

PAY NAR / CAR/ CCBR ANNUAL DUES ON-LINE 2012 INSTRUCTIONS

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Pay your NAR / CAR / CCBR Dues by Credit Card/Debit Card/E-Check.

NOTE: If you are on-line to the Internet while viewing this document, you can click on any blue link and your browser will open and you will go directly to that website.

**NAR = National Association of REALTORS® , Inc.
CAR = Colorado Association of REALTORS® , Inc.
CCBR = Chaffee County Board of REALTORS® , Inc.**

- 1) Go to the NAR website, <http://Realtor.org> and Click the link at the top right of the web page "PAY DUES" in your web browser (you must be on the Internet for this to work).
- 2) At the REALTOR.org Sign-In page, you'll be asked to enter your User name and Password if you have one; OR register for the first time. To register, click on the link to the right, "Create your account". NOTE: if you are already registered, enter your User name and Password and skip to number 5 of these instructions.
- 3) On this page, you'll be asked "ARE YOU:"
 - A NAR member who needs to register at this site? [Click here.](#)
Your NRDS ID will be required! **NOTE: You are a NAR, CAR, and a CCBR Member.**
 - Looking for your NRDS ID? [Click here.](#)
Requires your NAR Membership Kit
(or) your copy of REALTOR® Magazine with mailing label intact
(or) online, with your name, Social Security Number and/or real estate license number.

Your NRDS# can be located on the address label on your REALTOR magazine, by calling CCBR, or by following the link (see above) that is on the page to help you find your NRDS#.

- 4) Next, when you have your NRDS#, continue the registration process by selecting the link that pops up to Pay Your Dues On-line. Select "Pay My 2011 Invoice.
- 5) Click on the Link Below: "My Invoice" Link Below 2180 - CHAFFEE COUNTY BOARD OF REALTORS® INC.

- 6) You should now be on the Logo and Welcome Screen. Click on the "**Pay My 2012 Invoice**" link. Note: If you are the Designated REALTOR® for your firm, you'll also have a link "**myOffice(S)**". You can click on that link to pay all, some or just a couple of the agents dues as well.
- 7) Your Dues Invoice should be on the screen. If there are any optional amounts (**\$25 for PSF for 2011**), select the appropriate boxes and enter the desired amounts. Your new total will be reflected on reflect on the "View Final Invoice and Disclaimer". For the **Voluntary contribution to PSF**, you can "click on the "Pay Later button to "turn off" the \$25 changes it "\$0.00 or another higher amount" or leave it and pay the \$500.
- 8) Click on the link to "View Final Invoice and Disclaimer" next. Although you could select "Pay Invoice", it is better to review the invoice first to be sure it is correct. The invoice amount will be **\$500 PLUS any amount for PSF**. You can print this Invoice if you like after you review it using your browser's print functions. Click the link at the bottom of the page the reads: "Return to Preliminary Invoice".
- 9) Now select the "Pay Invoice" link at the bottom of the Invoice. The next screen gives you an option of paying with "Pay Now with a Credit Card" (Use this for a Debit Card), or Pay Now With an Electronic Check". **NOTE: CCBR takes Visa, Master Card, Discover and Electronic checks.**
- 10) You are now at the **Checkout Counter**, **Credit Card Payment** form. **NOTE:** Be sure to fill out the form completely, especially the box next to "To proceed with payment, this box must be checked to confirm understanding of this policy." Also, be sure to verify the amount of the Invoice at the top of the page, and enter your expiration date. When, complete, click the link at the bottom of the page "Pay Now". **CLICK THIS LINK ONLY ONCE.**
- 11) You will get your final confirmation and you'll be done with your payment. Be sure to give a copy of the final page with the confirmation number on it to your Broker or office manager. This is so they don't pay for you by check with the rest of those members from your offices that are paying by check.