your use as an independent sales associate affiliated with the Company. Your use is not required for your continued affiliation with the Company.
STEP ONE: ENTERING FROM THE NRT GATEWAY

1. Go to NRT Gateway home page at www.nrtgateway.com and click any of the highlighted buttons to continue.
1. Click “I agree” or close your browser window if you choose not to proceed.
   Note: If you have already agreed to the Terms and Conditions, you won’t see this box.
STEP THREE: FULL ACCOUNT ACCESS

1. You can now access your account using the tabs provided.

This document contains suggestions and best practices that you may use at your discretion.
GETTING STARTED WITH INTOUCH

If you’re an independent sales associate who affiliated with the company after October 22, 2014, here’s how to access the InTouch system and activate your account:

**STEP ONE: ENTERING FROM THE NRT GATEWAY**

1. Go to the NRT Gateway home page at [https://nrtgateway.com](https://nrtgateway.com) and click on "Activate Your Account"
STEP TWO: INTOUCH ACTIVATION REQUEST

1. After reading the introduction, click the “Activate InTouch” button to continue
**STEP THREE: ACCEPTANCE OF TERMS**

1. Check the box to approve terms

2. Make sure all your contact information is correct (gray boxes are not editable)

3. Enter your name in the “Signature” field

4. Click “Continue” button

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This document contains suggestions and best practices that you may use at your discretion.
STEP FOUR: ACCOUNT SET-UP COMPLETION

1. Enter the zip code where you do business
2. Enter domain name selection
3. Enter the email prefix
4. Click “Finish Setup”
STEP FIVE: SET-UP CONFIRMATION

1. Click the “Continue” button

Thank you for signing up for InTouch,

We’re excited to get you started with your new InTouch system. It will help you maximize leads, manage contacts, build your personal brand, and close more transactions. Everything you need to be successful is right at your fingertips.

Continue

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STEP SIX: WELCOME TO INTOUCH

A. Click the “Get Started” button to begin using your account  
OR  
B. “Tap Into Your Resources” to access tutorials  
OR  
C. “Begin using InTouch” to access the system dashboard  
OR  
D. “Go Pro Now” to upgrade to the Pro version

This document contains suggestions and best practices that you may use at your discretion.