

Step-by-Step Instructions for "Retrofitting for Energy Efficiency"

[Use this link to login to the Ann Arbor Area Board of REALTORS® site. Use the same "Login ID" and "Password" as your MLXchange ID and Password.](#)

OR

Go to <http://www.AAABoR.com> and choose "**Access My Account**" in the upper left corner.

Are Your Retrofitting for Energy Efficiency

1. Once you click the "**SUBMIT**" button from the login screen, the "**Member Services Menu**" appears.
2. Scroll down (if necessary) to the **EDUCATION AND EVENTS** category. Click the "**CLASS REGISTRATION**" link.
3. Click "**EDUCAT33**" (in blue) link for the Retrofitting for Energy Efficiency from 8:30 to 10:30 a.m.
4. Click the "060508" (in Blue) link.
5. Click "**REGISTER FOR THIS CLASS**" link at the bottom of the screen.
6. Click the "**ADD TO CART**" button located on the bottom left side of the Class Registration Screen.
7. Click the "**REGISTER NOW**" button.
8. Click the "**PRINT THIS RECEIPT**" button (at the top of the screen).

****Important Note:** To ensure that your registration is complete, PLEASE click the "**PRINT THIS RECEIPT**" button on the final page.

As additional confirmation, you should receive an email from Finance@AAABoR.com. The email will have the words "Receipt" with a number in the subject field. **

If you do not see a receipt page or receive a confirmation email, your registration may not have been completed.