



MLTA ONLINE DIRECTORY INSTRUCTIONS

We remind paid members to login and review their Online Member Directory profile annually. 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

View/Update Directory Listing:

- ❖ Go to www.mtlandtitle.com.
- ❖ Mouse over the **JOIN/MEMBER LOGIN** on the menu bar and click **Login** from the dropdown option.
- ❖ On the login screen, enter the **email** address of the primary contact on file with MLTA and your **password**. *(The email on file is the one listed at the top of your dues form as the primary contact for your office. That email is the only one that can be used for your member login.)*
- ❖ Click **MEMBERS** on the menu bar to view your listing in the directory.
- ❖ To make updates click **PROFILE** on the menu bar.
 - **MEMBER PROFILE:** Click [**Modify**] next to Company Name
 - 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.
 - **CONTACTS PROFILE:** Click **+Add New Contact**
- ❖ You can print the directory from the member login area by clicking on the **MEMBERS** tab. The directory can be sorted by region, member type, service type or county before printing.

Lost Password:

- ❖ The system will email a default password for logging in to the primary contact email (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.