



## ONLINE DIRECTORY INSTRUCTIONS

The MLTA Online Directory is fully functional and we remind paid members to login and review their Online Member Directory information. From this portal, members can do the following:

- ✓ Update your organization profile data for the MLTA Directory
- ✓ Update organization contact data
- ✓ View, sort, export and print Association membership data (in multiple formats: Word, Excel, etc.) in real time
- ✓ And more

### To log into your Directory Listing:

- ❖ Go to [www.mtlandtitle.com](http://www.mtlandtitle.com).
- ❖ Mouse over the 'Join/Member Login' on the menu bar and click on the drop down option for 'Login'.
- ❖ On the login screen, enter the email address on file with MLTA as our primary contact in the 'Password Finder' box.
- ❖ The system will email a default password for logging into the email on record as your primary contact (the email listed on the top of your dues form). You can change your password to something easier for you to remember.
- ❖ If you do not get your password within a few minutes, check your SPAM filter/Junk mail box. Since the email references a password, it sometimes is captured by the spam trappers.
- ❖ If your office has membership in multiple counties, click on one of your counties, hold down the control key and click on others that you have paid dues for. This will ensure that you are listed in the directory for all counties you have paid for.
- ❖ You will be able to print the directory from your member login area by clicking on the members tab. You can sort the directory by region, member type, service type or county before printing.

The email on file for you is the one listed on the top of your dues form as the primary contact for your office. That email is the only email that can be used for your member login. Please let us know if you have any questions at [info@mtlandtitle.com](mailto:info@mtlandtitle.com) or call us at 406-443-5694.