



## 2023 CCAR MEMBERSHIP PAYMENT INSTRUCTIONS DUE JANUARY 5, 2023

### FULL PAYMENT ONLINE (CREDIT/DEBIT CARD ONLY)

1. Click the link provided in the "CCAR Membership Dues Billing" email and log into your account. You may also access your invoice by logging in to [ims.ccartoday.com](https://ims.ccartoday.com) and clicking the green "Pay Now" button in the top right corner.
2. Review your itemized invoice and optional contributions by clicking the blue invoice number associated with your Member Dues (*you will have the opportunity to adjust optional contributions on a further step*);
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 Member Dues invoice and click the "Choose Payment Options" button.
6. Adjust any optional contributions by clicking the "Modify" action in the corresponding row and typing in your preferred amount;
7. Click the "Credit Card" button;
8. On the next page, you may update an existing card on file or add a new card. Click "I Authorize this payment";
9. 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 Membership Dues Billing" email and log into your account. You may also access your invoice by logging in to [ims.ccartoday.com](https://ims.ccartoday.com) and clicking the green "Pay Now" button in the top right corner.
2. Check the "Pay Now" box associated with your Member Dues invoice and click the "Choose Payment Options" button.
3. Adjust any optional contributions by clicking the "Modify" action in the corresponding row and typing in your preferred amount;
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)

1. Click the link provided in the "CCAR Membership Dues Billing" email and log into your account. You may also access your invoice by logging in to [ims.ccartoday.com](https://ims.ccartoday.com) and clicking the green "Pay Now" button in the top right corner.
2. Check the "Pay Now" box associated with your Member Dues invoice and click the "Choose Payment Options" button.
3. Adjust any optional contributions by clicking the "Modify" action in the corresponding row and typing in your preferred amount;
4. Review the total and call CCAR Member Services at 925.295.1270, Monday - Friday, 9:00am - 5:00pm.

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

- Make your first payment by January 16, 2023. A 2nd payment will process automatically on February 10, 2023. (*You may take advantage of the two-payment plan until February 3rd, however if you make your first payment after 5:00pm on January 16<sup>th</sup> you will incur a \$50 late fee, without exception.*)
- Each payment will include a \$16.00 processing fee (*total processing fees are \$32*).
- The credit card you provide must be functional through February 2023 or you will be liable for late, reinstatement, and credit card decline charges. If your card fails on February 10<sup>th</sup>, we will try again on February 13<sup>th</sup>.

### LATE FEES AND TERMINATION

- Fees are due by 5:00pm on January 5, 2023.
- *All members submitting payments after 5:00pm on January 16<sup>th</sup> (making a full payment online or calling to begin the two-payment plan) will incur a \$50 late fee, without exception (if mailing payment, must be postmarked by January 16<sup>th</sup>).*
- 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 February 7<sup>th</sup>, Association 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.