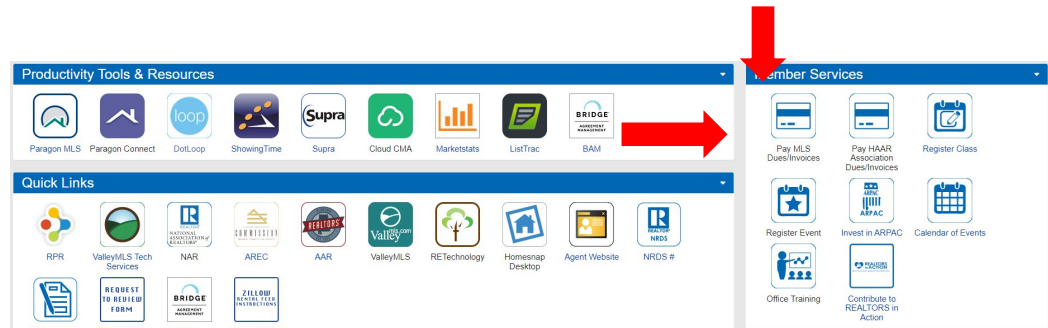


Brokers instructions on how to check if your agents have paid - ValleyMLS

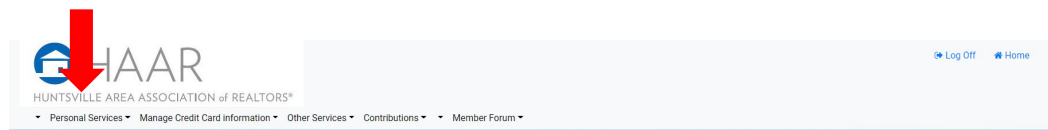
1. Log into the Dashboard via <https://haar.realtor>
2. On the right of the screen under the Member Services, click on "Pay MLS Dues / Invoices" icon
3. On the Blue header click on the three dashes Menu
4. Across the header, choose "Personal Services"
5. To view which agents in your office have not paid their MLS fees or to pay them, click on "Brokers: Pay Your Offices MLS Fees"
6. Click on your office name
7. The screen that opens will provide you with the invoice for each unpaid agent, list the agents name, and the amount they owe
8. If you are paying for the agent, check the box to the right of the agents name and scroll down to "Choose Payment Options" and follow the prompts on the screen

Step 1: Log into the Dashboard via <https://haar.realtor>

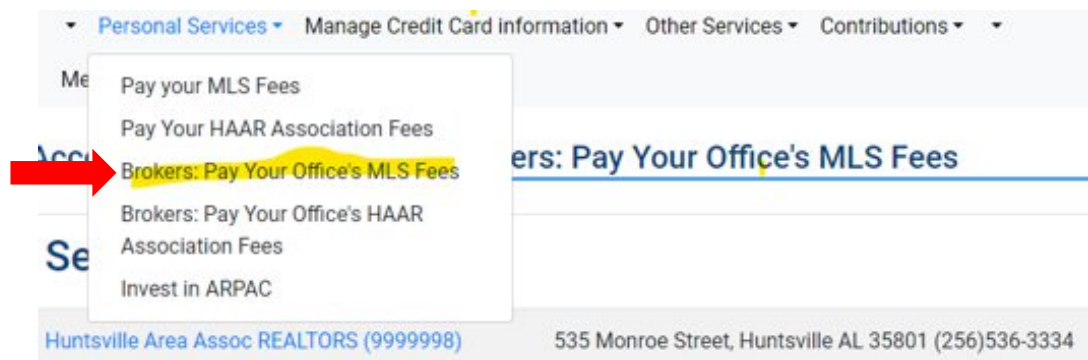
Step 2:



Step 3:



Step 4:



Step 5: *Please note, the next step will show **YOUR** office. I am using HAAR as an example only*

 **HAAR**
HUNTSVILLE AREA ASSOCIATION of REALTORS®
Personal Services Manage Credit Card information Other Services Contributions Member Forum

Account for Katy Fitzgerald - Brokers: Pay Your Office's MLS Fees

Select an Office

Huntsville Area Assoc REALTORS (9999998)

535 Monroe Street, Huntsville AL 35801 (256)536-3334

Step 6:

Invoice	Date	Office / Incurring Member	Invoice Total	Amount Applied	Balance Due	Pay Now
 5994531 	02/09/23	Huntsville Area Assoc REALTORS / 6634 - Katy Fitzgerald	1.00	0.00	1.00	 ☐
Total Due This Office: \$ 1.00						
Aging	Current	Over 30 Days	Over 60 Days	Over 90 Days		
Amount	1.00	0.00	0.00	0.00		

Step 7: