# How to Pay Your Dues Using an Online Portal

Marin REALTORS® has implemented an online membership management portal in an effort to streamline and expedite the process of paying dues. You can also self-service other membership changes and updates through the portal, which we recommend you explore at some point.

Marin REALTORS® do not charge any processing fees for using a credit card. Additionally, you have the capability to "Modify" your contributions on our online portal by adhering to the guidelines provided below (you may modify to your desired amount):

#### To pay your dues online:

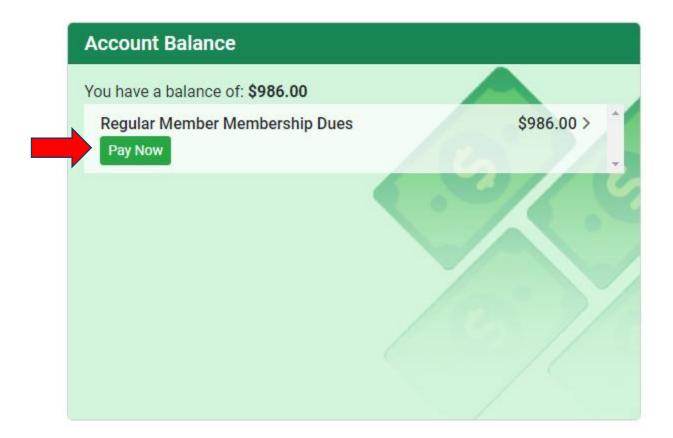
- Visit our new website: www.MarinREALTORS.org
- Click on the "Member Login" at the top right



- This will ask you to log in with your NRDS number, which looks like 1775XXXXX.
- If you haven't changed your password, it is likely set at the default of 1234. We recommend changing your password if you have not done so already



- Once you've logged in, click the Green "Pay Now" button.
  - o You'll see a box with your balance and a button that says, "Pay Now."
  - o Click the green "Pay Now" button



Please note that you may need to disable the pop-up blocker in your Browser. This is particularly common on Apple Devices.

On the next screen, you will see your local Marin REALTORS® INVOICE - We encourage
you to save this for tax purposes.

#### Regular Member Membership Dues

• Note: Invoices in this category may not be paid off separately.



### Total Due: \$986.00

Aging	Current	Over 30 Days	Over 60 Days	Over 90 Days
Amount	986.00	0.00	0.00	0.00

**Account Activity Report** 

**Choose Payment Options** 

- You will see your local Marin REALTORS® dues total. Voluntary contributions are automatically included in your invoice. However, voluntary contributions are not mandatory. You have the option to change this by doing the following:
- Make sure the "Pay Now" box is checked, or you will receive an error message.

## Regular Member Membership Dues

1 Note: Invoices in this category may not be paid off separately.

Invoice	Date	Office / Incurring Member	Invoice Total	Amount Applied	Balance Due	Pay Now
5107344	11/02/23	Marin Association of REALTORS	986.00	0.00	986.00	

## Total Due: \$ 986.00

Aging	Current	Over 30 Days	Over 60 Days	Over 90 Days
Amount	986.00	0.00	0.00	0.00

**Account Activity Report** 

**Choose Payment Options** 

Select "Choose Payment Options"

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Amount	986.00	0.00	0.00	0.00



 On the next screen you will have the ability to modify each contribution to your desired amount:

#### **Contributions**

Туре	Comments	Actions	Total Amount
Homeward Bound Contribution†	(Recommended Amount 20.00)	<u>Modify</u>	20.00
CAR HAF (Optional)	(Recommended Amount 10.00)	<u>Modify</u>	10.00
**RAF (Optional)	(Recommended Amount 49.00)	<u>Modify</u>	49.00

Total Additional Charges	79.00
Total To Be Paid	986.00



#### Homeward Bound of Marin

Homeward Bound of Marin is the primary Marin County homeless shelters and services provider for homeless families and individuals in Marin, California. Their services assist families and individuals transitioning from homelessness to permanent housing. Your voluntary contributions will be applied towards constructing a 24-unit project that could potentially end potentially end veteran homelessness in Marin. By making the suggested contribution of \$20 or more on your annual dues, you will help show Marin REALTORS' support for Housing for homeless veterans!

# Protect Private Property Rights and Promote Homeownership by Contributing to the REALTOR® Action Fund

Your contribution to the REALTOR® Action Fund helps to protect private property rights, homeownership and YOUR business. Through our efforts, REALTOR® action fund and RPAC, we work with local elected officials and their staffs to promote good public policy protecting the way our members do business. Our role with local government also provides the first line of defense from potentially harmful legislation.

#### Support Housing Affordability by Contributing to the Housing Affordability Fund

Your contribution to the C.A.R. Housing Affordability Fund, a non-profit 501(c)(3) plays an active role in addressing the ongoing housing affordability challenges facing California. HAF raises and distributes funds in partnership with local associations and other groups to promote housing and homeownership.

• After modifying your invoice you'll need to click on the blue "Credit Card" button.

#### Contributions

Туре	Comments	Actions	Total Amount
Homeward Bound Contribution†	(Recommended Amount 20.00)	<u>Modify</u>	20.00
CAR HAF (Optional)	(Recommended Amount 10.00)	<u>Modify</u>	10.00
**RAF (Optional)	(Recommended Amount 49.00)	<u>Modify</u>	49.00

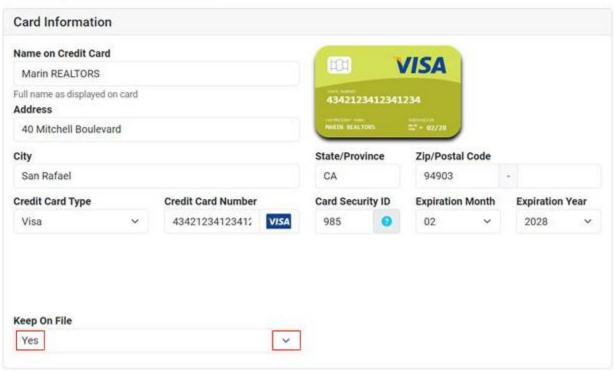
Total Additional Charge	79.00
Total To Be Paid	986.00



On the next screen you will have the ability to enter your credit card information. This
information is encrypted. Choose "Yes" on "Keep On File" drop down menu, then click
"Submit"

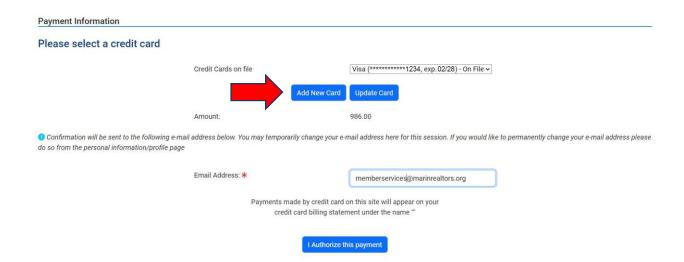
#### Credit Card Information

Please enter your credit card information below.





- Submit × Cancel
  - Please note that while you can save your credit card information, we do not offer Auto Payments.
  - On the next screen you will see your confirmation and invoice. You will also receive confirmation in your email. Click on "Add new Card"



• Then click on "I Authorize this payment" You will also receive confirmation in your email.

credit card billing statement under the name "

I Authorize this payment

If you have any questions, feel free to contact our Member Services Team via email at <a href="MemberServices@MarinREALTORS.org">MemberServices@MarinREALTORS.org</a> or by phone at 415.507.1000.