



MLTA ONLINE DIRECTORY INSTRUCTIONS

We remind paid members to login and review their Online Member Directory profile annually. From the Member Login Portal, members can do the following:

- ✓ Update your Member Profile data and Contacts List for the MLTA Online Directory
- ✓ View, filter, export, and print Association membership data (in multiple formats: pdf, Word & Excel)
- ✓ 'Print to pdf' from your printer for a convenient electronic directory
- ✓ Access CE Archives and other member information

View Directory Listing:

- ❖ Go to www.mtlandtitle.com.
- ❖ Mouse over the **MEMBERSHIP** tab on the top menu bar; click **Member Login** option.
- ❖ 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 **DIRECTORY**; select your Membership Category to view your listing in the directory.

Update Directory Listing:

- ❖ Click **PROFILE** on the top menu bar.
- ❖ Select either:
 - **Member Profile:** Click [**Edit Profile**]
 - **Contacts Profile:** Click [**Edit/ Add Contact**]
- ❖ Update all necessary information & save your changes by clicking **Update Profile** (once) in the lower left corner.

Please Note: Edits will not show up in your profile until approved by MLTA staff.

Print Directory:

- ❖ Click **DIRECTORY** on the top menu bar; select a member category.
 - Note: The Abstract/Title Directory is sorted by County; additionally, members may be filtered by region or service type.
- ❖ Click **Printer Friendly Member List**.
- ❖ Click **Print Page** for a printed hard copy.
- ❖ Choose 'Print to pdf' from your printer for a convenient electronic directory.

Lost Password:

- ❖ Click '**Lost Your Password**'; enter the primary email (the email listed on top of your dues form).
- ❖ The system will email a link to reset your password.
- ❖ If you do not get your password within a few minutes, check your SPAM filter/Junk mailbox.