HOW TO USE YOUR NOMAR MEMBER PORTAL

Agents – June 2024

Lexie Martin lexie@nomar.org (504) 274-0791

Logging In

- To go directly to your NOMAR Portal, go to portal.nomar.org
 - If you receive an "Oops!" or "Page Not Found" error, ensure you are fully logged out of the MLS or LACDB rather than just closing the window.
 - If you are fully logged out and still receiving an "Oops" or "Page Not Found" error, try opening the Portal in a **Private or Incognito window.**
- Log in with the same username & password that you use for the MLS. Please note that the password is case-sensitive.
 - If you encounter any issues with your username or password, or if they are not working, don't worry. Take a screenshot and email us at lexie@nomar.org. We're here to help.
 - When you email us, please include the screenshot, your full name, and the username & password you are trying to use to log in. This will help us assist you more effectively.

Username
© Eorgot Password2

Click "Login."

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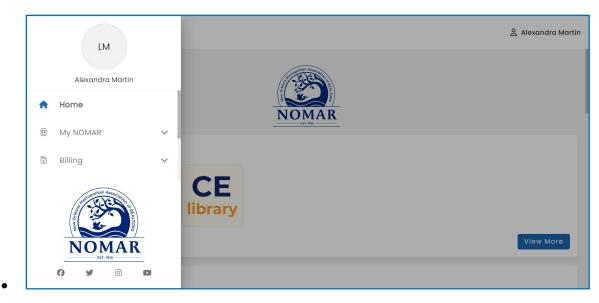
Your Home Screen

Welcome to your Home Screen! This is the hub for everything you will do in your Portal.

Alexandra Martin Resources & Services Alerts
Home
Billing All payments are up to date
Subscriptions
Output Search Coming up at NOMAR
C Logout
Q Welcome To Your New Member Portal Homeownership Month Webinar: Let's Get Moving! View Method
Your new Member Portal is your new home for managing payments, your Association subscription, MLS subscription, your eKey subscription, contributions, classes, events, committees, and more. Here are a few
helpful videos to get you started! 🗇 27-Jun-2024 🕓 12:00 PM - 01:00 PM
View More
Learn Morel YPN Lunch and Learn: Affiliate Panel Q&A View Mo
Events
Your upcoming events 27-Jun-2024 © 12:00 PM - 02:00 PM
NOMAR Forewarn Zoom Training View Mc

If you do not see the sidebar to the left of your screen, click the three lines in the upper left-hand corner. This will open the sidebar.





Agents will have three categories: "My NOMAR," "Billing," and "Subscriptions." Brokers and those with Office or Group Delegation will have these categories, plus "Brokerage."

Resources & Services

- In the center of the screen is Resources & Services
 - From here, you can **Download a Letter of Good Standing** or **Change Office**

How to Download a Letter of Good Standing

• In Resources & Services, click "View More."

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	Resources & Services	Alerts
📌 Home		E Unpaid invoices
🗄 My NOMAR 🗸 🗸		▲ 1 unpaid invoice
🗈 Billing 🗸 🗸		Total amount
D Subscriptions	View More	View More
Q. Search		
[→ Logout	Notifications	Coming up at NOMAR
	Velcome To Your New Member Portal Your new Member Portal is your new home for managing payments, your Association subscription, MLS subscription, your eter subscription, contributions, classes, events, committees, and more. Here are a few helpful video to act you strated!	Homeownership Month Webinar: Let's Get View More
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	Learn More!	YPN Lunch and Learn: Affiliate Panel Q&A View More
	Your upcoming events	 ♥ Events
NOMAR	É É	Forewarn Zoom Training View More
() y 💿 🖬		Events

• From here, click "Letter of Good Standing."

	Resources & Services	>	< c
Al	Letter of Good Standing	>	
	E Change Office	>	
View More		Ipra CE library	

• The Letter of Good Standing will open in a **new tab**. From here, you can download the letter to your computer and send it to people as necessary.

How to Transfer to a New Brokerage or Another Office in the Same Firm

REALTORS[®] moving to an office with the same MLS of choice (Matrix to Matrix or Paragon to Paragon) can transfer to their new office via their NOMAR Portal by following the steps below.

REALTORS[®] moving to an office with a different MLS of choice (Matrix to Paragon or Paragon to Matrix) will receive an error message and should request that their Broker follow the steps in their Portal for an Office Transfer Request.

If you receive an error message at any point, stop what you are doing, take a screenshot, and send an email to lexie@nomar.org. In the email, include the screenshot, your full name, and the office to which you are trying to move

		Alerts
A Home		🗐 Unpaid invoices
I My NOMAR		▲ 1 unpaid invoice
Billing		Total amount
D Subscriptions	View More	View Mo
Q Search		
[→ Logout	Notifications	Coming up at NOMAR
	O Welcome To Your New Member Portal Your new Member Portal is your new home for managing payments, your Association subscription, MLS subscription, your effey subscription, contributions, classes, events, committees, and more. Here are a few	Homeownership Month Webinar: Let's Get View Mo
	helpful videos to get you started!	Events 27-Jun-2024 () 12:00 PM - 01:00 PM
	View More	27-Jun-2024 0 12:00 PM - 01:00 PM
	Learn More!	YPN Lunch and Learn: Affiliate Panel Q&A View Mo
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In Resources & Services, click "View More."

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• From here, click "Change Office."

	× Resources & Services
Al	► Letter of Good Standing
	E Change Office >
View More	GSREIN ROAMMLS Gupra

- If the site does not validate your license automatically, type in your license number and click "Validate license."
 - Please note that if you have a "short" number, you may need to include the four zeros at the beginning of the number. The final license number should be eight digits
 - Example: "1111" becomes "00001111," and "0111" becomes "00000111."
- Once your license is validated, click "Next."

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or 10		
nange Brokerage		
Your Details		
First Name *	Last Name *	
Cell Number *	Email Address *	
	(factor and	
Your Louisiana Real Estate	License	
Your Louisiana Real Estate Name on License *	License	License State *
		License State *
Name on License *	License Number *	LA
Name on License *	License Number *	LA License Expiry *

Select your new office from the list and click "Next."

NOMAR	
Change Brokerage	
Find Your New Brokerage Office	
Your license is tied	
Select your Brokerage Office *	
GREATER BATON ROUGE ASSOCIATION OF REALTORS) NRDS	
Previous	Next

• Read and agree to the Terms & Conditions and click "Next."

hange Broker	age
Confirmation of Tra	nsfer
You have Requested to tra	nsfer to :
	(NEW ORLEANS METROPOLITAN ASSOCIATION OF REALTORS INC) NRDS#
	ee to abide by the Bylaws and Code of Ethics of the National Association of REALTORS® (INAR), Louisiana Association of REALTORS®, the New Orleans Metropolitan Ass and regulations of the RDAM MLS, as amended from time to time. I also affirm that the information provided herein is true and correct to the best of my knowledge. I a
By submitting this application I agr of REALTORS © (NOMAR) and rules	
By submitting this application I agri of REALTORS® (NOMAR) and rules failure to provide complete and acc I understand that this is a legal agri for my breach of the Agreement, in	and regulations of the ROAM MLS, as amended from time to time. I also affirm that the information provided herein is true and correct to the best of my knowledge. I a curate information as requested, or any misstatement of fact, can be grounds for revocation of my membership. eement between me and NOMAR and, if indicated, between me and ROAM MLS. This Agreement shall continue until terminated by NOMAR and/or ROAM MLS, as appl
By submitting this application I agn of REALTORS © (NOMAR) and rules failure to provide complete and acc I understand that this is a legal agr for my breach of the Agreement, in NOMAR and ROAM MLS reserve th I acknowledge that it is my respons	and regulations of the ROAM MLS, as amended from time to time. I also affirm that the information provided herein is true and correct to the best of my knowledge. I a curate information as requested, or any misstatement of fact, can be grounds for revocation of my membership. eement between me and NOMAR, and, if indicated, between me and ROAM MLS. This Agreement shall continue until terminated by NOMAR and/or ROAM MLS, as applic ulding, for example, my failure to pay fees, my failure to attend required classes, for failure to abide by the NOMAR and/or ROAM MLS Rules and Regulations, as applica
By submitting this application I agn of REALTORS © (NOMAR) and rules failure to provide complete and acc I understand that this is a legal agr for my breach of the Agreement, in NOMAR and ROAM MLS reserve th I acknowledge that it is my respons	and regulations of the ROAM MLS, as amended from time to time. I also affirm that the information provided herein is true and correct to the best of my knowledge. I a curate information as requested, or any misstatement of fact, can be grounds for revocation of my membership. eement between me and NOMAR, and, if indicated, between me and ROAM MLS. This Agreement shall continue until terminated by NOMAR and/or ROAM MLS, as appli culding. for example, my failure to pay fees, my failure to attend required classes, for failure to abide by the NOMAR and/or ROAM MLS Rules and Regulations, as applic in right to amend this Agreement without prior notice. wiblify to the Board to see that dues are paid in a timely manner, and that invoices are available in the Member Portal; and that I may be asked to pay a reinstatement fee

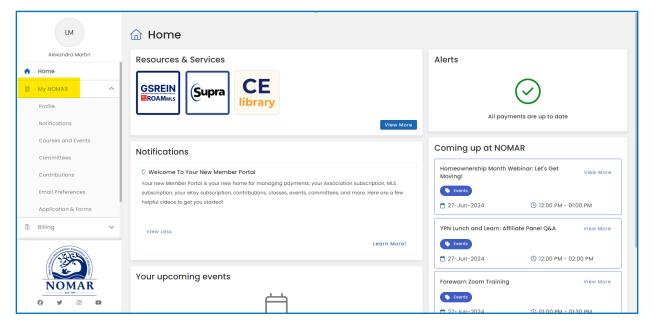
• Sign in the box by clicking and dragging your cursor before clicking "Complete."

Change Brokerage			
Charge Summary for			
Description	Amount		
Change Brokerage Total	No Charge \$0.00		
		^includes tax	
Please sign below *			
Please sign below *			
Sign here			

- You will receive a screen letting you know that the change will take approximately 15 minutes to take effect.
 - Log out of your Portal and the MLS. Log back in after at least 30 minutes to ensure the changes have occurred.

My NOMAR

Profile



How to Change Your NOMAR Contact Information

While at NOMAR, you may want to update your personal information, such as your name, phone number, email address, or home address. **Updating this information in your NOMAR Member Portal will NOT automatically update the information in the MLS. If you want to update your personal information in the MLS, please follow the instructions for "How to Update Your Contact Information in the MLS."**

If you are a **Secondary Member** or have an **MLS-only** relationship with NOMAR, **you cannot update your personal information** from your profile; you must contact your **primary board** to make these changes.

Please note: Your Preferred Name will not appear on the MLS. **To change the name you want to appear on the MLS, please get in touch with membership@normar.org.**

To update your personal information, click "My NOMAR." This will open a drop-down menu.
 From the drop-down menu, select "Profile."

LM	ⓓ Home	
	Resources & Services	Alerts
Home My NOMAR Notifications		All payments are up to date
Courses and Events Committees	Notifications	Coming up at NOMAR
Contributions	Welcome To Your New Member Portal Your new Member Portal is your new home for managing payments, your Association subscription, MLS	Homeownership Month Webinar: Let's Get View More Moving!
Email Preferences Application & Forms	subscription, your ekey subscription, contributions, classes, events, committees, and more. Here are a few helpful videos to get you started!	 Events 27-Jun-2024 12:00 PM - 01:00 PM
Billing	View More Learn Morel	YPN Lunch and Learn: Affiliate Panel Q&A View More
	Your upcoming events	Events 27-Jun-2024 0 12:00 PM - 02:00 PM
	É	Forewarn Zoom Training View More
(3 99 0) 🖸		➡ 27-Jun-2024 ③ 01:00 PM - 01:30 PM

• To edit the information, click "Edit Profile."

🕾 Profile details	
First name:	Preferred name:
Middle name:	Last name
Email:	Billing CC email: -
Generation: -	Mobile:

- Make changes to your information as necessary.
 - Information that is grayed out cannot be changed from your profile.
 - If everything is grayed out, NOMAR is not your Primary Board. To make these changes, please get in touch with your Primary Board.
- Click "Save Changes."

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📧 Profile details			
First name	Preferred name		
- Middle name	Last-name		
- Email	Billing CC Email		×
Generation	Mobile area	Mobile number	

• Log out of your Portal and the MLS. Log back in after at least 30 minutes to ensure the changes have occurred.

If you have changed your personal information in your Profile and would like the change to be **reflected in the MLS**, you will need to **make the change in the <u>Subscriptions tab</u>** as well. Instructions for this process can be found in this guide's <u>"Subscriptions" section</u>.

Courses & Events

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How to Register for a Course or Event

A video tutorial for this process can be found HERE

In the My NOMAR drop-down menu, click <u>"Courses & Events."</u>

Home ■ My NOMAR	Home Resources & Services GSREIN Gupra CE	Alerts
Profile Notifications		All payments are up to date
Courses and Events Committees	Notifications	Coming up at NOMAR
Contributions Email Preferences	Welcome To Your New Member Portal Your new Member Portal is your new home for managing payments, your Association subscription, MLS subscription, your effex subscription, contributions, classes, events, committees, and more. Here are a few	Homeownership Month Webinar: Let's Get View More
Application & Forms	helpful videos to get you storted! View More	₫ 27-Jun-2024 ③ 12:00 PM - 01:00 PM
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	Your upcoming events	☐ 27-Jun-2024 ③ 12:00 PM - 02:00 PM
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• From the Calendar, select the event that you would like to register for

LM	i Courses a	nd Events					
Alexandra Martin	🛗 Calendar 🛛 🖯 M	y Bookings 🛛 🕾 My Cour	ses				
යි Home	Filter by: Events	Ethics Orientation	Certifications	Designations GE Accr	edited 💊 Meetings	Classes Select All	
📕 MY NOMAR	A Filter by: Events			Designations	eaitea	Classes Select All	
Profile	< > June 2024						Expanded View
Notifications	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Courses and Events	28						
Committees							
Contributions	2	3	4	5	6	7	8
		RPR- Remine- Home Sn	METAIRIE- New Member	🖬 2024 Mandatory: "LREC	Homeownership Month _	🖬 Forms Committee Meeti	
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		Gloud CMA Training	Matrix 2- Basics of Matri.)			

- Note whether the event is in-person or virtual.
- To register for the event, click "Book."

	LM				Orientation	X
			4	6		
		RPR- Remine- Home Sn	METAIRIE- New Member	🖬 2024 Mandatory: "LREC	METAIRIE- New Member	Code of Ethics Orientation
ŵ	Home	Code of Ethics Training	METAIRIE- MLS Orientatio		📋 02-Jul-2024	(\$ 09:00 AM - 12:00 PM
Ħ	My NOMAR			12	V CE: 2 hours	Course Code: 0141
		VIRTUAL- 2024 Mandato	🖬 2024 Mandatory: "LREC	Fortified Roof Lunch & Le.	🔋 3645 N I 10 Service Rd. W , Metai	ie , LA 70002, USA (3rd floor Classroom
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		Affiliates Committee Me			🖾 Available: 65/108	
	Committees		18	19	Members Exclusive Price	
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	-	RPR- Remine- Home Sn			Lori Ann Palisi	
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		🖬 Showing Time- Training	METAIRIE- New Member		1 Provider: NOMAR	
	NOMAR	2024 Mandatory: "LREC	METAIRIE- MLS Orientatio			
	() Y () D					Book

• Click "Confirm"

Book		
Are you sure you	want to book your attend	ance to this
event/class?		

How to Cancel a Course or Event

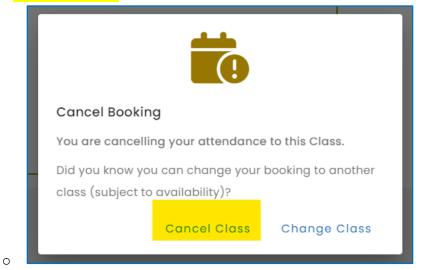
- To Cancel a course, go to "My Bookings" at the top of the page.
- Find the event or course you want to cancel and click "Details."

	LM	Courses and Events Calendar St My Sockings St My Courses
6	Home	
Ħ	My NOMAR	Courses and Event
	Profile	METAIRIE- New Member Code of Ethics Orientation
	Notifications	
	Courses and Events	© 02-JUI-2024 ⓒ 09:00 AM - 12:00 PM
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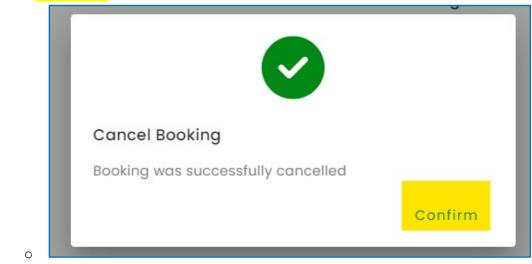
• When the course or event opens, click "Cancel Booking."

LM	🛱 Courses and Events	Crientation	${\color{black}\times}$ ${\color{black}\overline{\amalg}}$ This is an in person Course Class
là Home	≅ Calendar Sty Bookings 15° My Courses	METAIRIE- New Mer Orientation	nber Code of Ethics
My NOMAR	📋 Courses and Event	🗂 02-Jul-2024	() 09:00 AM - 12:00 PM
Profile	METAIRIE- New Member Code of Ethics Orientation	𝖓 CE: 2 hours	Course Code: 0141
Notifications	Orlintation	3645 N I 10 Service Rd. W , Classroom)	Metairie , LA 70002, USA (3rd floor
Courses and Events	O2-Jul-2024 O9:00 AM - 12:00 PM Southshore / 3rd floor Classroom	Description: All new members are require and the MLS training.	ed to complete both Code of Ethics
Committees		🕾 Available: 64/108	
Contributions	Details	Members Exclusive Price	
Email Preferences		🔊 Instructor:	
Application & Forms		LP	
NOMAR		Lori Ann Palisi	
0 ¥ 0 🖬		Cancel Booking	Change Class

Click "Cancel Class."



• Click "Confirm."



Applications & Forms

How to Transfer an Existing NOMAR Member to Your Brokerage

If your new agent is moving from a Matrix office to a Paragon office or vice versa, NOMAR staff will need to transfer the agent to your office. For this to happen, the Broker must complete an **Office Transfer Request** form. Once they have done so, NOMAR staff will move the agent to the new office based on the provided information.

Under "My NOMAR," click "Applications & Forms"

A Home	Resources & Services	Alerts
My NOMAR A	CSREIN ROAMMIS Supra CE library	All payments are up to date
Courses and Events	Notifications	Coming up at NOMAR
Committees	🛇 Welcome To Your New Member Portal	Homeownership Month Webinar: Let's Get View Mc
Email Preferences	Your new Member Portal is your new home for managing payments, your Association subscription, MIS subscription, your effect youtscription, contributions, classes, events, committees, and more. Here are a few helpful videos to get you started!	 Events [™] 27-Jun-2024 [™] 12:00 PM - 01:00 PM
🗄 Billing 🗸 🗸	View More	YPN Lunch and Learn: Affiliate Panel Q&A View Mo
	Your upcoming events	Events 27-Jun-2024 0 12:00 PM - 02:00 PM
NOMAR	Broker Summit 2024 (Southshore) View More	Forewarn Zoom Training View Ma

• Select the form labeled "Membership Office Transfer."

	СМ		Application & Forms Click below to access useful application forms and surveys.		Search	Q
	Home My NOMAR	^	Membership Office Transfer	>		
	Profile		9			
	Notifications					
	Courses and Events					
	Committees					
	Contributions					
	Email Preferences					
	Application & Forms					
8	Billing	~				
	NOMAR e y 0 b					

- Fill out the name, email, phone number, and license number for the member transferring to your office and click **"Search."**
- Once the Agent is validated, click "Next."

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Membe	rship Office T	ransfer		
Weinbe		runster		
1. Mem	ber Full Name *			
I				
2. Mem	ber Email *			
3. Mem	ber Mobile Number *			
4. Mem	ber License Number *	arch		

• Fill out the information for the Broker and office to which the member is transferring (even if the member is only going from one branch to another but keeping the same broker) and click "NEXT."

NOMAR	
Membership Office Transfer	
5. Broker Name * The broker whose office the member is transferring to.	6. Broker License Number * The license number for the broker to which the member is transferring.
7. New Office Name * The office to which the member is transferring.	8. New Office License Number (if applicable) The corporate license number for the office the member is transferring to.
9. New Office Address * The full street address, including city, state, and zip code	
Previous	Next

• Fill out the MLS Office Code, access level, and Delegation needed and click "NEXT."

Mer	nbership Office Transfer
	0. MLS Office ID *
T [his is the 6-digit code associated with your office on the MLS. (Example: NOMR01 or NM1100)
H	 MLS Access Needed * lead Brokers (Designated REALTORS®) may have a business need to delegate broker-level access to agents to help manage operations. These are the allowing options:
C	None: The individual does not have an MLS subscription
0	Standard: This option allows the subscriber to view listings only
0	Edit: This option provides Edit/Input access
0	Office: This option provides broker-level functions for an individual office
	Group: This option provides broker-level functions for all branch offices within the firm
	2. Delegation Needed *
	lesignated REALTORS® may have a business need to delegate broker level access in the member portal to a team member to help manage operations. eam members with this access are called Delegates. An office can have an unlimited number of Delegates.
V	Vhen a Delegate is assigned, the Designated REALTORS®, Office Contact Manager and all other Delegates are notified.
0	None: No Delegation
1	Office: Delegation for the Office they are in
0	Broker: Delegation for all offices in this Group associated with this Designated REALTOR
0	Group: Delegation for all offices in this Group

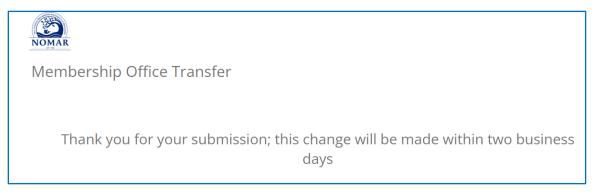
Agree to the Terms & Conditions and click "NEXT."

Tra By RE tin	3. Terms & Conditions for Office Transfer * ansfer Agreement / submitting this application I agree to abide by the Bylaws and Code of Ethics of the National Association of REALTORS® (NAR), Louisiana Association EALTORS®, the New Orleans Metropolitan Association of REALTORS® (NOMAR) and rules and regulations of the ROAM MLS, as amended from time to re. I also affirm that the information provided herein is true and correct to the best of my knowledge. I agree that failure to provide complete and
RE	EALTORS®, the New Orleans Metropolitan Association of REALTORS® (NOMAR) and rules and regulations of the ROAM MLS, as amended from time to
40	curate information as requested, or any misstatement of fact, can be grounds for revocation of my membership.
ter att	understand that this is a legal agreement between me and NOMAR, and, if indicated, between me and ROAM MLS. This Agreement shall continue until rminated by NOMAR and/or ROAM MLS, as applicable, for my breach of the Agreement, including, for example, my failure to pay fees, my failure to tend required classes, for failure to abide by the NOMAR and/or ROAM MLS Rules and Regulations, as applicable. NOMAR and ROAM MLS reserve the ght to amend this Agreement without prior notice.
an	acknowledge that it is my responsibility to the Board to see that dues are paid in a timely manner, and that invoices are available in the Member Portal; In that I may be asked to pay a reinstatement fee when renewing membership after the due date as stated on the invoice. REALTOR® local, state, and ational dues are non-refundable.
	l accept to the Transfer Agreement of the New Orleans Metropolitan Association of REALTORS® noted above.

• Your name will be auto-filled. Select the date, sign in the box, and click "**Complete.**"

NOMAR	
Membership Office Transfer	
14. Office Transfer Request Submitter Name *	15. Submission Date *
.16. Signature *	
Sign here	
Previous	Complete

• When this has been completed, NOMAR staff will be notified to make the change and move the member to your office with the permissions you selected.



Billing

My Invoices

• To access your unpaid invoices, click "Billing," then click "My Invoices."

MC	ሰ Home		
	Resources & Services	Alerts	
A Home		Unpaid invoices	
II My NOMAR V		▲ 1 unpaid invoice	
Billing ^		Total amount \$320.00	
My Invoices	View More	View More	
My Payments	Notifications	Unresolved subscription incidents	
Payment Settings		Broker Termination for REALTOR* created on 26-Jun-2024	
Subscriptions	Welcome To Your New Member Portal Your new Member Portal is your new home for managing payments, your Association subscription, MLS	View More	
Q Search	subscription, your eKey subscription, contributions, classes, events, committees, and more. Here are a few helpful videos to get you started!	Broker Termination for REALTOR® MLS created on 26-Jun-2024 View More	
[→ Logout	View More	Broker Termination for Supra eKEY* created on 26-Jun-2024	
	Learn Morel	View More	
	Your upcoming events	Coming up at NOMAR	
NOMAR		Homeownership Month Webinar: Let's Get Moving! View More	
() ¥ 0 🖬		Events	

• From here, you can **view, download, and pay these invoices**. We will go through the process for each of these.

How to View & Download an Invoice

• To view or download an invoice, click the arrow icon to the far right that looks like this. You can do this for unpaid invoices in "My Invoices" or paid invoices in "My Payments."



- This will open the total invoice in a **new tab.**
- From here, you can download the invoice as a PDF like any other document. This will depend on your computer.

How to Pay an Invoice Online

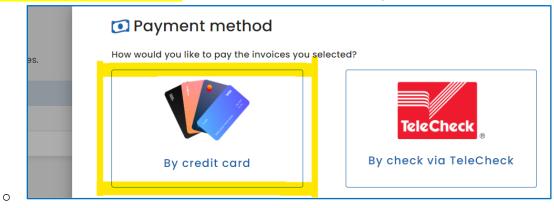
A video tutorial of this process can be found HERE

• To pay the invoice, click "Pay" next to the invoice

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습	Home		Invoices						
	My NOMAR	~	🗌 Date 🕆	Invoice #	Dues	Status	Amount	Office	
	Billing	^	01-May-2024		MLS	Unpaid	\$320.00		Pay de
	My Invoices								
	My Payments								
	Payment Settings								
۲	Subscriptions								
Q	Search								
[→	Logout								
	all an Allen								
	-223								

• **Choose your payment method.** For this tutorial, we will be using a credit card



• In the Summary, you will see the date, invoice number, amount, and what the charges are for. Click **"Continue."**

a pay your invoices.		etails Confirmation
a pay your molees.	Summary	
Dues	Total amount:	\$ 320.00
MLS	2024-05-01 MLS	\$320.00
	Charges Agent MLS Dues	\$320.00

• If you would like to use an existing card on file, select the card and click "Continue."

Summary	Payment Details	Confirmation
Choose a pay	ment method	
Use an existing Carc	Add a new card	
O VISA		
ack		Cancel Continue

- If you do not have a card saved to your account, select "Add a New Card."
- Input your card details and click "Continue."

nload and pay your invoices.	Choose a po	ayment r	nethod	
Dues	O Use an existing C	ard 🔘 Add a	new card	
MLS	YOUR NAME HER	valid thru ••*/**	Credit Card Number *	
	< Back			Cancel Conti

• Click "Confirm" to confirm the payment.

Payment Settings

•

Click <mark>"Billing"</mark> and <mark>"Payment Settings."</mark> From here, you can add a new card on file and set up AutoPay

	LC		S Payment Settings Manage your payment methods here.
6	} Home		
6	My NOMAR	~	
E	Billing	^	There is nothing to show
	My Invoices		Add your credit cards here, to make payments faster.
	My Payments		+ Add New Cord
	Payment Settings		
e	3 Subscriptions		
E	Brokerage	~	
c	Search		
G	> Logout		
	NOMAR e y © s	•	

How to Add a Card on File

If you want to set up AutoPay but have not yet saved a card, you must first Add a Card.

• You will see your saved payment methods listed here. If you have not yet saved a payment method to your account, click "+Add New Card."

	S Payment Settings Manage your payment methods here.
	There is nothing to show
	Add your credit cards here, to make payments faster.
0	+ Add New Card

• Input your card information and click "Save Card."

📃 New Payment Method	
Primary Card verificities verificities volur NAME HERE **/**	Credit Card Number *
	Cancel Save Car

How to Set Up AutoPay

If you have yet to set up automatic payments since before September 2023, you must do so again in your NOMAR Member Portal.

• To activate Auto Pay, click "Activate."

S Auto Pay (Inactive)			Activa
Autopay can be enabled to pay you	ur invoices for selected subscription types aut	omatically using the Primary Pay	
	hen we create the invoice, it won't automatico ed anytime between the invoice creation and		o Pay set up. This is also
🚍 Payment Methods			
Primary Payment Method			
	Primary Card	VISA	
			:

 Select the subscriptions for which you would like to activate AutoPay and click "Save Changes."

Ed	it Auto Pay	
	ect the subscription types that opay for below.	t you would like to enable
C) All	
	omated payments via Autopay begin ire manual processing.	with the next bill period. Existing invoices
	Cancel	Save Changes

Subscriptions

Through the Member Portal, you can add a **subscription** to premium services and member benefits, such as a membership in our Commercial Investment Division or access to a Supra eKey.

How to Add a New Subscription

• In your Portal's **"Subscriptions"** section, click **"Subscription Actions."**

LC	Subscriptions	tions
 ↔ Home Ø My NOMAR ✓ 	Filter by: (* NOMAR Membership) (* Key Services) Select All	
Billing Blocariptions Brokerage Q Search E>	Designated REALTOR* Valid until: 31-bac-2024 NBDS Designated REALTOR* MLS Valid until: 31-bac-2024 NBDS Designated REALTOR* MLS Valid until: 31-bac-2024 NBDS Designated REALTOR* MLS Valid until: 31-bac-2024 Designated REALTOR* MLS Valid until: 31-bac-3024 Designated RE	tive
NOMAR 0 y 8 pt	Detoils Detoils	

• Click "Add a New Subscription"

0

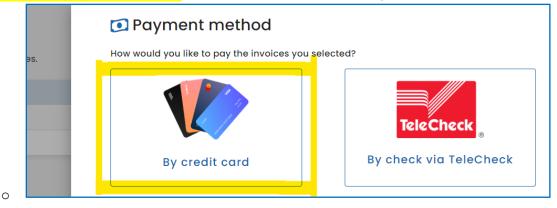
			×
	Subscription Actions		
	+ Add New Subscription	>	
	☑ Letter of Good Standing	>	
Ac	🖻 Add Branch	>	
0	I		

Select the subscription you want to add and click "Apply."

	<	٦
	Add a new subscription	
	Coffice	
	_Product *	
Ac	CID 🗸	
	CID Member	
	Apply:	
	Now O Next billing period	
Deto		
Derc		
	Apply	

0

• **Choose your payment method.** For this tutorial, we will be using a credit card.



• In the Summary, you will see the date, invoice number, amount, and what the charges are for. Click **"Continue."**

Summary	2 Payment Details	Confirmati
Summary		
Total amount:		\$ 70.00
Charges		
CID Member Dues		\$70.00

- If you would like to use an existing card on file, select the card and click "Continue."
- If you do not have a card saved to your account, select "Add a New Card."
- Input your card details and click "Continue."
- Click **"Confirm"** to confirm the payment.

How to Update Your Contact Information in the MLS

• Click "Details" on your MLS Subscription

≣	MLS	Active
\bigcirc	Designated REALTOR® MLS	
	Valid until: 31-May-2025	
	NRDS:	
(≳≡	Broker Lic:	
	Expiration date: 31-Dec-2024	
Ē		
ē	MLS Login:	
		Details

• To edit your contact information, click the **notepad** next to your contact information

		×
	E MLS	Active
	Designated REALTOR® MLS	
	Valid until: 31-May-2025	
	NRDS:	
_		
AC	🖪 Broker	
	License:	
	Expiration date: 31-Dec-2024	
	I MLS Login:	
	Contact	C
	& Contraction of the second se	
Deto	+ -	
	W	

Edit your contact information as necessary and click "Save Changes."

	Edit Contact
	You can specify the details that you would like associated wi your profile for United Real Estate Partners.
	Phone
	Ac Email *
REALTOR* MLS	Email *
I-May-2025	
	Website
ite: 31-Dec-2024	
	Deta
	Cancel Save Changes

• Make sure that you are logged out of the MLS and wait about 30 minutes before logging back in to see the change reflected