



Instructions to Make Online Payment

1. Go to www.rmlsfl.com.
2. Click on Login for a drop down menu then select Online Bill Pay or Check Balance
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 button.
6. Under Personal Services click on Pay your bill online
7. Click in the box to the far right to put a check mark in the "Pay Now" box for invoices you are paying now.
8. Click on the box labeled "Choose Payment Options".
9. Click on the box labeled "Credit Card".
10. Enter your credit card information.
Note: We do not accept Discover
11. Click on box labeled "Submit"
12. Verify the information on the next page is correct. Pay close attention to the e-mail address. This will be where your receipt will be sent.
13. Click on the box labeled "I Authorized This Transaction".
Note: The vendor name on your credit card statement will read REALTOR ASSOCIATION/MLS. Chicago, IL.
14. If your account has been "Suspended", please e-mail prof.services@rmlsfl.com to reactivate your account.

You can also view/print paid invoices by selecting "view paid and unpaid invoices" in the upper right hand corner, open the hyperlink for invoice to print, print via below:

- a. toolbar at top of page, click on printer button
- b. toolbar at top of page, select file > print
- c. click the "Print as PDF" button, then toolbar at top of page, click on printer button