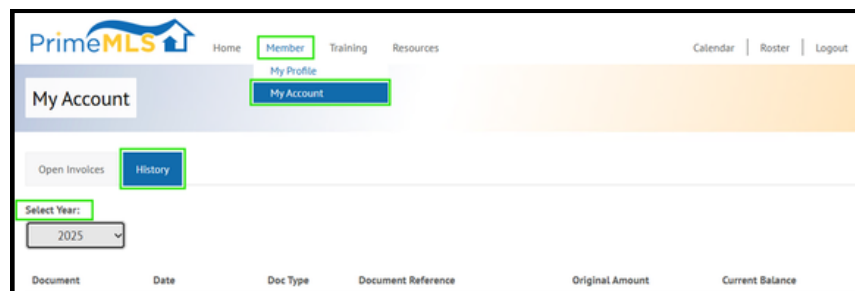


PRIMEMLS INVOICES & BILLING

Looking for your PrimeMLS payment history and receipts for tax purposes? All of your individual and office payment receipts can be found by logging onto your PrimeMLS dashboard.

Individual Billing

1. Once logged into your PrimeMLS Dashboard, click **Member** at the top.
2. Navigate to **My Account** and click **History**.
3. You can use the **Select Year** drop down to search for the payments you made, which are categorized as doc type "P".



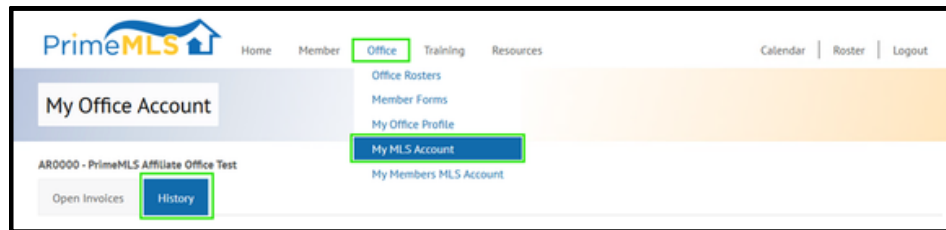
You can click on the blue link to open the payment receipt and print or download as needed. Each payment has its own receipt. You will not be able to view all payments for the year on one document.

Please note: Quarter 1 is billed at the end of previous year, so you may need to go back one year to see the Q1 payment for the current year, usually billed in November.

Office Billing

1. Once logged into your PrimeMLS Dashboard, click **Office** at the top.
2. Navigate to **My MLS Account** and click **History**.
3. Chose the Office you wish to view, if there are multiple.
4. Click on **Pay Now/Account History** to view that office history.
 - a. The only invoices that go to the office are for any admin accounts or office fines and violations. If you do not have any of these, you may not see anything under **Office Account History**.

PRIMEMLS INVOICES & BILLING



You can click on the blue link to open the payment receipt and print or download as needed. Each payment has its own receipt. You will not be able to view all payments for the year on one document.

Please note: Quarter 1 is billed at the end of previous year, so you may need to go back one year to see the Q1 payment for the current year, usually billed in November.

Billing and Receipt Details

You may see both an “I” and a “P” on your account. These are not duplicate charges.

- “I” (Invoice) shows the invoice issued by PrimeMLS.
- “P” (Payment) shows the payment made toward that invoice. Payments appear as negative amounts, bringing your balance to \$0.

In the Document Reference column:

- **AUTO** = Autopay
- **WEB** = Manual online payment

Payment receipt numbers indicate how the payment was made:

- Starts with a **number** = Manual payment
- Starts with “F” = Firm paid on your behalf
- Starts with “R” = Autopay via saved card

Document	Date	Doc Type	Document Reference	Original Amount	Current Balance
812714	07/01/2025	P	AUTO PAYMENT	-99.00	.00
368761	05/27/2025	I	Q3-2025 PrimeMLS Fees	99.00	.00
0502181836	05/17/2025	P	WEB 05/17/2025	-99.00	.00
0502215143	11/24/2025	P	WEB 11/24/25	-99.00	.00
425315	11/24/2025	I	PrimeMLS Q1-2026 Fees	99.00	.00
77726	09/30/2025	P	WEB 09/30/25	-99.00	.00
401398	08/20/2025	I	Q4-2025 PrimeMLS Fees	99.00	.00
813978	07/01/2025	P	AUTO PAYMENT	-99.00	.00