

# INTERNET MEMBER SERVICES

HOW TO GUIDE

**SAR  
MEMBER  
LOGIN**

## HOW TO PAY AN SAR INVOICE:

UNDER ACCOUNT INFORMATION  
CLICK "PAY SAR 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

Make an RPAC or SAR Charitable Fund Contribution

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

Main Menu Log Off Home

Account for Pay SAR Invoices

Unpaid Invoices

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

View Paid and Unpaid Invoices

Check All Uncheck All

Miscellaneous

Invoice	Date	Office / Incurring Member	Invoice Total	Amount Applied	Balance Due	Pay Now
5000008	05/23/18		45.00	0.00	45.00	<input checked="" type="checkbox"/>

Total Due: \$ 45.00

Account Activity Report Choose Payment Options

**REVIEW:** REVIEW INFORMATION AND CLICK "CREDIT CARD"

Main Menu Log Off Home

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
5000008	05/23/18	Mountal	45.00	45.00

Total Selected: 45.00

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!

Main Menu Log Off Home

Credit Card Information

Please enter your credit card information below

Enter your Credit Card Information

Credit Card Type: American Express

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

Expiration Date: 01 2015

Keep On File: Yes

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

Allow Auto Payment: Yes

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.

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

Credit Card Billing Address

Name on Credit Card: [Field]

Address: [Field]

Enter your Billing Address & Submit!

City: [Field]

State: [Field] ZIP: [Field]

Submit