

HOW TO PAY YOUR MLS DUES IN THE FLEX MLS SYSTEM

STEP 1: Click on the RED verbiage that says: **CLICK HERE TO PAY your MLS Dues (Nov 2021-Apr 2022)**

The screenshot shows the Flexmls platform interface. At the top, there is a search bar with the text "Enter an Address, City, ZIP, MLS #, or Contact...". Below the search bar is a navigation menu with options: Menu, Add Listing, User Permissions, Find, Reports - Users, CRS Tax Info, Quick Search, More, and Reorder... A blue button labeled "MLS" is on the left, and a "CUSTOMIZE" button is on the right.

The main content area is divided into several sections:

- Flexmls Platform by FBS**: Messaging And Notes Will Be Removed From Quick Search. 8/10/2021 2:45:25 PM.
- Hot Sheet**: A dropdown menu set to "24 hours" and a table of listing statistics.
- My Sent E-mails**: A search bar for e-mails, a dropdown for "Manual", and a dropdown for "Last 30 days". It shows "No results for your criteria".
- Message Board**: A section for the Greater Antelope Valley Association of REALTORS® with a "Helpful Numbers and Email Support" table.
- Messages**: A section displaying messages 1 through 50 of 2392. It includes a warning icon and the text "REImagine! REAL ESTATE VIRTUAL CONFERENCE & EXPO OCT. 5-7, 2021".
- Saved Searches**: A search bar and a list of saved searches with "new" and "edit" links.
- Contacts**: A search bar for contacts, a dropdown for "Any Group", and a table of contacts.
- MLS Links**: A section with a yellow circle highlighting the "Important Links/Tools/Guides" section, which contains the text "CLICK HERE TO PAY YOUR MLS DUES (Nov 2021-Apr 2022)".
- New Search**: A search bar for "Street Address or MLS #" and a list of search results.

The "Important Links/Tools/Guides" section is highlighted with a yellow circle and contains the following text:

Important Links/Tools/Guides
CLICK HERE TO PAY YOUR MLS DUES (Nov 2021-Apr 2022)

Below this text are three categories: **IMPORTANT**, **USEFUL**, and **LEARNING**.

STEP 2: Click on the Green Pay Now button

The screenshot shows the homepage of the Greater Antelope Valley Association of REALTORS®. The header includes the logo, contact information (112 West Ave M-4 • Palmdale, CA 93331 • 661.726.9075), and a navigation bar with links for Log Off and Home. Below the header, there are dropdown menus for Personal Services, Realtor Payment Services, MLS Payment Services, and Education and Events. A large blue banner features a 'No Photo Uploaded' message and a list of user details (Office, Member #, MLS ID, NRDS ID, Email, License #) with an 'Edit' button. A green circle highlights a 'Pay Now' button next to 'Semi Annual MLS Dues \$120.00'. A yellow arrow points to this button. Below the banner, there is a 'Filter Events/Classes' section with a legend for Events, Classes, Registered, Wait List, and Closed. A '0 Messages' box is also visible. The main content area shows 'My Registered Events and Classes' and 'Upcoming Events and Classes'.

STEP 3: Put a check on the Pay Now

Step 4: Click choose payment options

The screenshot shows the 'Unpaid Invoices' page on the Greater Antelope Valley Association of REALTORS® website. The header includes the logo, contact information, and navigation links (Main, Log Off, Home). The left sidebar contains links for Personal Services, Realtor Payment Services, MLS Payment Services, and Education and Events. The main content area is titled 'Make a MLS dues payment' and 'Unpaid Invoices'. It includes a 'View Paid and Unpaid Invoices' button and a table of unpaid invoices. A yellow circle highlights the 'Pay Now' button in the table. Below the table, there is a 'Total Due: \$ 150.00' section with a table showing aging information. A yellow arrow points to the 'Choose Payment Options' button at the bottom of the page.

Invoice	Date	Office / Incurring Member	Invoice Total	Amount Applied	Balance Due	Pay Now
12	09/15/20		150.00	0.00	150.00	<input checked="" type="checkbox"/>

Total Due: \$ 150.00

Aging	Current	Over 30 Days	Over 60 Days	Over 90 Days
Amount	0.00	150.00	0.00	0.00

Account Activity Report Choose Payment Options

Step 5: Click on Credit Card

Greater Antelope Valley Association of REALTORS®
182 West Ave M-4 • Palmdale, CA 93551 • 661.263.9175
www.gaa.org

Main Log Off Home

Review Payment Info

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
12	09/15/20		150.00	150.00

Total Selected: 150.00

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

Last Step: Add Credit Card information and click submit

Credit Card Information

Please enter your credit card information below

Name on Credit Card

Full name as displayed on card

Credit Card Billing Address

Address

City **State** **Zip**

Credit Card Type

Credit Card Number **Card Security ID**

Expiration Month **Expiration Year**

Keep On File

Please note: Adding or modifying credit card information on this form **does not** update your automatic credit card payment information.

[Submit](#)

