



2021-2022 MLS & KEY FEES PAYMENT INSTRUCTIONS DUE JULY 1, 2021

FULL PAYMENT ONLINE (CREDIT/DEBIT CARD ONLY)

1. Click the link provided in the "2021-2022 CCAR MLS & Key Fees" email. You may also access your invoice by logging in to members.ccartoday.com and clicking the "Pay Invoices" button under the Invoices Due tab;
2. Review your invoice amount and optional contributions;
3. Adjust any optional contributions by clicking the "change" link in the corresponding row and typing in your preferred amount;
4. Click the "Pay Now" button;
5. On the next page, enter your credit or debit card information and click "Pay Now";
6. Your receipt will display on screen with a button to download as a .pdf for your records. 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 "2021-2022 CCAR MLS & Key Fees" email. You may also access your invoice by logging in to members.ccartoday.com and clicking the "Pay Invoices" button under the Invoices Due tab;
2. Review amounts and mail a check to: Attn Billing Department, Contra Costa Association of REALTORS®, 1870 Olympic Blvd., Suite 200, Walnut Creek, CA 94596.

SPLIT PAYMENT ONLINE (CREDIT/DEBIT CARD ONLY)

1. Click the link provided in the "2021-2022 CCAR MLS & Key Fees" email. You may also access your invoice by logging in to members.ccartoday.com and clicking the "Pay Invoices" button under the Invoices Due tab;
2. Review your invoice amount and optional contributions;
3. Adjust any optional contributions by clicking the "change" link in the corresponding row and typing in your preferred amount;
4. Click the "Prefer to Split Payment" box and then the "Pay Now" button;
5. Review the Split Payment Terms & Conditions and click the "Sign Here" link to confirm and save your signature;
 - Make your first payment by August 2, 2021. A second payment will process automatically on October 4, 2021. *(You may take advantage of the two-payment plan until August 2nd, however if you make your first payment after 5pm on July 13th you will incur a \$50 late fee, without exception.)*
 - Each payment will be assessed a \$16 processing fee (total processing fees are \$32).
 - **IMPORTANT:** If your card is declined on October 4th, we will try once more on October 5th.
6. Click the "Review and Pay" button;
7. On the next page, enter your credit or debit card information and click "Pay Now";
8. Your receipt will display on screen with a button to download as a .pdf for your records. You will also be emailed a link to your receipt to the address we have on file.

PRINTING INVOICES

You may print your invoice page from your browser. Invoice links are shareable, you may forward it to someone else to pay on your behalf.

LATE FEES AND TERMINATION

- Fees are due by 5pm on July 1, 2021.
- *All members submitting payments after 5pm on July 13th (making a full payment or using the two-payment plan) will incur a \$50 late fee, without exception (if mailing payment, must be postmarked by July 13th).*
- 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 5pm on August 2nd, MLS services will be terminated. Reinstatement fees totaling up to \$150 will be incurred.

QUESTIONS

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