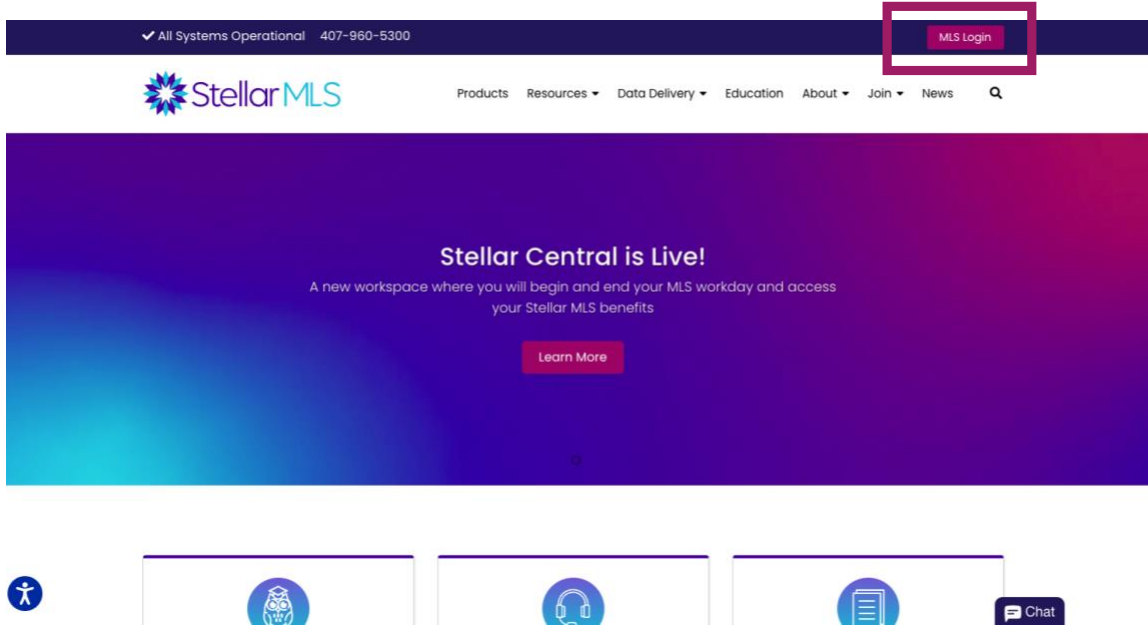




For Brokers: Paying on Behalf of Your Unlicensed Assistants

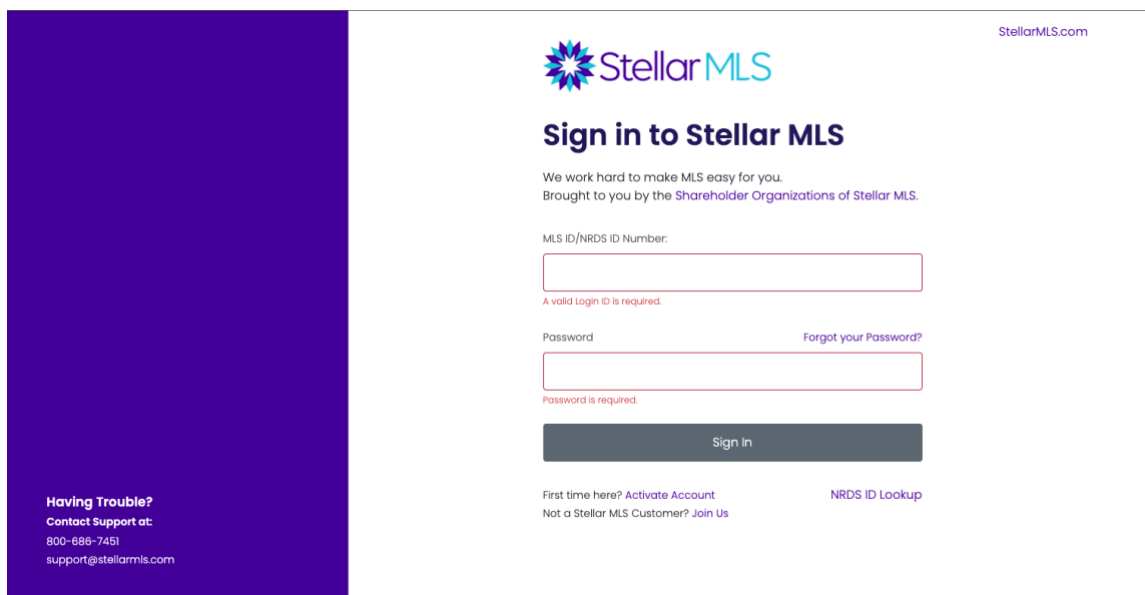
Step 1:

From stellarmls.com, click 'MLS Login'.



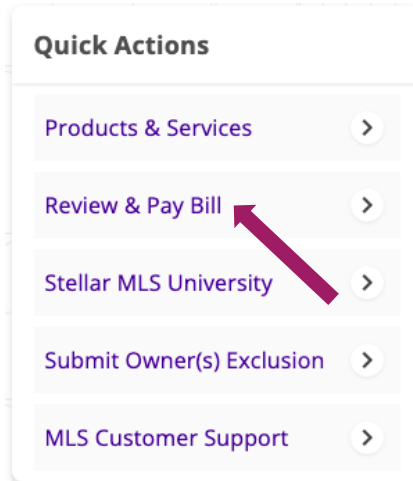
Step 2:

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



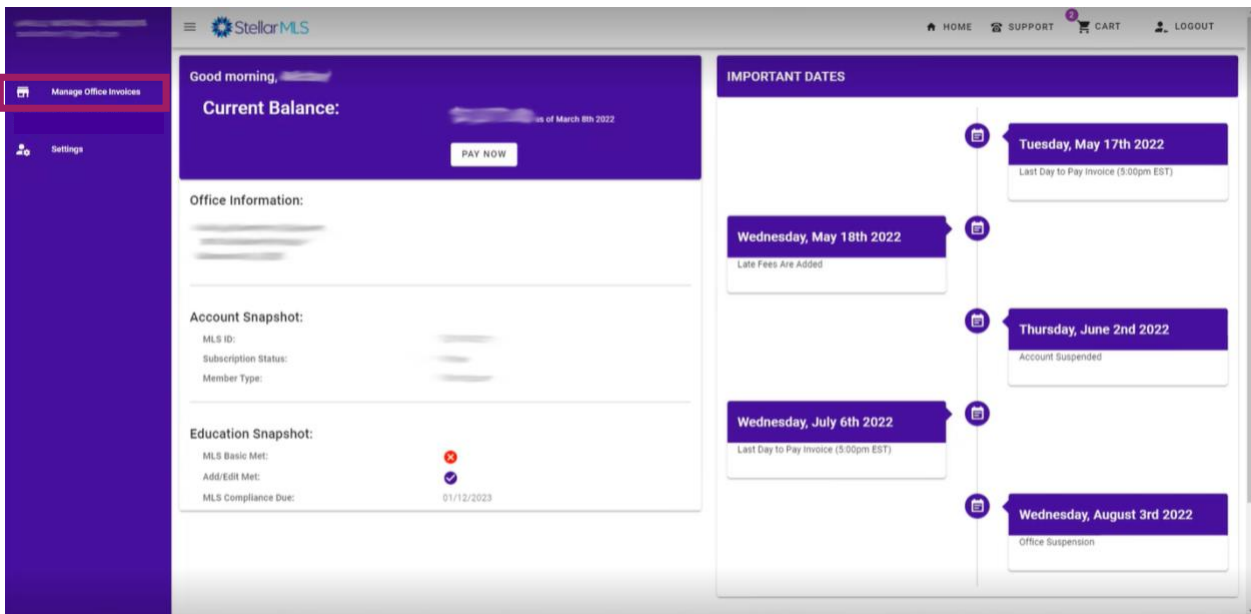
Step 3:

Click 'Review & Pay Bill' under Quick Actions.



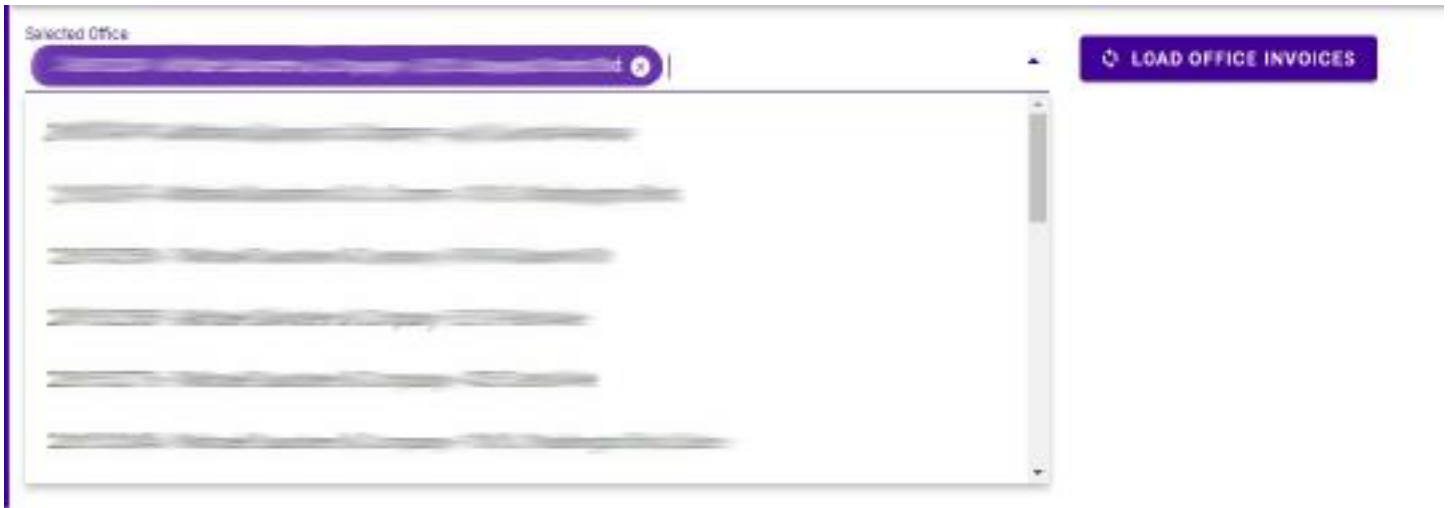
Step 4:

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



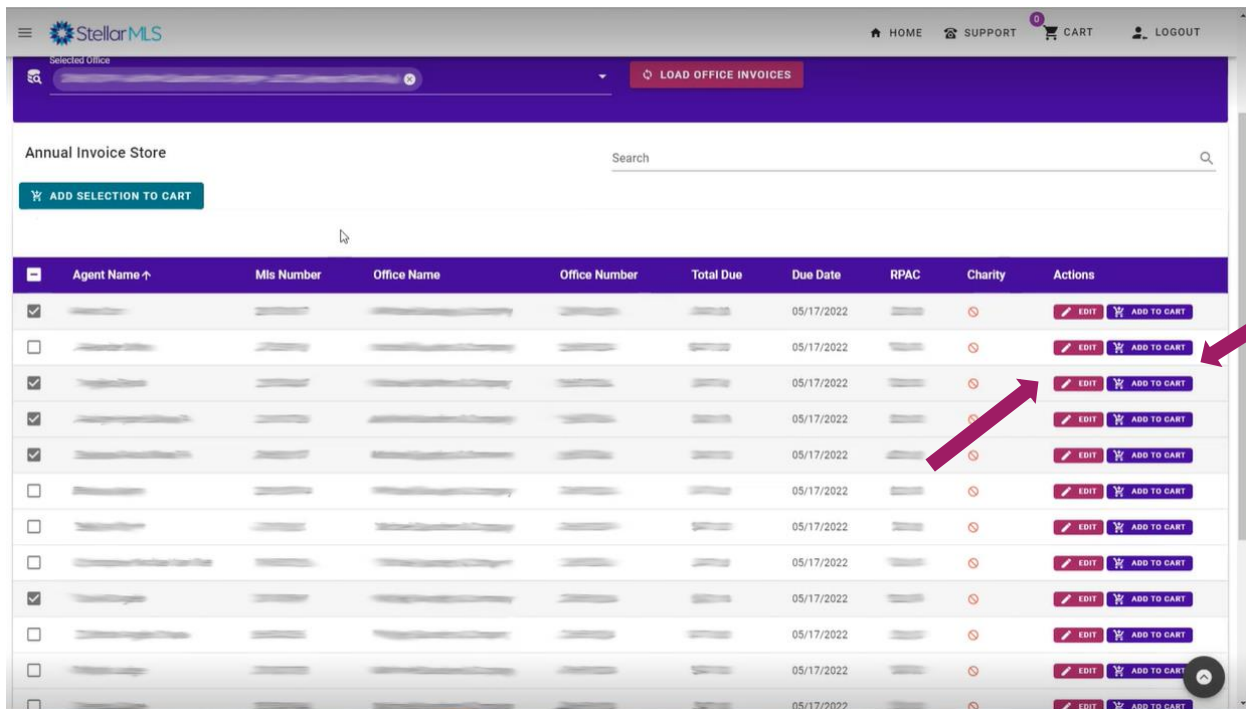
Step 4:

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



Step 5:

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



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.

