



# STAFF SUBSCRIBER HOW-TO GUIDE

---

For individuals working for an Office Member, access REIV news and updates, special rates on professional development activities and more.



# REIV Office Membership

## Support for Your Staff

As a valued REIV Office Member we believe in supporting you and your team with the tools, resources, and opportunities to excel. As part of your Office Membership, all your employees who have yet to take out an individual membership can subscribe to the REIV at no cost to them or to the office.

Subscribers have access to a wealth of exclusive benefits designed to enhance their professional development and elevate their success:

**Professional Development Opportunities:** Your team will have direct access to REIV events, webinars and training sessions including discounted pricing, expanding their skills and knowledge.

**Information and Guidance:** Your team can directly contact the experienced REIV Information Officers for guidance and support, helping them make the right decisions each time.

**Latest Information and Updates:** No need to forward REIV emails to staff any more. Subscribers receive timely updates on market trends, industry insights, and regulatory changes directly to their inbox, helping your team stay ahead of the curve and make informed decisions to stay competitive in the real estate market.

**Wellbeing Resources:** Give your team access to the EAP member only login for tips and resources on maintaining well-being and promoting mental health both in and out of the workplace.

**Discounts:** The REIV Rewards program provides access to discounts, offers and deals on a large variety of services and products ranging from cars to gift cards.

### What you need to do:

Getting your team on board is easy and is managed by the Officer in Effective Control or any Office Membership authorised Account Administrator. Simply follow the steps outlined below and we will send an opt in email directly to each employee you invite (excluding any who may be individual REIV Members themselves).

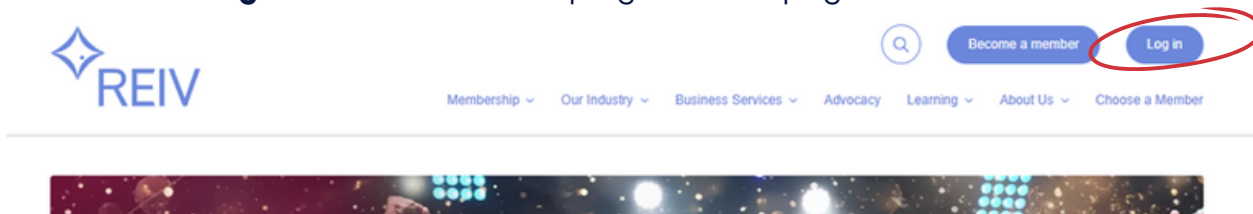
The opt in process is simple, online and only takes 5 minutes. We will keep you and your team informed on the status of the opt in application.

# How to Add Staff as Subscribers

## Key Steps

### 1. Go to the Website

- Visit and log in to the REIV Website: [www.reiv.com.au](http://www.reiv.com.au)
- Click the '**Log In**' button at the top right of the page



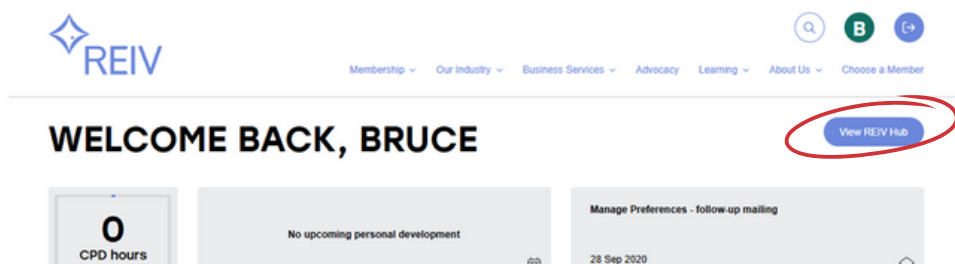
- Enter your member username and password details (noting that this person must be the Officer in Effective Control or any authorised Account Administrator for the office membership)

### REIV HUB

A screenshot of the REIV HUB Sign In form. It has a 'SIGN IN' heading. Below it are two input fields: 'Membership number' (with a placeholder 'Username') and 'Password'. Below the fields are two links: 'Sign In' (circled in red) and 'Forgot username? | Forgot password?'.

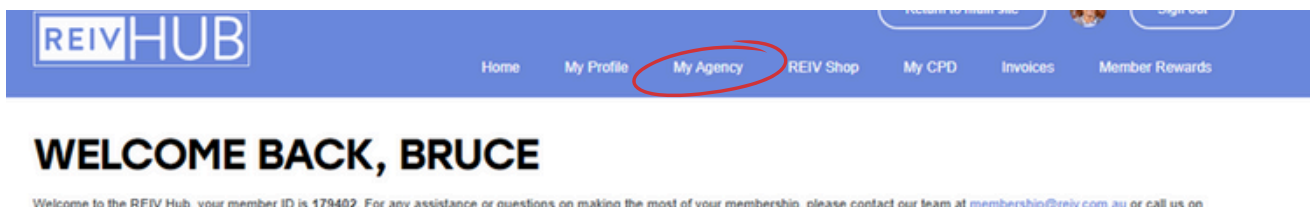
### 2. Access the REIV HUB

- After logging in, click on the '**View REIV Hub**' button.



### 3. Select Your Agency

- Navigate to '**My Agency**'.



- Choose the agency you wish to act on behalf of.

# SELECT COMPANY

Please select which company you would like to manage. Please contact us at 9205 6666 or [membership@reiv.com.au](mailto:membership@reiv.com.au) and we'll be happy to assist you.

ID	Company	
225154	123	Select Company
173279	IServices (Test Account)	Select Company
157926	Wayne Enterprise	Select Company

## 4. Locate Agency Staff Section

- Scroll down to the bottom of the page to find the '**Agency Staff**' heading.

For assistance adding team members please call the Membership team on 03 9205 6666. For large teams please complete the form [here](#) and email to [membership@reiv.com.au](mailto:membership@reiv.com.au)

### AGENCY STAFF

ID	Full Name	Type	Mobile Phone
There are no records.			

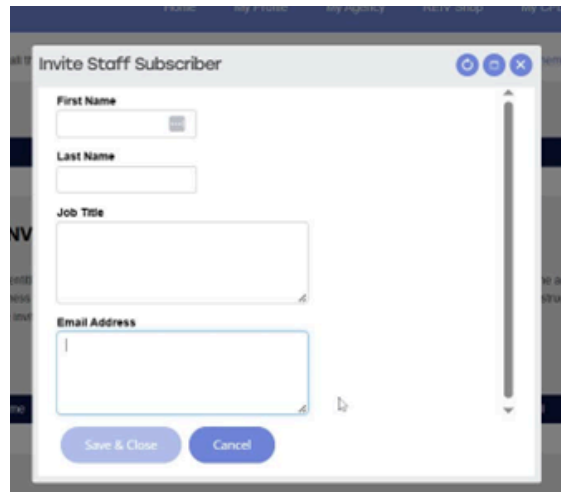
### OUTSTANDING STAFF INVITATIONS

As an REIV Office Member, your staff are entitled to several benefits, including discounts on training & events, access to the Member Information Line and Member-Only online resources. Staff must be registered against your business to access these benefits. Click **Add** to invite a colleague and they will receive an email with further instructions. The list below shows staff who have been invited but have not yet accepted the invitation. You can resend the instruction email or cancel their invitation via the buttons below.\*

Add

## 5. Add Staff Member

- Click the '**Add**' button.
- Fill in the required details:
  - First Name
  - Last Name
  - Job Title
  - Email Address
- Once all details are filled, '**Save & Close**' will become bold.
- Click '**Save & Close**' to send the invitation to the staff member.



## Need Assistance?

If you have any questions or need assistance with getting your staff subscribed, our dedicated Membership team is here to help. Contact us at 9205 6666 or [membership@reiv.com.au](mailto:membership@reiv.com.au) and we'll be happy to assist you.