

INSTRUCTIONS TO PAY MLS DUES



The screenshot shows the RealtyWEB.net website. A red circle highlights the link "My MLS Account Click Here" in the top navigation bar. Below the navigation bar, there is a "Welcome to the new RealtyWEB.NET" message. The main content area contains a login form with the following fields and buttons:

- Member ID:
- Last Four SSN:
- Login button
- [Forgot your ID?](#)

At the bottom of the page, there is a copyright notice: "© 2008 MarketLinx, Inc. All rights reserved." and a "Verified" logo.

MEMBER DUES

* MEMBER ID: Enter your 4 or 5 digit NEFAR/NEFMLS member number. This number can be found in the top right corner of your invoice next to MEMBER: or click Forgot your ID?

* LAST FOUR SSN: Enter the last 4 digits of your Social Security Number

* Click LOGIN

OFFICE FEES

* MEMBER ID: Enter your NEFMLS FIRM ID as assigned. This ID can be found in the top right corner of your invoice next to FIRM:.. This ID may be letters, numbers, or both.

* LAST FOUR SSN: Enter the last 4 digits of the broker's Social Security Number OR the last four digits of the Office Tax ID Number

* Click LOGIN

Step 2:

* Select PAY/VIEW BILL ONLINE

Step 3:

* Select the Invoice

* Enter Credit Card number, card type, expiration date and name.

* Click Continue at bottom of screen



The screenshot shows the "NEFMLS Online Payments" page. The page has a header with the RealtyWEB.net logo and the text "NEFMLS Online Payments". Below the header, there is a form with the following sections:

- Name**
 - NAR ID
 - License Number
 - Firm Name
- My Services**
 - [Pay/View Bill Online \(Account Balance: 350.00\)](#) (This link is circled in red)
 - [One Year Invoice History](#)
 - [Previous Year Invoice History](#)
 - [View Committee History](#)
- Company Services**
 - [Lookup Member Open Balances](#)

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IMPORTANT

* You MUST Click PAY NOW

* Your transaction is not complete until the Pay Now button is clicked and the receipt page has displayed