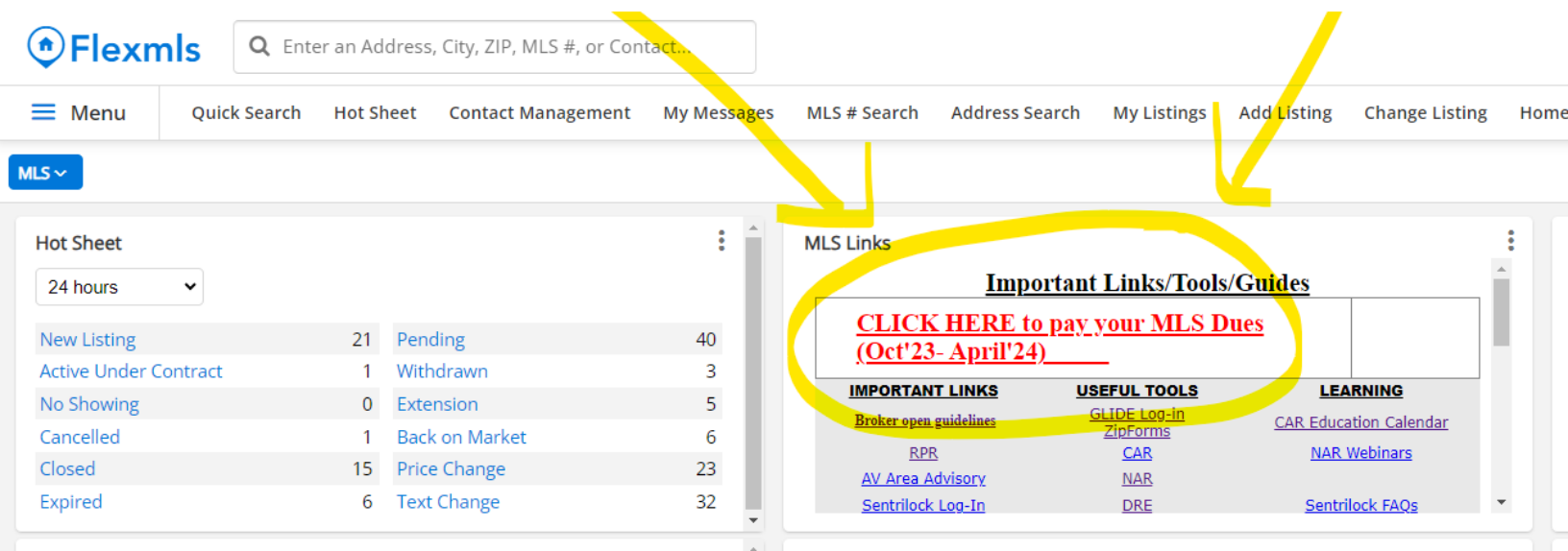


How to pay your MLS Fees in FLEX

1. Log-in to the MLS

2. Click on the red letters that say: **CLICK HERE to pay your MLS Dues (Oct'23- April'24)**



3. Top right corner click on Menu



4. Click on MLS Payment Services

Menu ×

Type to filter...

Personal Services ∨

Realtor Payment Services ∨

MLS Payment Services ∨

Education and Events ∨



5. Click GAVAR MLS Invoices

Menu ×

Type to filter...

Personal Services ∨

Realtor Payment Services ∨

MLS Payment Services ∧

[GAVAR MLS Invoices](#)

[Pay your agent invoices](#)

Education and Events ∨



6. Put a check on the pay now and click choose payment options

MEMBER PORTAL

Account for:

Unpaid Invoices

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

[View Paid and Unpaid Invoices](#)

Check All Uncheck All

Semi Annual MLS Dues


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

Invoice	Date	Office / Incurring Member	Invoice Total	Amount Applied	Balance Due	Pay Now
	09/14/23		120.00	0.00	120.00	<input type="checkbox"/>

Total Due: \$ 120.00

Aging	Current	Over 30 Days	Over 60 Days	Over 90 Days
Amount	120.00	0.00	0.00	0.00

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



7. Click credit Card

MEMBER PORTAL


Review Payment Info for Marvin McKinnon

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

Invoice	Date	Office	Balance Due	Amount to Pay
	09/14/23		120.00	120.00

Total Selected: 120.00

[Credit Card](#) [Cancel](#)



8. Put credit card information in and click submit

MEMBER PORTAL

Credit Card Information

Please enter your credit card information below.

Card Information

Name on Credit Card

Full name as displayed on card

Address

City

State/Province Zip/Postal Code

CA

Credit Card Type Credit Card Number

Choose...

Card Security ID Expiration Month Expiration Year

Choose... Choose...

[Submit](#) [Cancel](#)

