

*Your invoice for your 2018 dues are now online
at www.realtor.org*

You are able to keep track of all of your office member's fees and see who has paid or who still needs to pay. You also have the option to pay all of your office member's dues.

Step-by-Step Instructions:

- 1 Go to www.realtor.org
- 2 Click on "Pay Dues" on the top right hand side of the screen.
- 3 Sign in with your user name or password. You might need your NRDS # - I have included each member's number on the broker's roster sheet.
- 4 You will now see the "Welcome Screen".
- 5 You will have two options. You may look at your individual invoice by clicking on the "Pay My 2018 Invoice" or you may click on the "My Office(s)" button to see all your office member's invoices. You will be able to keep track of those who have paid or not.
This will show you the breakdown of the 2018 dues and the due date.
All fees are due by **DECEMBER 1, 2017**.
The Wyoming Association of REALTORS® has implemented a \$150 fee for late payments. Teton Board of REALTORS® late fee ~ \$100.
- 6 You may also pay all of your office member's dues for 2018 from the "My Office" screen. Put a checkmark next to all the members you would like to pay. Click on "Pay For Selected Member's" .
- 7 Click on "View Final Invoice & Disclaimer" to see your invoice & then to print your invoice. To pay invoice - scroll to bottom of the page and click on "Return To Preliminary Invoice".
- 8 Click on "Pay Invoice" to pay with an electronic check or visa / mastercard.
- 9 Click on either "Pay Now With A Credit Card" or "Pay Now With An Electronic Check".
- 10 Fill in the form completely. You must check the box "To proceed with payment this box must be checked to confirm understanding of this policy."
- 11 Click "Pay Now".

*Multiple Listing Service Dues for \$400.00 are *not optional* . They must be paid in full by 12/1/17

The ONLY reason you should choose "pay later" under the Multiple Listing Service Dues on your invoice is if you have talked to the TBOR office about a payment plan or you are not a member of the Multiple Listing Service.

*The RPAC amount of \$15.00 is an optional amount.