

Your invoice for your 2019 dues are now online at nar.realtor

Step-by-Step Instructions:

- 1 Go to nar.realtor website
- 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 Click on "Pay My Invoice".
- 6 This will show you the breakdown of the 2019 dues and the due date.
All fees are due by **DECEMBER 1, 2018**.
there is a 30 day grace period. If not paid by Jan 1, 2019 - then the Wyoming Association of REALTORS® has implemented a \$150 fee for late payments. Teton Board of REALTORS® late fee ~ \$100.
- 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 12/1/18.

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.