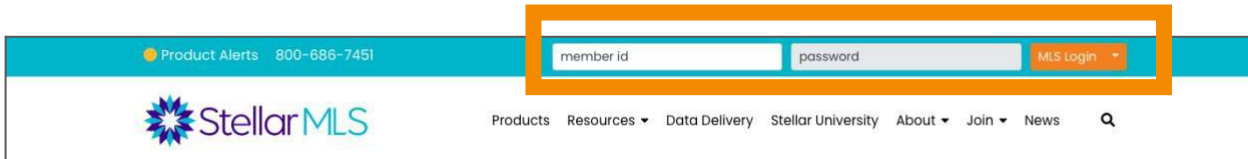




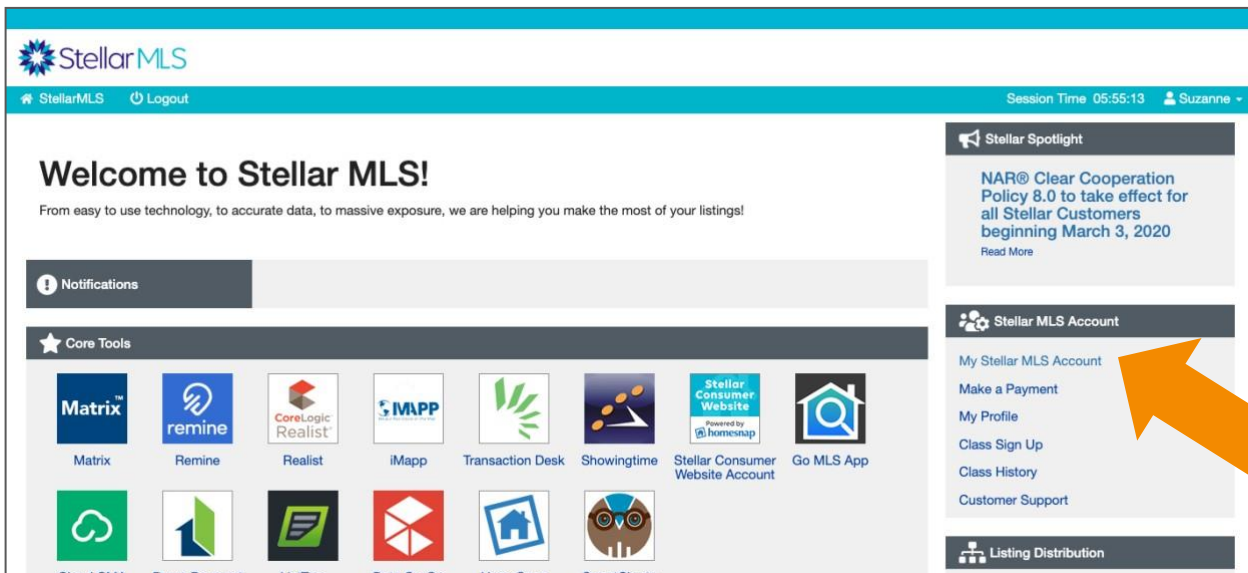
For Brokers - How to Pay Invoices for Your Agent or Unlicensed Assistant:

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

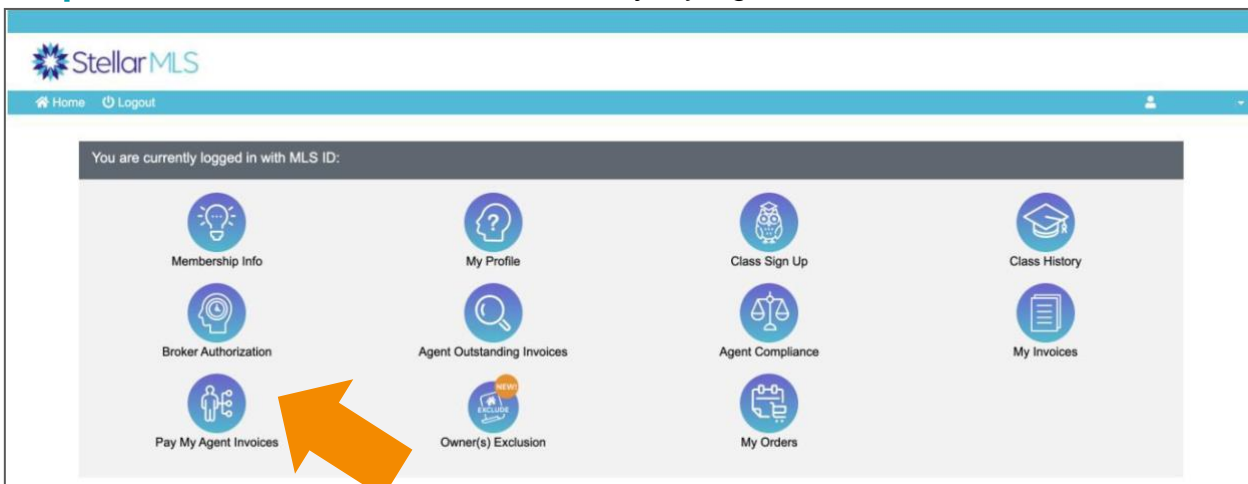
Step 1: Visit StellarMLS.com and log in at the top of the page with your MLS number and password.



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	\$2,000.00	XXXXXXXXXX	1/15/2020	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.

The screenshot shows the StellarMLS website's "Review your cart" page. At the top, there is a navigation bar with "Home" and "Logout" links. Below the navigation bar, the page title "Review your cart:" is displayed. The main content area features a "Your Cart" section with a table of items. The table has columns for Full Name, MLS Id, Invoice No, Price (each), Quantity, RPAC, Amount, Charity, and Amount. A single item is listed with a price of \$395.02 and a quantity of 1. The total amount is \$395.02. There are buttons for "Return to Store", "Empty Cart", and "Update Cart". An orange arrow points to the "Update Cart" button. Below the table, there is a "Remove from cart" link for the item. At the bottom of the page, there is a disclaimer about contributions not being deductible for federal income tax purposes and information about the Pinellas Realtor® Foundation.

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

The screenshot shows the StellarMLS website's "Review your cart" page. At the top, there is a navigation bar with "Home" and "Logout" links. Below the navigation bar, the page title "Review your cart:" is displayed. The main content area features a "Your Cart" section with a table of items. The table has columns for Full Name, MLS Id, Invoice No, Price (each), Quantity, RPAC, Amount, Charity, and Amount. A single item is listed with a price of \$450.00 and a quantity of 1. The total amount is \$450.00. There are buttons for "Return to Store", "Empty Cart", and "Proceed to Checkout". An orange arrow points to the "Proceed to Checkout" button. Below the table, there is a "Remove from cart" link for the item. At the bottom of the page, there is a disclaimer about contributions not being deductible for federal income tax purposes and information about the Pinellas Realtor® Foundation.

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

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.