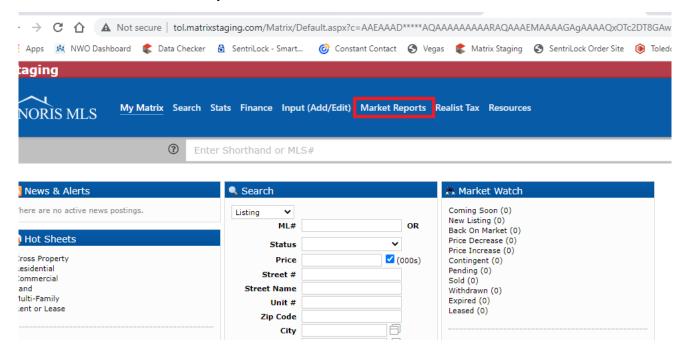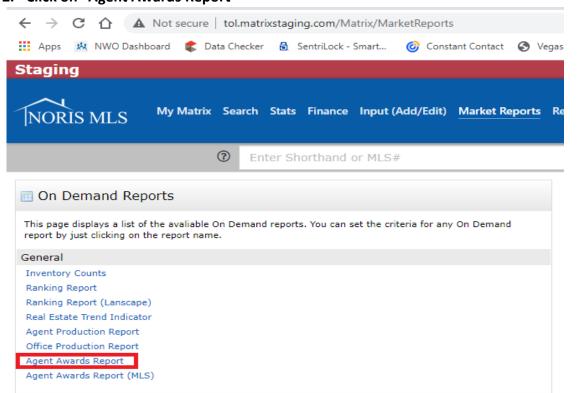![NORIS MLS logo]

"AGENT AWARDS REPORT" INSTRUCTIONS

(For President's Sales Club Application)

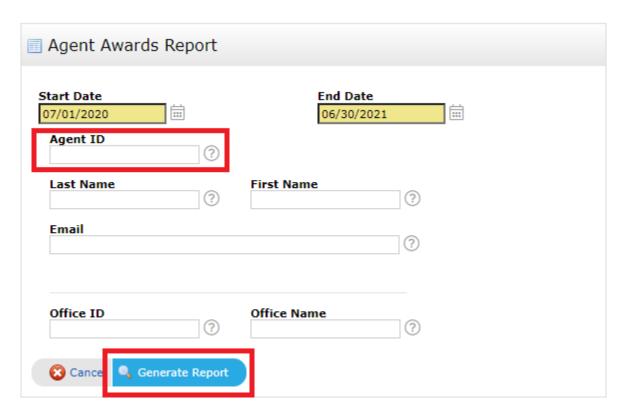1. **Click on "Market Reports"**

2. **Click on "Agent Awards Report"**

3. **Enter the following Information:**
   Start Date - 07/01/2020 **End Date – 06/30/202**1 **Enter you MLS "Agent ID"**
   Do not fill in your First Name, Last Name, Email, Phone or Office information.

4. **Click on "Generate Report"**

5. **Print Report**