



How to Add Credit Card on File

On the Launchpad, click on the **NNRMLS Bill Pay** button to pay your monthly NNRMLS fees. Next, click **Pay Your Bill** as shown below.

A screenshot of a web application interface. At the top, a dark grey navigation bar contains the links "Log Off" and "Home". Below this is a white section titled "Member Services Menu" with a downward-pointing arrow on the right. Underneath, there are two columns of service options. The left column is titled "Services for" and contains three items: "Online Accounts", "Pay your bill", and "Office Account". A large red arrow points from the right towards the "Pay your bill" link. The right column is titled "Other Services" and contains three items: "Education Calendar", "My Education History", and "Calendar of Events". At the bottom of the page is a grey footer bar containing the text "Members/Offices | Log Off", "Northern Nevada Regional MLS", and "E-mail: support@nnrmls.com".

Click on the invoice you would like to pay, or **Check All** if you want to pay all. Then tap **Choose Payment Options** at the bottom of the window.

Account for - Pay your bill

Unpaid Invoices

Check the Pay Now box below for invoices you want to pay.

[View Paid and Unpaid Invoices](#)

Check All Uncheck All

Member MLS & Misc. Billing

Invoice	Date	Office / Incurring Member	Invoice Total	Amount Applied	Balance Due	Pay Now
2313225	04/27/18		48.00	0.00	48.00	<input type="checkbox"/>
2313226	04/27/18		48.00	0.00	48.00	<input type="checkbox"/>
2307083	03/28/18		48.00	0.00	48.00	<input type="checkbox"/>
2307084	03/28/18		48.00	0.00	48.00	<input type="checkbox"/>
2294939	02/28/18		48.00	0.00	48.00	<input type="checkbox"/>
2294940	02/28/18		48.00	0.00	48.00	<input type="checkbox"/>
2268897	01/29/18		48.00	0.00	48.00	<input type="checkbox"/>
2268898	01/29/18		48.00	0.00	48.00	<input type="checkbox"/>
2282814	12/28/17		48.00	0.00	48.00	<input type="checkbox"/>

Total Due: \$ 432.00

Aging	Current	Over 30 Days	Over 60 Days	Over 90 Days
Amount	96.00	96.00	144.00	144.00

[Account Activity Report](#) [Choose Payment Options](#)

Verify your selection and then click on **Credit Card**

Main Menu Log Off Home

Review Payment Info for ,

You selected the following invoices to pay. Click the appropriate payment button, or click Cancel to change your selections.

Invoice	Date	Office	Balance	Minimum to Pay
5299164	05/02/18		15.00	15.00

Total Selected: 15.00


[Credit Card](#) [Cancel](#)



Main Menu | Log Off | Home


Enter all of your information and choose **Allow Auto Payment**, then click **Submit**.

Credit Card Information

Please enter your credit card information below

Credit Card Type	<input type="text" value="American Express"/>	
Credit Card Number	<input type="text"/>	Card Security ID  <input type="text"/>
Expiration Date	<input type="text" value="01"/>	<input type="text" value="2018"/>
Keep On File	<input type="text" value="Yes"/>	
Allow Auto Payment	<input type="text" value="Yes"/>	

 Allow NNRMLS to use this credit card for automated fee payments

Credit Card Billing Address

Name on Credit Card	<input type="text"/>		
Address	<input type="text" value="5650 Riggins Court #200"/>		
City	<input type="text" value="Reno"/>		
State	<input type="text" value="NV"/>	ZIP	<input type="text" value="895"/>

Now you have the option to add a different card or modify the existing one. If you are finished, click on **I authorize this payment**.

Payment Information

Please select a credit card and shipping address below.

Credit Cards on file

Visa (*****1291, exp.06/20) - On File ▾

Add New Card

Modify Card(s)

Amount:

Email Address: *

april@rsar.net

I Authorize this payment

Transaction is complete and the card is now stored in Auto-Pay -- you're done!

Payment Receipt				
Thank you, your payment has been successfully processed!				
Please save or print this page for your records.				
Print the Receipt				
Back to Main Menu				
Click "Back to Main Menu" when you have finished with this page. (If you select the browser Back button or refresh your screen, you will receive a duplicate E-Mail.)				
Wednesday, May 02, 2018, 10:53am	Receipt #410902	Authorization #39315358		
Bill To		Office Information		
5650 Riggins Court #200 Reno, NV 89502 april@rsar.net		Reno/Sparks Assn. of Realtors 5650 Riggins Court, #200 Reno, NV 89502		
Code	Description	Qty	Unit Price	Extended
Invoice #5299164 (05/02/18)				
1005	Application fee (service ctr)	1	15.000	15.00
			Invoice Total:	15.00
			Amount Applied:	15.00
			Balance Due:	0.00