



2024 - 2025 MLS & KEY FEES PAYMENT INSTRUCTIONS DUE JULY 1, 2024

FULL PAYMENT ONLINE (CREDIT/DEBIT CARD ONLY)

1. Click the link provided in the "[CCAR MLS & Key Fees - Due July 1](#)" email and log into your account. You may also access your invoice by logging in to ims.ccartoday.com and clicking the green "Pay Now" button in the top right corner.
2. Review your itemized invoice by clicking the blue invoice number associated with your MLS & Key Fees
3. You may print your invoice by clicking the blue "Print as PDF" button.
4. Click "Previous Screen"
5. Check the "Pay Now" box associated with your MLS & Key Fees invoice and click the "Choose Payment Options" button.
6. Click the "Credit Card" button (*On the next page, you may update an existing card on file or add a new card.*);
7. Click "I Authorize this payment". Your receipt will display on screen with a button to download as a PDF. You will also be emailed a link to your receipt to the address we have on file.

FULL PAYMENT BY CHECK

1. Click the link provided in the "[CCAR MLS & Key Fees - Due July 1](#)" email and log into your account. You may also access your invoice by logging in to ims.ccartoday.com and clicking the green "Pay Now" button in the top right corner.
2. Review your itemized invoice by clicking the blue invoice number associated with your MLS & Key Fees
3. You may print your invoice by clicking the blue "Print as PDF" button.
4. Review the total and mail a check to: Billing Department, Contra Costa Association of REALTORS®, 1870 Olympic Blvd., Suite 200, Walnut Creek, CA 94596. *Please include your Member Number in the notes section of the check.*

TWO PAYMENT PLAN (CREDIT/DEBIT CARD ONLY) - \$18 PROCESSING FEE PER PAYMENT

1. Click the link provided in the "[CCAR MLS & Key Fees - Due July 1](#)" email and log into your account. You may also access your invoice by logging in to ims.ccartoday.com and clicking the green "Pay Now" button in the top right corner.
2. Review your itemized invoice by clicking the blue invoice number associated with your MLS & Key Fees
3. You may print your invoice by clicking the blue "Print as PDF" button.
4. Click the "Payment Plan" drop down and choose your amount "x2";
5. Click the "Credit Card" button (*On the next page, you may update an existing card on file or add a new card.*);
6. Click "I Authorize this payment". Your receipt will display on screen with a button to download as a PDF. You will also be emailed a link to your receipt to the address we have on file.

IMPORTANT: If you choose the two-payment option you must meet these terms:

- Make your first payment by July 1, 2024. A 2nd payment will process automatically on August 7, 2024. (*You may take advantage of the two-payment plan until August 6th, however if you make your first payment after 5:00pm on July 16th you will incur a \$50 late fee, without exception.*)
- Each payment will include an \$18.00 processing fee (*total processing fees are \$36.*)
- The credit card you provide must be functional through August 2024 or you will be liable for late, reinstatement, and credit card decline charges. If your card fails on August 7th, we will try again on August 12th.

LATE FEES AND TERMINATION

- MLS & Key Fees must be received by 5:00pm on July 1, 2024.
- *All members submitting payments after 5:00pm on July 16th will incur a \$50 late fee, without exception (if mailing a check, envelope must be postmarked on or before July 16th).*
- All declined credit card charges will be assessed a \$50 decline fee.
- All returned checks will be assessed a \$25 returned check fee.
- If payment is not received by 5:00pm on August 6th, MLS & Key services will be terminated. Reinstatement fees totaling up to \$150 will be incurred.
 - If using the Two Payment Plan, payment must be received by 5:00pm on August 12th.

QUESTIONS

Call CCAR Member Services 925.295.1270 Monday through Friday between 9:00am and 5:00pm.