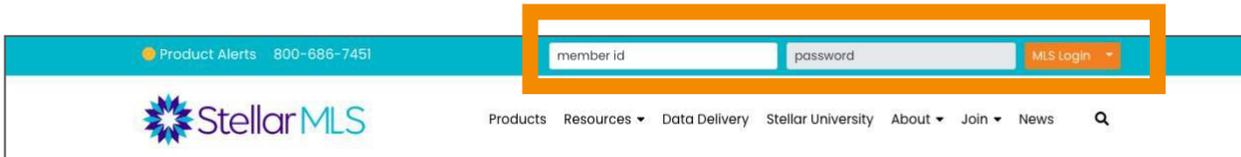




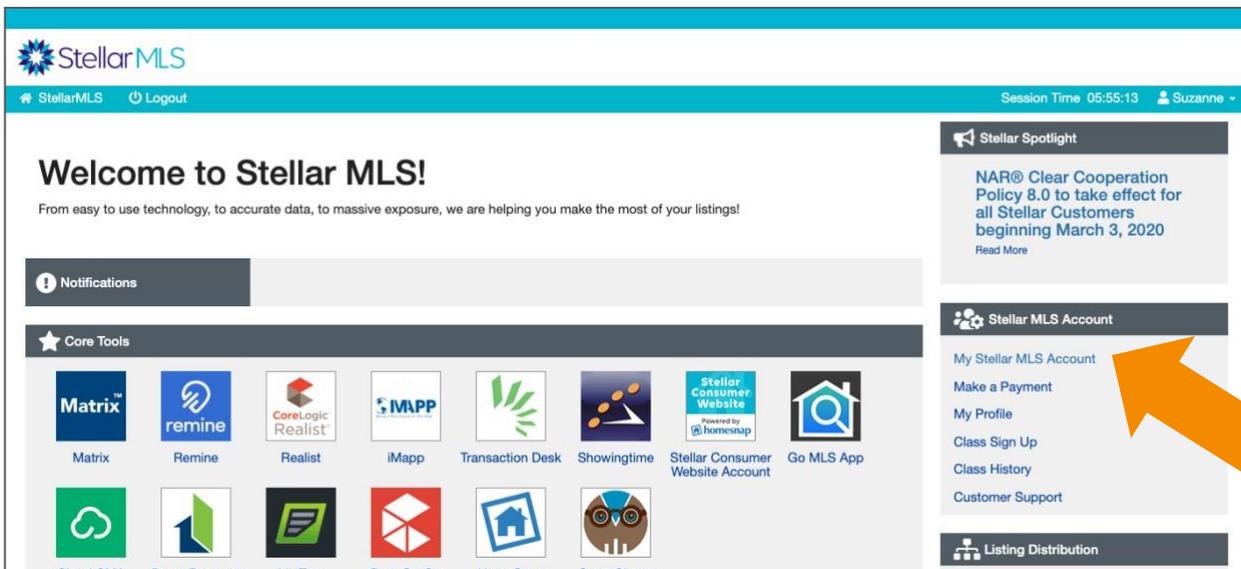
For Brokers - How to Pay Invoices for Your Agent or Unlicensed Assistant:

Brokers can pay outstanding invoices for their agents/unlicensed assistant through the Stellar Portal.

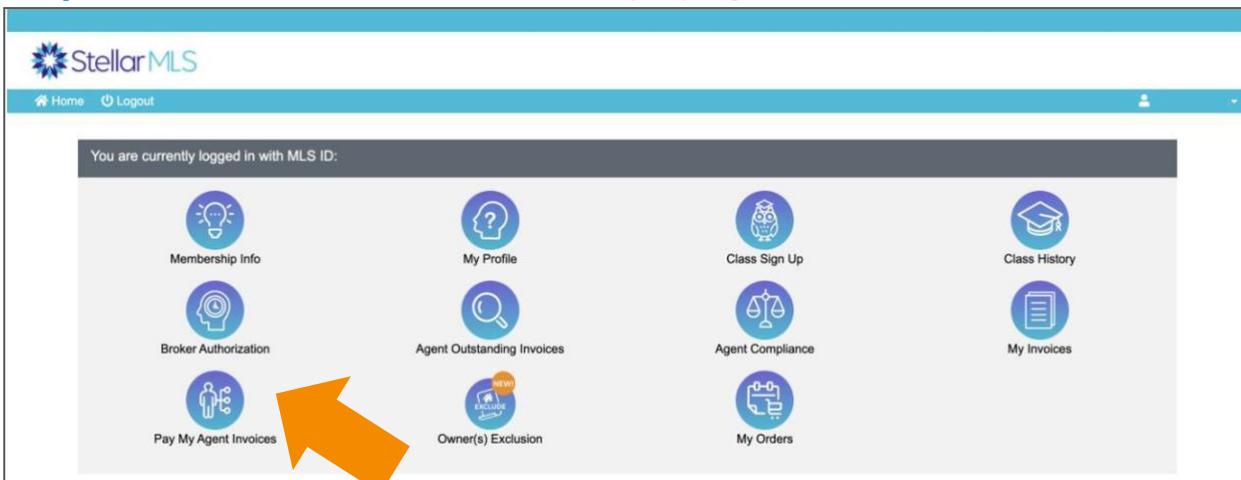
Step 1: Visit StellarMLS.com and log in at the top of the page with your MLS number and password.



Step 2: Click “My Stellar MLS Account” on the right side of your dashboard.



Step 3: From the Stellar Portal click on “Pay My Agent Invoices.”



Step 4: You will be taken to a page where you can see your agents' outstanding invoices. Find the invoice you would like to pay and click "Add to cart."

When you click "Add to cart" a pop-up message will appear. If you would like to add multiple invoices to your cart, click "Continue" to go back to the Agents Outstanding Invoices page. If you would like to check out with the invoice you have just added, click "Check Out."

StellarMLS

Home Logout Shopping Cart 0

Agents Outstanding Invoices

Name: Enter Agent name here

MLS Id: Enter Agent Full MLS No here

Office Name: Enter Office Name here

Office Id: Enter Office Id here

Search Reset

Showing 1 to 1 of 1 entries

Customer Name	MLS Id	Office Name	Office Id	Invoice No	Total	Invoice Date	Due Date	Actions
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXX	XXXXXXXXXX	XXXX	XXXXXX	XXXXXX	Add to cart View Invoice

Show 10 entries

First Previous 1 Next Last

An item was added to your cart. To check out now simply click here.

Confirm check out.

XXXXXXXXXX has been added to your shopping cart.

Would you like to check out or add more to your cart?

Continue Check Out

Step 5: You will be taken to a page where you can review your cart. If you still need to make changes, click on the “Return to Store” button. If an invoice was paid while you were in the process of checking out, you will need to remove that invoice from your cart before proceeding to pay.

When you are finished with any changes, click on the blue “Proceed to Checkout” button.

If you do not see the blue “Proceed to Checkout” button, click on the orange “Update Cart” button.

StellarMLS

Home Logout

Review your cart:

Your Cart 1

Return to Store Empty Cart

Full Name	MLS Id	Invoice No	Price (each)	Quantity	RPAC	Amount	Charity	Amount
				1				
Total			\$395.02	1		\$0.00		\$0.00

Remove from cart

Update Cart

Return to Store Empty Cart

DISCLAIMER: Contributions are not deductible for federal income tax purposes. Contributions are voluntary and will be used for political purposes. Contributions are not a condition of membership in the Association and a member may refuse to contribute without reprisal. Seventy percent of each contribution is provided to the Florida Realtors PAC in Florida to support state and local candidates and state and local issues. The balance is sent to the National Association of REALTORS® Political Action Committee and will be charged against your contribution limits prescribed by 52 U.S.C. 301106, except when donations are made from corporate funds or are designated cases in which case the balance is provided to the National Association of REALTORS® Political Advocacy Fund for use for federal political purpose.

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StellarMLS

Home Logout

Review your cart:

Your Cart 1

Return to Store Empty Cart Proceed to Checkout

Full Name	MLS Id	Invoice No	Price (each)	Quantity	RPAC	Amount	Charity	Amount
				1				
Total			\$450.00	1		\$0.00		\$0.00

Remove from cart

Return to Store Empty Cart Proceed to Checkout

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Step 6: You will be taken to a “Review Your Order” page. You will need to select the MLS agent that you’re making the payment on behalf of by clicking on the “Search” button. Find the MLS agent by name or MLS ID and click on the “Select” button next to their name. Once you have selected an agent, the orange “Pay Now” button will be ready for you to click.

Step 7: The “Pay Now” button will transfer you to the secure payment processor. Review your order, enter your credit card information, then click the “Pay With Your Credit Card” button at the bottom of the page.



Review Your Order

Invoice Number

Quantity	Item	Unit	Price
1		\$395.02	USD 395.02
		Total	USD 395.02

[« Return to Payment Processor](#)

Pay With Your Credit Card

Cardholder Name

Address

City

State/Province

ZIP/Postal Code

Country

Credit Card Number



Expiry Date (MMYY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Email

A confirmation email will be sent to this address.

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.