
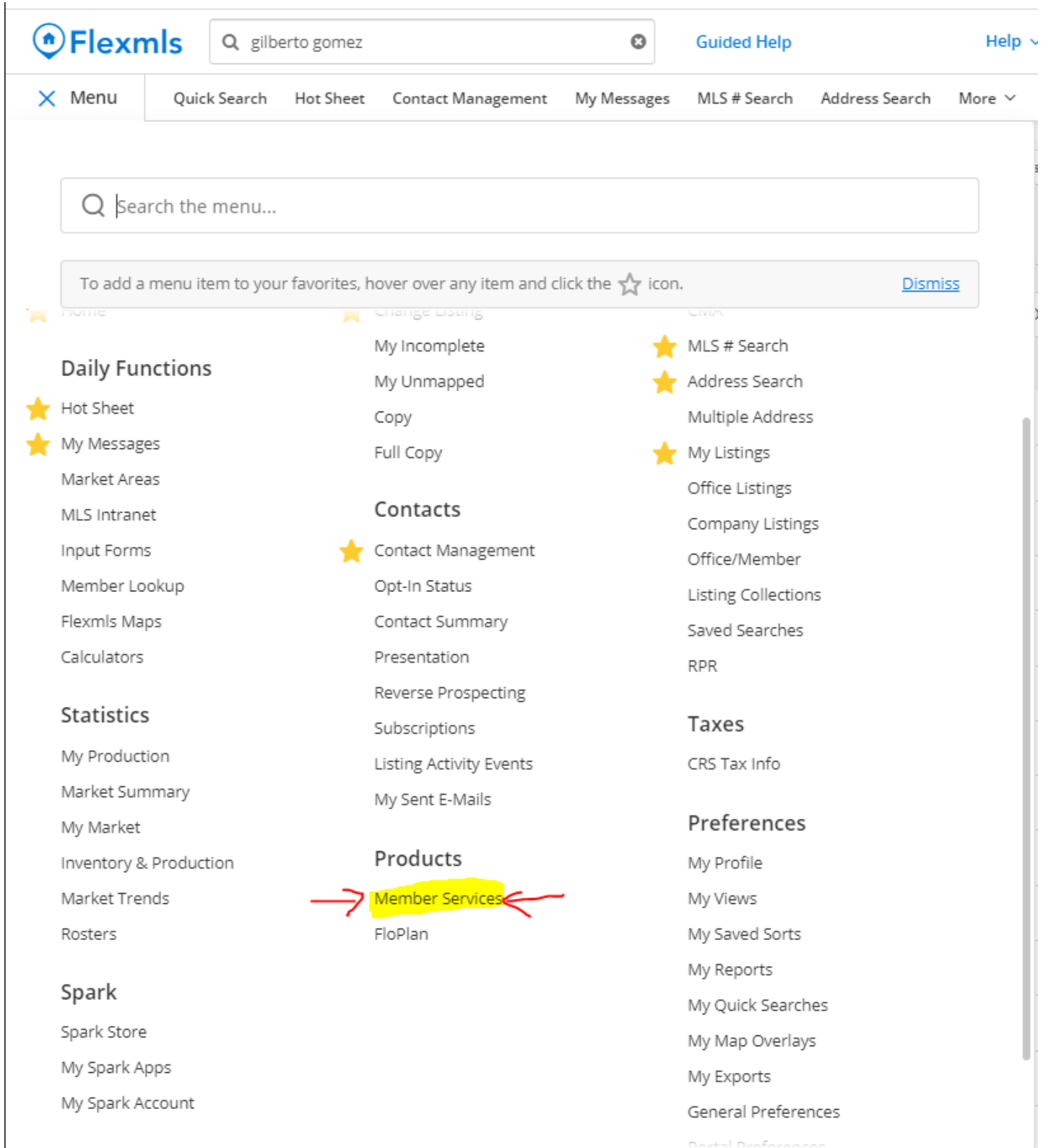


How to get past paid invoices for your taxes

Log-in to the FLEX MLS System


1. Click on Menu  Menu
2. Click on Member Services under the Products section





The screenshot shows the FlexMLS system interface. At the top, there is a search bar with the text "gilberto gomez" and a "Guided Help" link. Below the search bar is a navigation menu with options: "Menu", "Quick Search", "Hot Sheet", "Contact Management", "My Messages", "MLS # Search", "Address Search", and "More". The "Menu" option is selected, and a dropdown menu is displayed. The dropdown menu has a search bar and a "Dismiss" link. It is organized into several sections: "Daily Functions", "Statistics", "Spark", "Change Listing", "Contacts", and "Products". The "Products" section is highlighted in yellow, and the "Member Services" option is highlighted in yellow with red arrows pointing to it from both sides. Other options in the "Products" section include "FloPlan".

Flexmls [Guided Help](#) [Help](#)

[Menu](#) [Quick Search](#) [Hot Sheet](#) [Contact Management](#) [My Messages](#) [MLS # Search](#) [Address Search](#) [More](#)

To add a menu item to your favorites, hover over any item and click the  icon. [Dismiss](#)

Daily Functions

-  Hot Sheet
-  My Messages
- Market Areas
- MLS Intranet
- Input Forms
- Member Lookup
- Flexmls Maps
- Calculators


Statistics

- My Production
- Market Summary
- My Market
- Inventory & Production
- Market Trends
- Rosters


Spark

- Spark Store
- My Spark Apps
- My Spark Account


Change Listing

-  My Incomplete
- My Unmapped
- Copy
- Full Copy




Contacts

-  Contact Management
- Opt-In Status
- Contact Summary
- Presentation
- Reverse Prospecting
- Subscriptions
- Listing Activity Events
- My Sent E-Mails

Products

-  Member Services
- FloPlan

MLS # Search

-  MLS # Search
-  Address Search
- Multiple Address
-  My Listings
- Office Listings
- Company Listings
- Office/Member
- Listing Collections
- Saved Searches
- RPR

Taxes

- CRS Tax Info

Preferences

- My Profile
- My Views
- My Saved Sorts
- My Reports
- My Quick Searches
- My Map Overlays
- My Exports
- General Preferences
- Postal Preferences

3. Click on the tab that you need your invoices for

For REALTOR Invoices click on REALTOR Payment Services- click on REALTOR Fees Invoice (CAR, GAVAR, NAR)

For MLS Invoices click on MLS Payment Services- Click on GAVAR MLS Invoices

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Log Off Home

Personal Services Realtor Payment Services MLS Payment Services Education and Events

Office:
Member #:
MLS ID:
NRDS ID:
Email:
License #:
Edit

Balance Due: \$0.00

Filter Events/Classes

■ = Events ■ = Classes ■ = You are registered ■ = Closed

0 Messages

My Registered Events and Classes

You have not registered yet for any classes or events.

Upcoming Events and Classes

Nothing is currently scheduled.

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4. This is what your next screen will look like- click on View Paid and Unpaid Invoices

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Main Log Off Home

Personal Services Realtor Payment Services MLS Payment Services Education and Events

- REALTOR Fees Invoices (CAR, GAVAR, NAR)

No Unpaid Invoices Exist

View Paid and Unpaid Invoices *click*

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5. It will then give you all your past invoices you have ever paid with GAVAR

* If you click on the blue invoice number on the left-hand side it will give you a better detail.



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[Main](#) [Log Off](#) [Home](#)

[Personal Services](#) [Realtor Payment Services](#) [MLS Payment Services](#) [Education and Events](#)

- REALTOR Fees Invoices (CAR, GAVAR, NAR)

Paid and Unpaid Invoices

[View Unpaid Invoices](#)

Annual REALTOR Membership 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
12345	11/06/20		519.00	519.00	0.00	
12345	11/04/19		519.00	519.00	0.00	
12345	10/30/18		519.00	519.00	0.00	
12345	10/30/17		589.00	589.00	0.00	
12345	04/03/17		505.50	505.50	0.00	
12345	01/12/10		450.00	450.00	0.00	
12345	09/01/05		198.83	198.83	0.00	

Total Due: \$ 0.00

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