

INTERNET MEMBER SERVICES

HOW TO GUIDE

HOW TO PAY AN MLS INVOICE:

UNDER ACCOUNT INFORMATION
CLICK "PAY MLS INVOICES"

Account Information

- Pay MLS Invoices
- Pay SAR Invoices
- Manage Credit Card and AutoPay

Personal Services

- Update Personal Information
- REALTOR® Directory

Events And Education

- Education Classes by Course
- Events and Education Calendar
- Events and Education History

Click here to view/
pay your open MLS
Invoices

SELECT: CHECK THE BOX NEXT TO THE INVOICE YOU WANT
TO PAY AND CLICK "CHOOSE PAYMENT OPTIONS"

Account for: Pay MLS Invoices

Unpaid Invoices

Check the Pay Now box below for invoices you want to pay.

[View Paid and Unpaid Invoices](#)

Check All Uncheck All

MLS Fees

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

Invoice	Date	Office / Incurring Member	Invoice Total	Amount Applied	Balance Due	Pay Now
1000122	05/01/18		50.00	0.00	50.00	<input type="checkbox"/>

Total Due: \$ 50.00

[Account Activity Report](#) [Choose Payment Options](#)

Check the box next to the invoice you want to pay & click Choose Payment Options

REVIEW: REVIEW INFORMATION AND CLICK "CREDIT CARD"

Review Payment Info for

You selected the following invoices to pay. Click the appropriate payment button, or click Cancel to change your selections.

Invoice	Date	Office	Balance Due	Minimum to Pay
1000122	05/01/18		50.00	50.00

Total Selected: 50.00

[Review Info & click Credit Card](#) [Credit Card](#) [Cancel](#)

PAY: ENTER YOUR CREDIT CARD INFORMATION, BILLING
ADDRESS AND SUBMIT

YOU CAN SAVE THIS CARD FOR LATER OR
SET UP MLS AUTO PAY FOR THE MONTHLY \$50.00 MLS FEES!

Credit Card Information

Please enter your credit card information below

Enter your Credit Card Information

Credit Card Type: American Express

Credit Card Number: [] Card Security ID: []

Expiration Date: 01 2018

Keep On File: Yes

Allow Auto Payment: Yes

Allow Summit MLS to use this credit card for automated monthly MLS fees

Click "Yes" here to save your card for future payments on this site.

Click "Yes" here to save your card on file for MLS AutoPay! This is run on the 15th of each month for your \$50.00 MLS Fee.

Credit Card Billing Address

Name on Credit Card: []

Address: []

City: []

State: [] ZIP: []

Enter your Billing Address & Submit!

[Submit](#)