## HOW TO PAY YOUR 2019 MCAR REALTOR® AND/OR AFFILIATE MEMBERSHIP DUES ONLINE

Due by January 1, 2019. A \$35 late fee will be assessed to REALTOR® members after January 15, 2019.

- Go to <u>www.MetroCentreRealtors.com</u>.
- Click on Pay Dues.
- Login using your email address and password. If you've never logged in, the preset password is Password1 (note the uppercase P). If you forgot your password, click on <u>Forgot your Password?</u>
- Click on **Open Orders/Invoices.**
- Click View More to print a hard copy. To pay, click on Pay Open Orders.
- Check the box to the left of your name. There is no discount code. Click Next.
- Enter RPAC amount if you wish to contribute. If you don't wish to contribute, check <u>Not Today</u> in the upper right hand corner. Click Next.
- Follow the prompts to enter your credit card information, and make your payment. Print out your confirmation at the end.



