

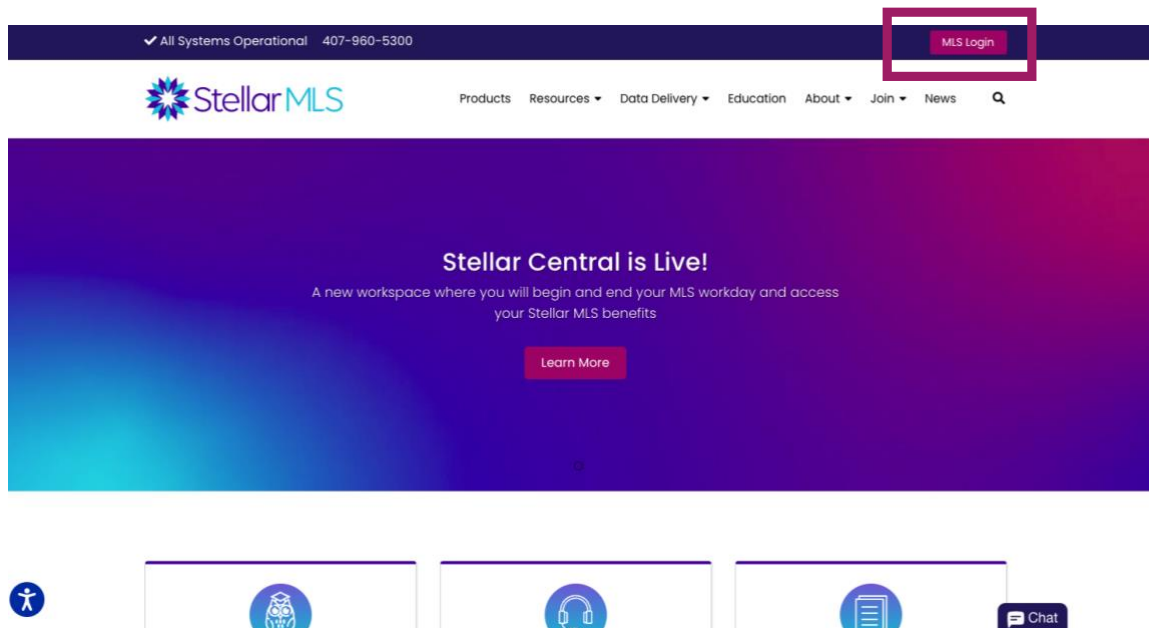


# For Brokers: How to Pay your Stellar MLS Annual Subscription Fee

## How to Access Your Bill

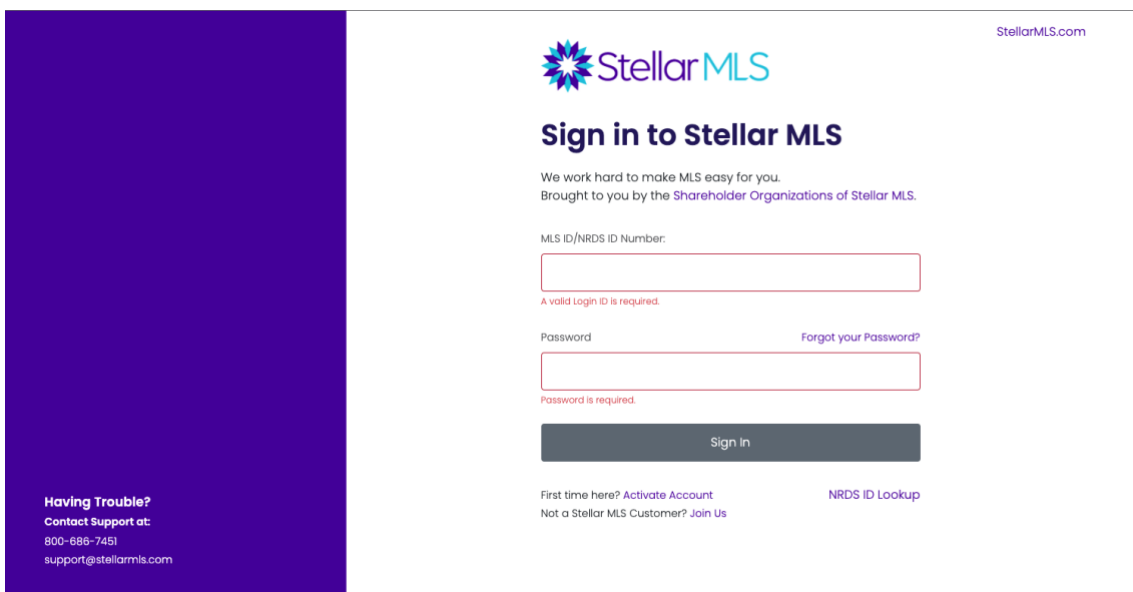
### Step 1:

From [stellarmls.com](https://stellarmls.com), click 'MLS Login'.



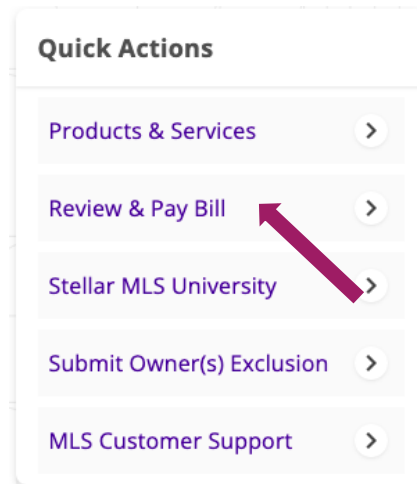
### Step 2:

Enter your MLSID and password and log into your Stellar MLS account.



### Step 3:

Click 'Review & Pay Bill' under Quick Actions.

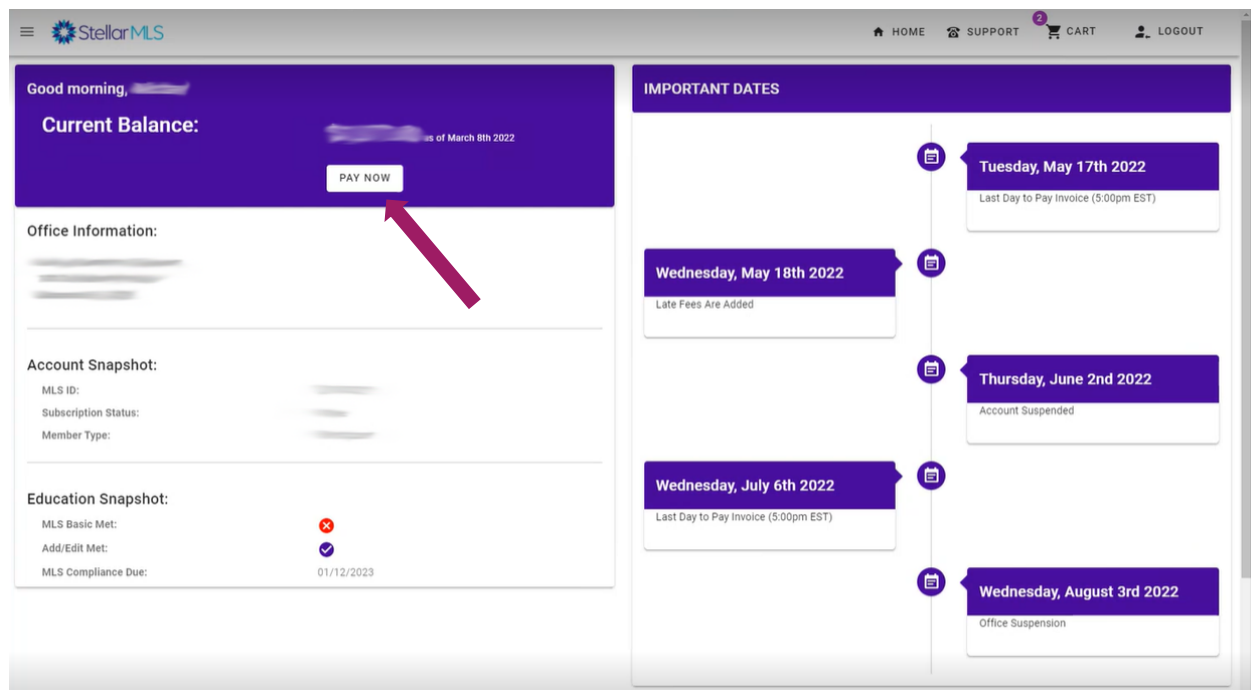


## Review Your Invoice and Account Information

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.

StellarMLS

HOME SUPPORT LOGOUT

1 Subscription Fees 2 RPAC 3 Charity 4 Summary

Annual Residential - Annual Fee - 6/1/22 - 5/31/23 08/02/2022 ADD REMOVE

Annual Local Service Center Fee - Residential 08/02/2022 ADD REMOVE

Total

NEED HELP CLICK HERE NEXT

## 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.

StellarMLS

HOME SUPPORT CART LOGOUT

1 Subscription Fees 2 RPAC 3 Summary

### REALTORS® Political Action Committee Disclosure

ENGLISH SPANISH

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.

Would you like to contribute RPAC?

☒ Yes ☐ No

Amount: EDIT

PREVIOUS NEXT

## Charitable Contribution (As Applicable)

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

The screenshot shows the 'Charity Disclosure' page in the StellarMLS system. The page has a header with the StellarMLS logo and navigation links (HOME, SUPPORT, LOGOUT). Below the header, there are four tabs: 'Subscription Fees', 'RPAC', 'Charity', and 'Summary'. The 'Charity' tab is selected. The main content area is titled 'Charity Disclosure' and includes a language selector (ENGLISH, SPANISH). A paragraph of text provides information about the Pinellas Realtor® Foundation, including its status as a 501(c)(3) not-for-profit corporation and its classification as a public charity under code section 170(b)(1)(A)(vi) and is Exempt Organization under code section 501(c)(3) and all donations are considered tax deductible. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. To verify registration and financial information of the Pinellas Realtor® Foundation, call the Florida Division of Consumer Services toll-free hotline at 1-800-HELPFLA (1-800-435-7352) or visit http://www.800helpfla.com/. The Pinellas Realtor® Foundation is located at 4590 Ulmerton Road, Clearwater, Florida 33762. Registration #: CH19201.

Below the text, there is a question: 'Would you like to contribute Charity?' with two radio buttons: 'Yes' (selected) and 'No'. Below this, there is an 'Amount:' field with a placeholder and an 'EDIT' button. At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

## 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.

The screenshot shows the 'Final Summary' page in the StellarMLS system. The page has a header with the StellarMLS logo and navigation links (HOME, SUPPORT, LOGOUT). Below the header, there are four tabs: 'Subscription Fees', 'RPAC', 'Charity', and 'Summary'. The 'Summary' tab is selected. The main content area is a table with the following columns: Invoice Type, Description, Due Date, Amount, and Actions.

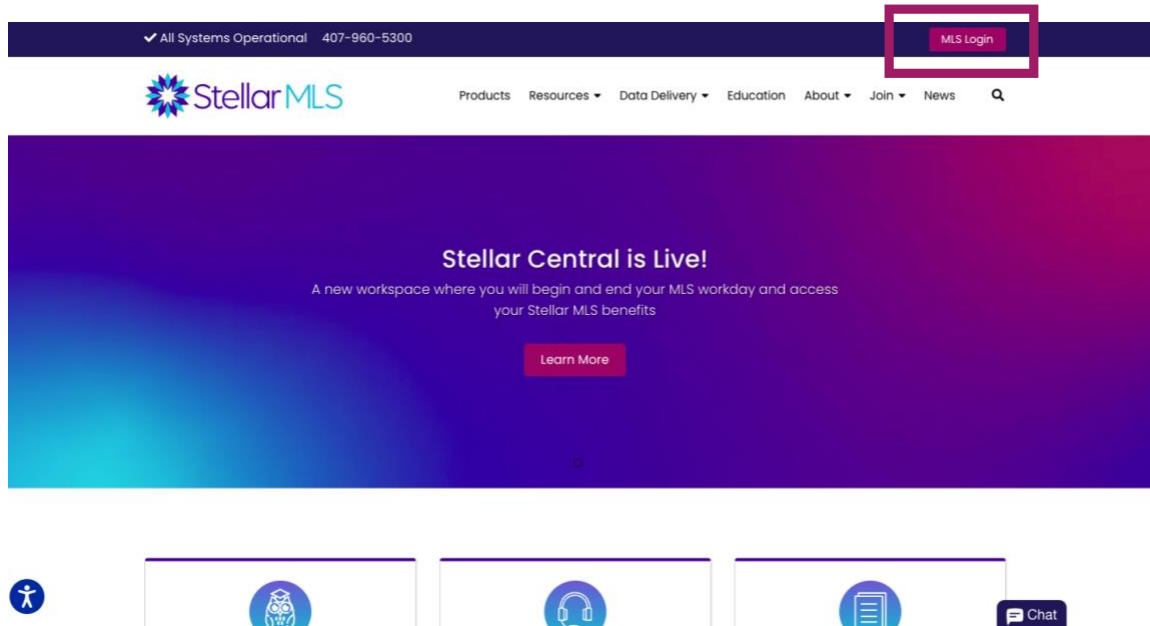
Invoice Type	Description	Due Date	Amount	Actions
RPAC	RPAC DONATION	03/09/2022		<a href="#">EDIT</a> <a href="#">REMOVE</a>
Charity	CHAR DONATION	03/09/2022		<a href="#">EDIT</a> <a href="#">REMOVE</a>
Annual	Residential - Annual Fee - 6/1/22 - 5/31/23	08/02/2022		<a href="#">REMOVE</a>
Annual	Local Service Center Fee - Residential	08/02/2022		<a href="#">REMOVE</a>
Total Payment(4)				

At the bottom of the table, there are 'PREVIOUS' and 'PAY NOW' buttons. A red arrow points to the 'PAY NOW' button.

# For Brokers: Paying on Behalf of Your Agents

## Step 1:

From [stellarmls.com](https://stellarmls.com), click 'MLS Login'.



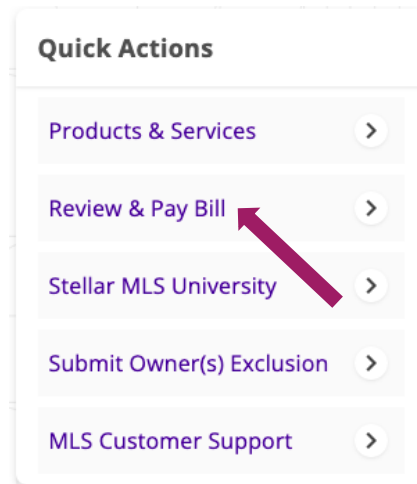
## Step 2:

Enter your MLSID and password and log into your Stellar MLS account.

The image shows the 'Sign in to Stellar MLS' page. On the left is a solid purple sidebar with white text: 'Having Trouble? Contact Support at: 800-686-7451 support@stellarmls.com'. The main content area is white and features the StellarMLS logo at the top right. Below the logo is the heading 'Sign in to Stellar MLS' and a subheading 'We work hard to make MLS easy for you. Brought to you by the Shareholder Organizations of Stellar MLS.' The login form consists of two input fields: 'MLS ID/NRDS ID Number:' and 'Password:'. Below the first field is a red error message 'A valid login ID is required.' Below the second field is a red error message 'Password is required.' To the right of the password field is a link 'Forgot your Password?'. Below the input fields is a dark grey 'Sign In' button. At the bottom of the page, there are two links: 'First time here? Activate Account' and 'NRDS ID Lookup'. A third link, 'Not a Stellar MLS Customer? Join Us', is located below the 'Activate Account' link.

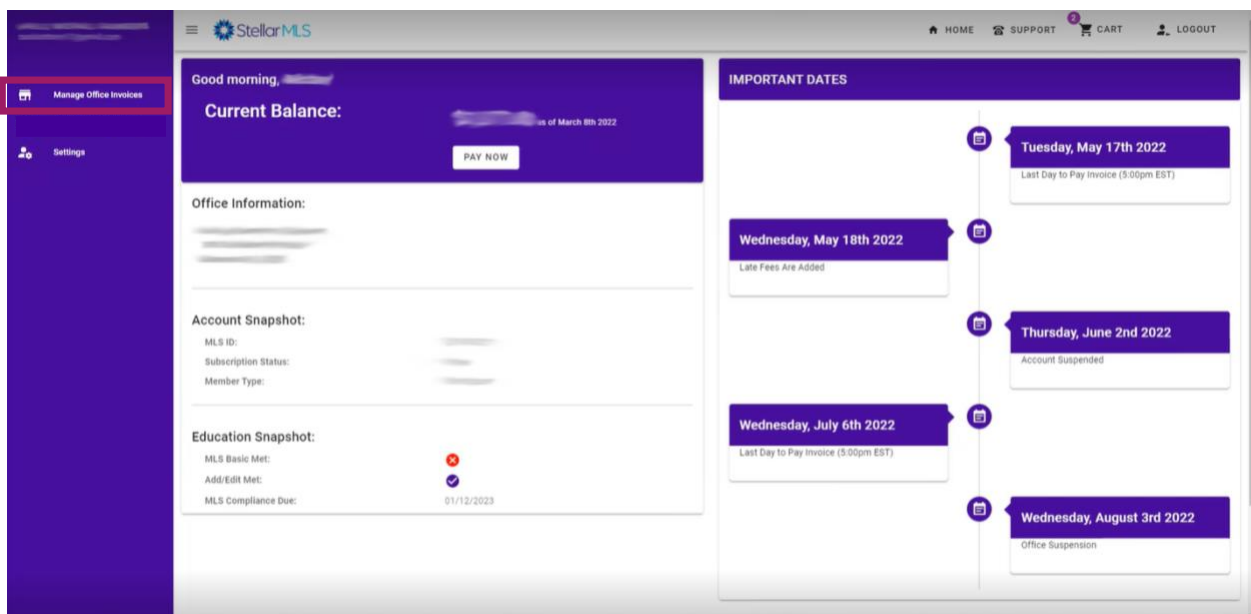
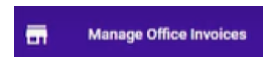
### Step 3:

Click 'Review & Pay Bill' under Quick Actions.



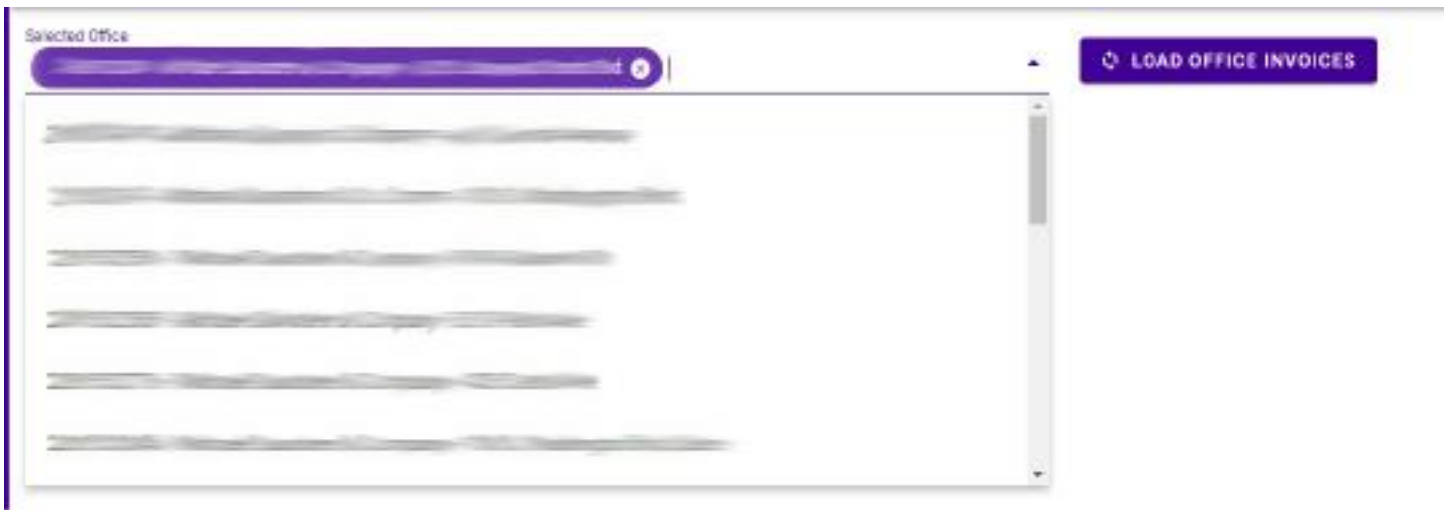
### Step 4:

Click the 'Manage Office Invoices' tab on the left side of your screen.



## Step 4:

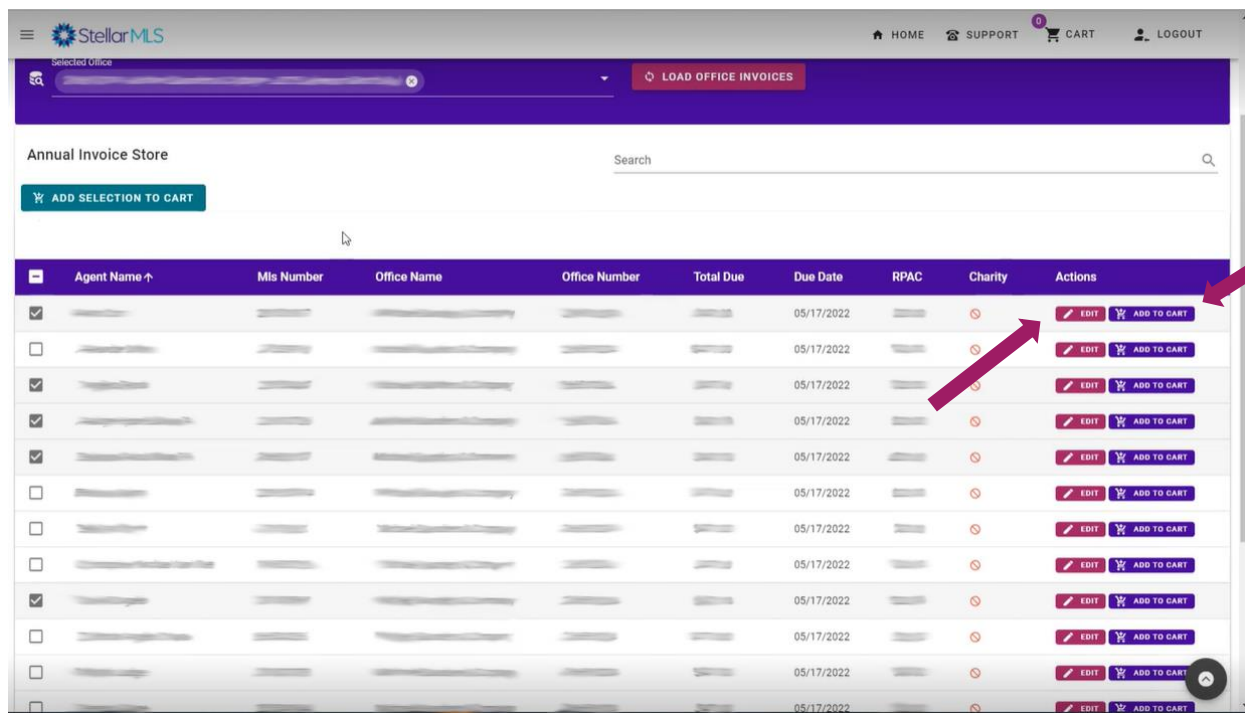
Review the office(s) associated with your Broker account and select the office(s) that you want to pay agent invoices for.



## Step 5:

Select the agent(s) that you would like to pay on behalf of and click add to cart

*Note: Be sure to review the RPAC and/or charity contribution amounts for each agent you have selected. If you want to edit the RPAC and/or charity contributions before you add an invoice to your cart, click the 'Edit' button.*



## Step 6:

Click the cart icon in the top right of your screen to review the invoices you want to pay.



## Step 7:

Click the 'Pay Now' button to proceed to the payment site to complete your transaction.

