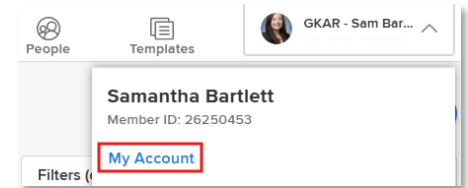


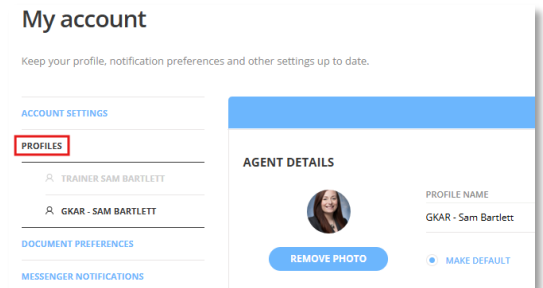
## How to Access GKAR Forms Library on dotloop

Updated August 2025

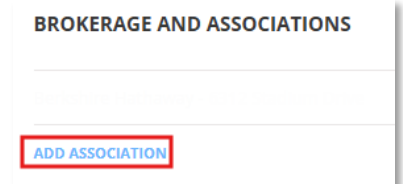
Many offices within GKAR and MichRIC® rely on dotloop - a free service for you! To access GKAR's forms library, once you've created a dotloop account (or from your existing account), access your **My Account**.



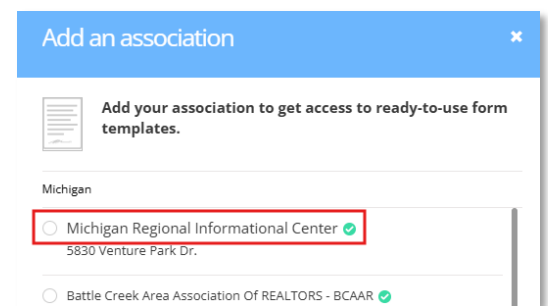
1. Choose **Profiles** from the tab list found on the left side of the page. Here you will find you may also add your name, number, office information, etc.



2. On **Company and Associations**, choose **Add Association**.



3. Under **Add An Association** search for *Michigan Regional Informational Center*. Select this option and click **Add**.



4. When an invitation code is requested, enter the code **MichRIC2022**. This is a case sensitive entry.

5. Once the invitation code has been entered, hit **Confirm**. You should then see a yellow banner that reads: *Association Added Successfully*.

You are now ready to begin using GKAR and other MichRIC® forms within dotloop, which includes: GKAR, Michigan REALTORS®, West Michigan Regional, and more form libraries.