

# Instructions to View/Pay Office Account Balance Brokers or Office Managers (only)

(to view what agents have paid or not)

- 1.) Go to [www.rmlsfl.com](http://www.rmlsfl.com).
- 2.) Select Bill Pay (5<sup>th</sup> choice from top on the left, under Accounting).
- 3.) Enter your 8 digit MLS Id number.
- 4.) Enter your IMS password.

Note: the SAFEMLS token should not be used for this password. If you have letters  
In your password, they should ALL be capital.

- 5.) Click submit
- 6.) Click on Office Accounts Receivable (5<sup>th</sup> selection down)
- 7.) In the upper left hand corner will be your office name and ID highlighted in blue, click on that link. (if there are multiple offices select office you are inquiring)
- 8.) You will then see every agent that has or has not paid their subscriber Fees and/or fines, violations. (If you would like to see invoice detail Click on specific invoice number highlighted in blue)