

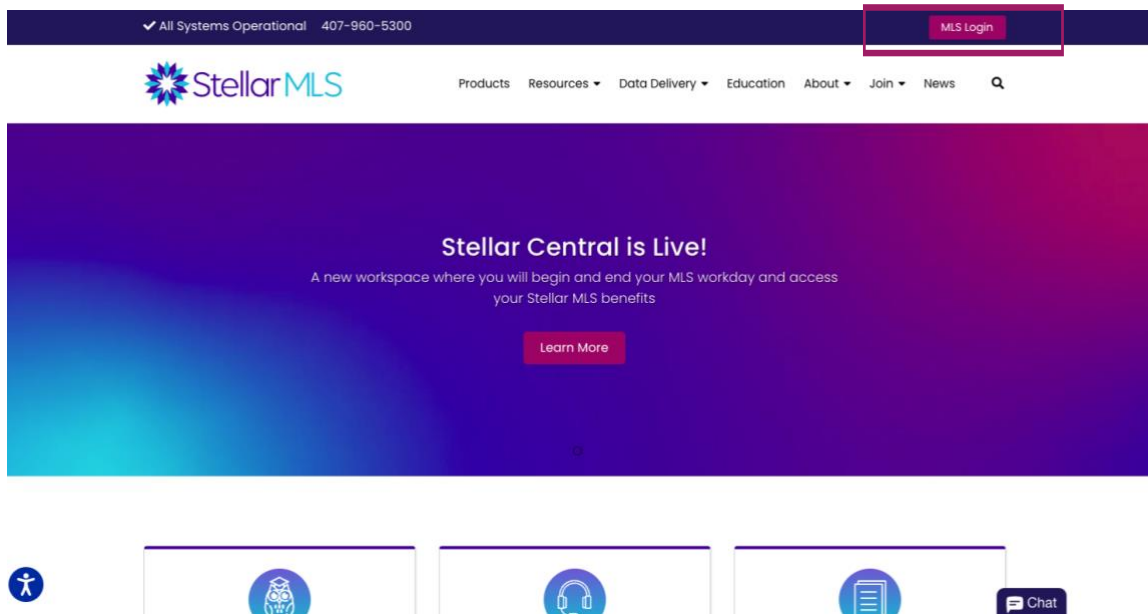


# For Unlicensed Assistants: How to Pay your Annual Stellar MLS Subscription Fee

## How to Access Your Bill-

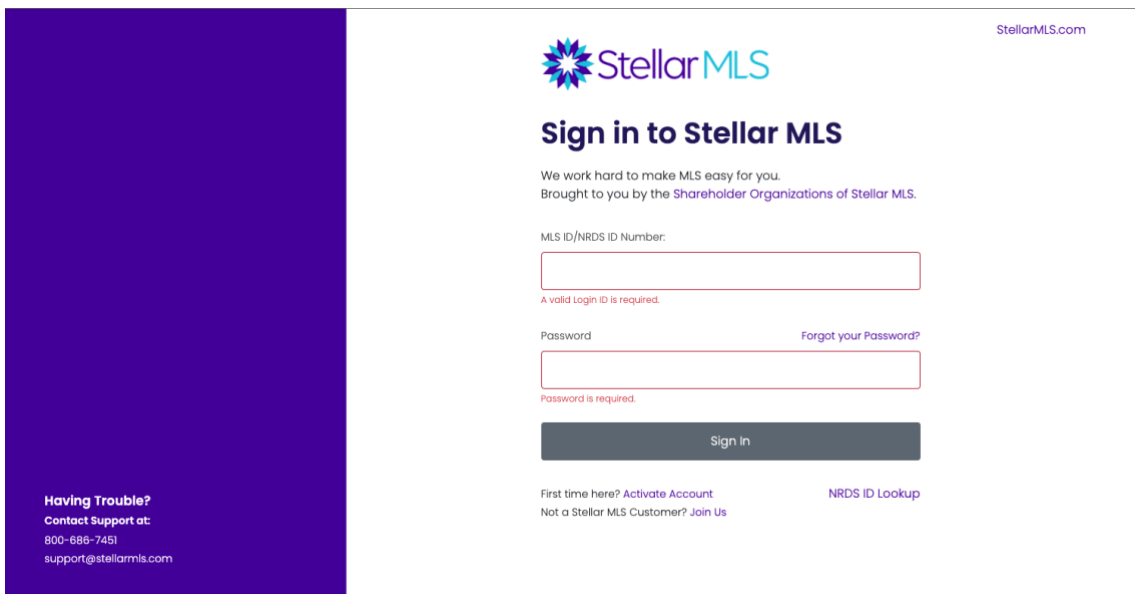
### Step 1:

From stellarmls.com, click 'MLS Login'.



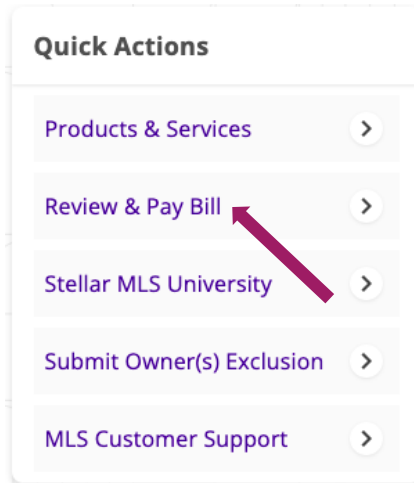
### Step 2:

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



### Step 3:

Click 'Review & Pay Bill' under Quick Actions.

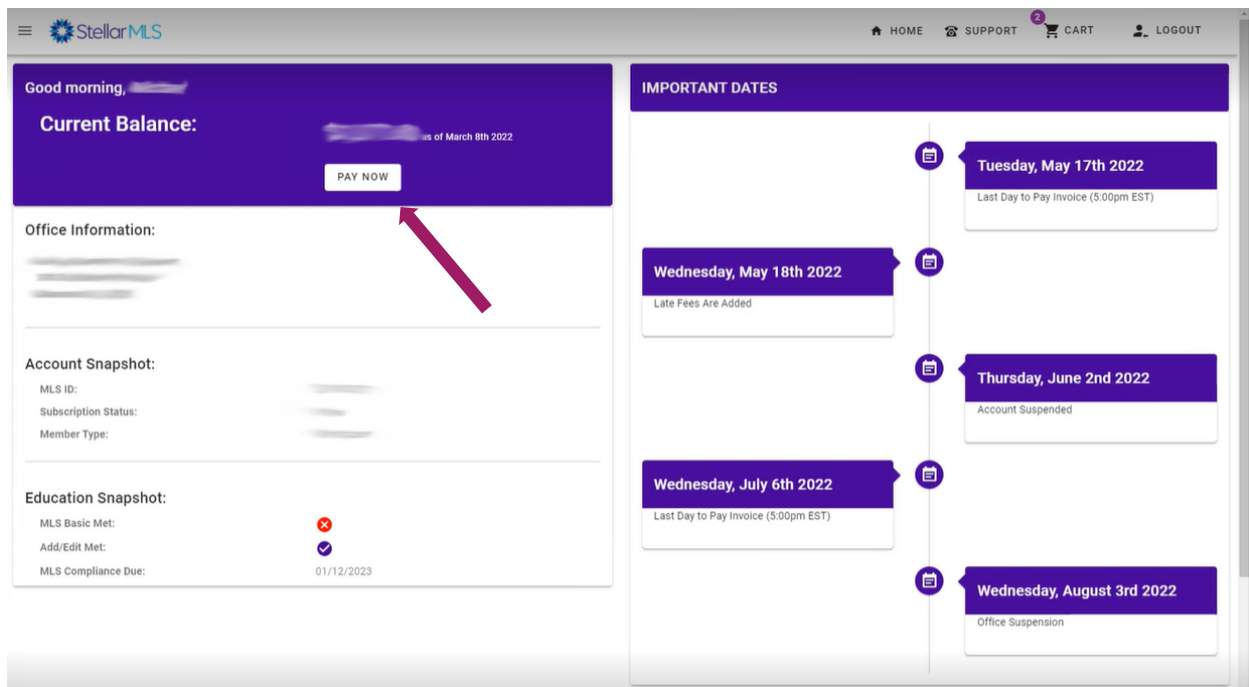


## Review Your Invoice and Account Information-

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 membership fee.

**Important:**

**Annual MLS and LSC fees must be paid at the same time by the due date.** However, you can pay active compliance fines and/or other MLS fees separately. You must pay all outstanding invoices by their due dates to avoid additional fees and/or MLS service interruptions.

Past due fees and violations must be paid and cannot be removed.

\*The Broker Data Services fee is collected to help maintain services and software for listing distribution facilitated by Stellar MLS.

Invoice Type	Description	Due Date	Amount	Actions
Annual Invoice	- Stellar MLS Fee - Assistants	10/01/2022		<a href="#">ADD</a> <a href="#">REMOVE</a>
Annual Invoice	- Local Service Center Fee - Assistants	10/01/2022		<a href="#">ADD</a> <a href="#">REMOVE</a>

Total(2):

[NEED HELP CLICK HERE](#)

[NEXT →](#)

## Final Summary:

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

- Once you have reviewed and confirmed all your information, click the payment button to be redirected to the payment site to complete your transaction.

StellarMLS [HOME](#) [SUPPORT](#) [LOGOUT](#)

Subscription Fees [Summary](#)

Invoice Type ↑	Description	Amount	Actions
Annual Invoice	Stellar MLS Fee - Assistants		<a href="#">REMOVE</a>
Annual Invoice	- Local Service Center Fee - Assistants		<a href="#">REMOVE</a>
Total Payment(2)			

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