

## 2020 REALTOR® Dues Payment Instructions

- 1) Login to the National Association of REALTORS® - press Ctrl and click on the link below:

<https://www.nar.realtor/user/login?current=node/171563#!/>

- 2) Login to the www.Realtor.org website with the user name and password you have created.
  - If you are visiting NAR's site for the first time:
    - create a username and password -- use the "register" tab and it will guide you through the steps easily.
    - You will need your 9-digit NRDS number and last name to get started.  
If you need help finding your NRDS number click on the "Find your NRDS ID" link and follow the prompts or contact the CORE office at 908-725-3117.

***Once your account is set up and you are logged in, you can go back and click on the "Pay Dues" link.***

- 3) After clicking on the "Pay Dues" link the invoice and bill paying page for your membership which includes an itemized list of fees or dues to be paid will be displayed.
  - Click the "Pay Now" tab to pay what is due by January 1, 2020
  - You have the option to make a voluntary investment in RPAC, the Realtors® Political Action Committee, which helps develop, advance, and implement legislative objectives that affect the real estate business and the ownership and operation of real estate

*NOTE: Any contributions made to RPAC is voluntary. If you do not wish to make an investment at this time, simply click the "pay later" button to the left of the RPAC donation line.*

- 4) Click the "View Final Invoice & Disclaimers" button on the bottom right in blue. This will recalculate any optional changes you have made.
- 5) Click "Pay Invoice" which will then open a screen enabling you to enter your payment information
- 6) Verify that all your information is correct before submitting for payment.
- 7) You should get a confirmation email from NAR's E-commerce that your payment was processed. Depending on how busy the system is, your payment record to our office may not show up for a few days. This is especially true if you make the payment late on a Friday or over the weekend.
- 8) Please print or save a copy of the payment confirmation email that you receive from [www.nar.realtor/Ecommerce](http://www.nar.realtor/Ecommerce) (NAR). This is your receipt for payment.

Thank you for using the E-commerce online billing! if you have any problems contact NAR at 800-874-6500 (8:00am-6:00pm, Monday-Friday, Central time) or via live chat from their website (8:30am-5:00pm, Monday-Friday, Central time, Member login is required)

**BROKERS:** You are able to review your entire Agent Roster at any time on this NAR E-commerce system. Please assist us in tracking who has paid and who is outstanding and please encourage timely payments so that services to agents are not suspended.