

Instructions To Make An Online Payment

- 1.) Go to www.rmlsfl.com.
- 2.) Select Bill Pay (5th 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.) 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 box for invoices

You are paying now.

- 8.) Click on the box labeled choose payment option.
- 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.

Note: If you change the email address this will over right what is currently listed in MLXchange.

- 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 paid invoices by selecting " view paid and unpaid invoices" in the upper right hand corner.

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For Office Managers Paying or Viewing Office Accounts

Instructions to View Office Account Balance

Brokers or Office Managers (only)

(to see what agents have or have not paid)

- 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
- 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 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)