



2025 MEMBERSHIP PAYMENT INSTRUCTIONS

DUE JANUARY 2, 2025

FULL PAYMENT ONLINE (CARD ONLY)

1. **LOG IN:** Click the link in your "CCAR Membership Dues Billing" email or go to ims.ccartoday.com, then log in and click the green "Pay Now" button.
2. **REVIEW INVOICE:** Click the blue invoice number to see itemized charges and optional contributions. Adjust contributions as needed on the next screen.
3. **PRINT INVOICE (Optional):** Click "Print as PDF" to download a copy.
4. **SELECT PAYMENT:** Check the "Pay Now" box next to your dues invoice, then click "Choose Payment Options."
5. **ADJUST CONTRIBUTIONS:** Click "Modify" next to any optional contributions to adjust amounts.
6. **ENTER PAYMENT DETAILS:** Select "Credit Card," then update or add a card. Click "I Authorize this Payment."
7. **GET RECEIPT:** Your receipt will display on-screen, with an option to download as a PDF. A link will also be emailed to you.

FULL PAYMENT BY CHECK

1. **REVIEW INVOICE:** Follow steps 1 - 5 (*to the left*) to adjust any contributions and review your total amount due.
2. **MAIL YOUR CHECK:** Make your check payable to "Contra Costa Association of REALTORS®" and mail it to:

Billing Department
 Contra Costa Association of REALTORS®
 1870 Olympic Blvd., Ste. 200
 Walnut Creek, CA 94596

Please include your Member # in the notes section of the check.

2-PAYMENT PLAN (CARD ONLY) MUST CALL MEMBER SERVICES AT 925.295.1270

2025 DEADLINE	EVENT
Wed. • Jan. 2 by 5pm	Pay first installment + \$18 processing fee. <i>Payment card must remain active through February 2025 to avoid a \$50 decline fee.</i>
Wed. • Feb. 12 by 5pm	Final day to set up a 2-Pay Plan.
Thu. • Feb. 13 at 5pm	Second payment + \$18 processing fee automatically billed to card on file.
Wed. • Feb. 19 by 5pm	Final attempt to complete second payment via card. <i>If declined, a \$50 decline fee, \$50 late fee, and \$100 reinstatement fee applied.</i>

LATE FEE & TERMINATION DETAILS

2025 DEADLINE	EVENT
Wed. • Jan. 2 by 5pm	DUE DATE: Membership Dues must be received or postmarked by this date.
Wed. • Jan. 22 at 5pm	LATE FEE: \$50 late fee applied.
Wed. • Feb. 12 by 5pm	SERVICE TERMINATION & REINSTATEMENT: \$100 reinstatement fee applied. <i>Total Fees = \$50 late fee + \$100 reinstatement fee</i>
NOTE: \$25 fee applied to returned checks \$50 fee applied to declined credits cards	

QUESTIONS

Call 925.295.1270 Monday - Friday between 9am and 5pm.