



Instructions to Pay or View Office Account Balance for Office Managers and Brokers ONLY

(Shows what Agents have or have not paid)

1. Go to www.rmlsfl.com.
2. Click on Bill Pay on the left hand side of page. (5th option down from top)
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, ALL should be capital.

5. Click submit
6. Click on Office Accounts Receivable
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 the office you are inquiring about)
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 details, click on a specific invoice number highlighted in blue)

If you need assistance logging in please email prof.services@rmlsfl.com.