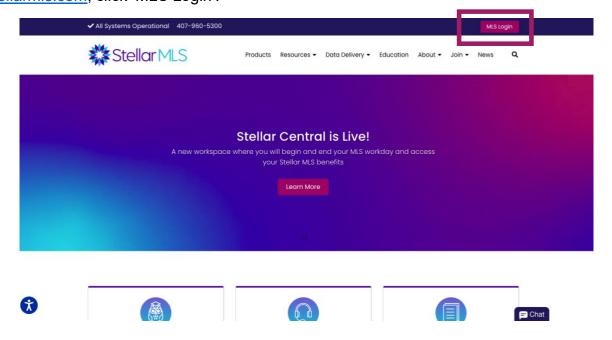


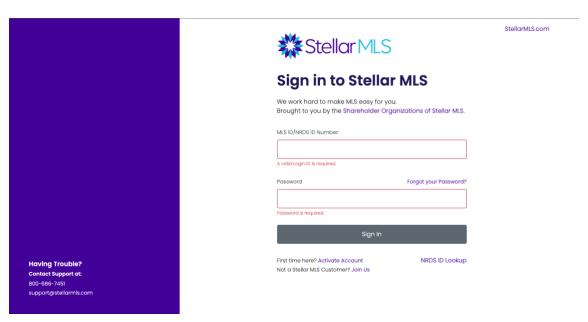
# **For Agents:** How to Pay your Stellar MLS Annual Subscription Fee

#### **How to Access Your Bill**

# **Step 1:** From <u>stellarmls.com</u>, click 'MLS Login'.

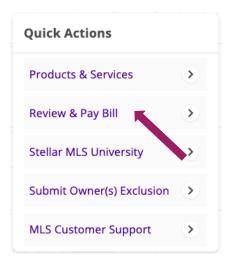


# **Step 2:**Enter your MLSID and password and log into your Stellar MLS account.



# Step 3:

Click 'Review & Pay Bill' under Quick Actions.

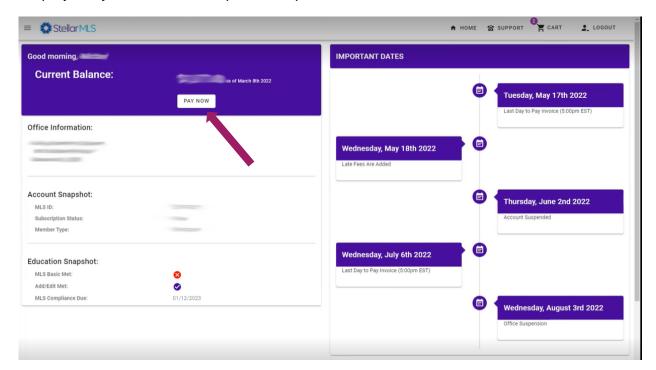


#### **Review Your Invoice and Account Information**

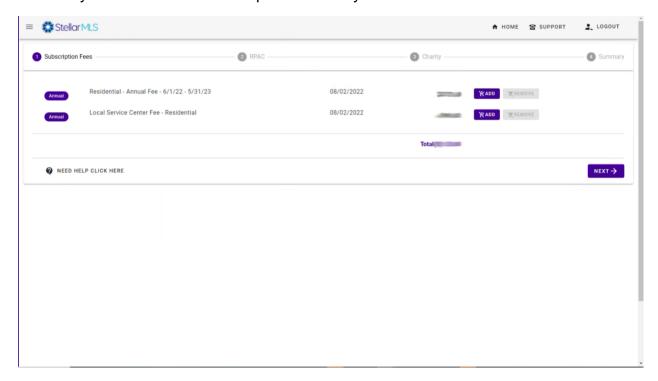
Below is a walkthrough of the information that you will need to review to complete your annual billing payment.

#### **Account Summary Balance and Important Dates**

Review your account summary, current balance, and important dates. Your annual invoice also displays any current or delinquent compliance violation fines.

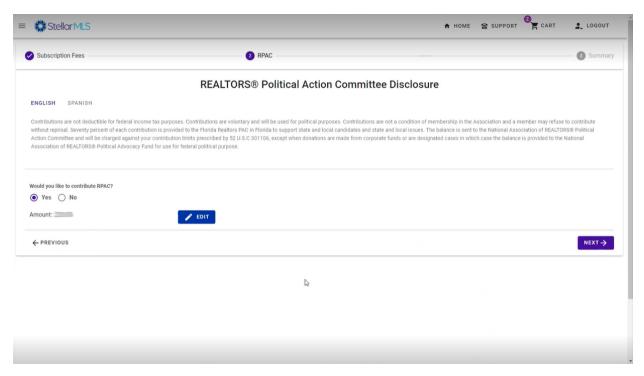


Review your annual MLS subscription fee and your Local Service Center fee.



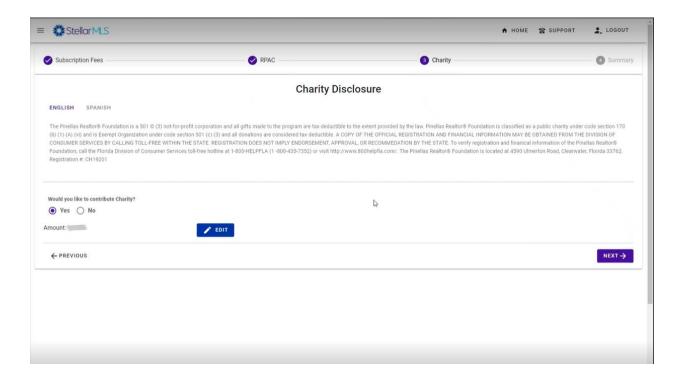
## **REALTORS® Political Action Committee (RPAC) Contribution**

If your Local Service Center is collecting contributions for the REALTORS® Political Action Committee, this page will appear in your invoice review. RPAC contributions are voluntary, and you may change the amount.



### **Charitable Contribution (As Applicable)**

If your Local Service Center is collecting contributions for a charitable cause, this page will appear in your invoice review.



### **Final Summary:**

On this page, you will have the opportunity to review the final summary of your annual invoice:

- Review your RPAC and/or charitable contributions (as applicable) and make any final adjustments.
- If you have compliance violation fines, you will see them in your final summary. Fines that are past due must be paid.
- Once you have reviewed and confirmed all your information, click the payment button to proceed to the payment site.

