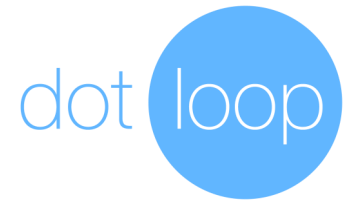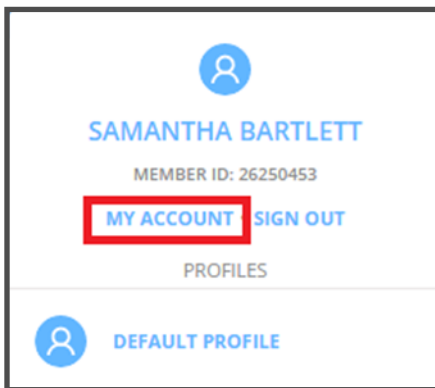# How to Access GKAR Forms Library on dotloop
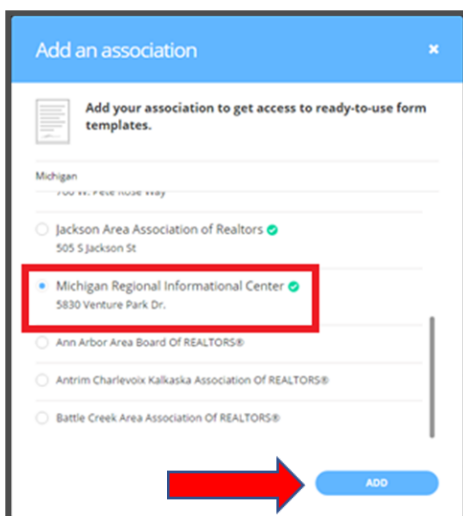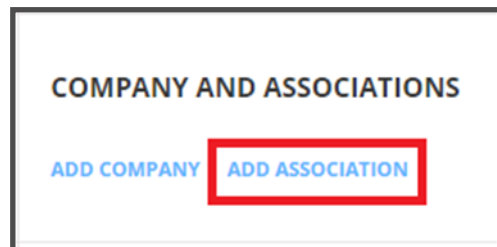
Updated September 2020

The best way to keep up with business is to use the best technology. Many offices within GKAR and MichRIC have found great value in using dotloop. Now we offer this great service at no cost to 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 Information Center. Select this option and click **Add**.

4. Dotloop will then ask for an invitation code. This code is case sensitive and is the same for all GKAR Members. The invitation code is **MichRIC2022**.

5. Once the invitation code has been entered you will 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; includes GKAR's, Michigan REALTORS®', SWMAR's, and WMLAR's forms library. If you have any questions, please email SamB@gkar.com or call Association staff at (269) 382-1597.