



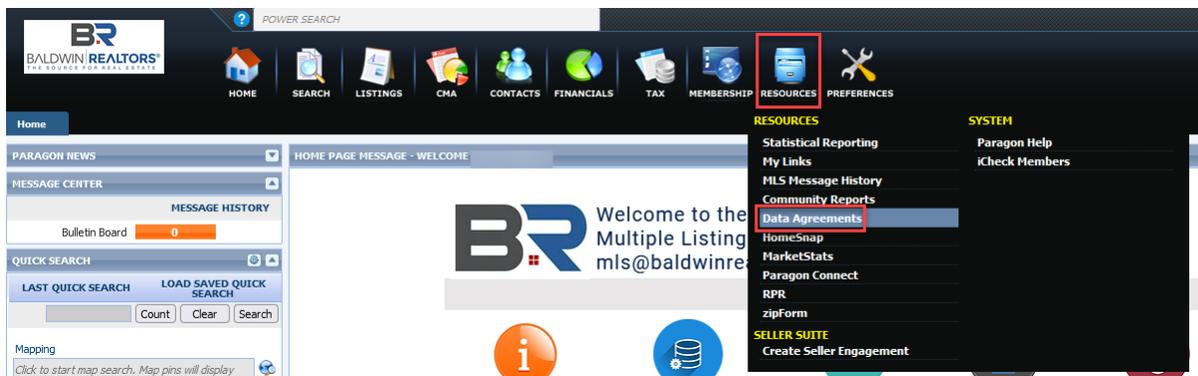
## Baldwin County Association of Realtors & PIC 2.0

Broker instructions to register and approve agent agreements

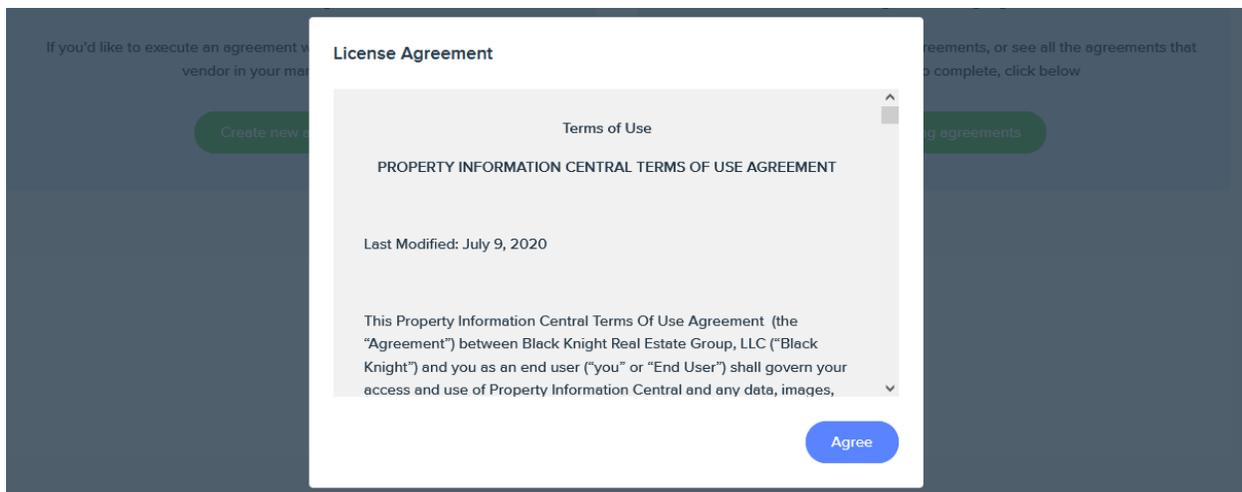
This document outlines the workflow for Baldwin County Brokers to register their account and approve data access agreements for their agents in PIC 2.0 (PAM).

**You will need to login to PAM from the Resource tab on your Paragon dashboard.**

1. Login to <https://www.baldwinrealtors.com>
2. Locate the Paragon tile and login to Paragon
3. Once logged in to Paragon, click Resources>Data Agreements. This will log you in to PAM



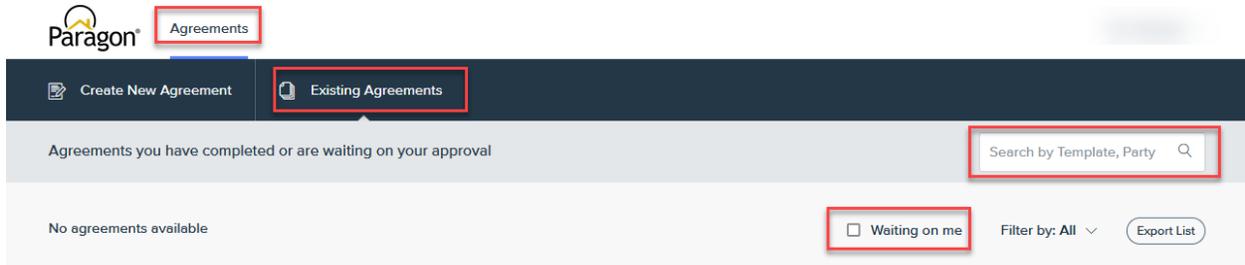
4. Upon the **initial** login, you will be prompted with the Terms of Use in a pop up modal window. Please accept the Terms of Use to register your account. This will allow the platform to automatically add you, as a party to your agent’s agreements for approval.



### Instruction to approve “Waiting” agreements

1. Click view existing agreements on the homepage or click agreements at the top of the page, then click existing agreements. You can click the check box “Waiting on me” to

locate agreements needing your approval. You can also use the search bar to locate an agreement by party name. The system will email you a notification each time you have been added to an agreement.



**Need assistance:** [data@baldwinrealtors.com](mailto:data@baldwinrealtors.com)