



## Step-by-Step Guide to Making an Online Check Payment

**STEP 1:** Open the email you received from RASCW or SCWMLS and click the link to open the invoice. At the bottom of the invoice, click "Submit payment online here":

SUBTOTAL  
SALES TAX  
SHIPPING & HANDLING  
TOTAL

PAYMENT/CREDIT/WRITE OFF/DISCOUNTS APPLIED  
TOTAL DUE BY 6/21/2023

Thank you for your business!

CURRENT	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE
1,250.00	0.00	0.00

[Submit payment online here](#)

**STEP 2:** On the next screen, click the **Pay By Electronic Check** button:

INVOICE  
#7725 5/22/2023 • 1,250.00 x 1 - Kickin' It with Forward Madison 2023

Totals

Payment Amount

Pay by Electronic Check  
Or Add Card Information Below

Name on Card\*

Card Number\*

Expiration\*

Address Line 1\*

**STEP 3:** On the next screen, provide the requested checking account information:

TeleCheck®

Account Holder Name\*

Check Number\*

MICR Number\*

Email\*

Drivers License Number/State\*  AL

Date of Birth\*  1  1

**Account holder name** = Person who signs for the account with the bank

**Check Number** = the next check number in your checkbook

**MICR Number** = Routing and account number

\*Do not include dashes, spaces or other characters. Up to 30 characters

**Email** = Where you would like a copy of your receipt emailed

**Driver's License Number/State** = From your Driver's License

\* According to the NAR, Telecheck cannot look inside someone's bank account so they use the data submitted to run their algorithms to check the checkwriter's check writing history because Telecheck sends the money to the Boards and is not always guaranteed that check will be good when they send it through the fed, so they are taking all the risk.

**Date of Birth** = Payor's Date of Birth

**STEP 4:** Once this information has been entered, read the Transaction Authorization, and check the box to agree:

Transaction Authorization: Today, 07/27/2023, I, , by entering my routing and account number below and clicking "I Authorize This Transaction," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1 - 2 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment and my state's return item fee and, if applicable, costs, by EFT(s) or draft(s) drawn from my account. [Click here](#) to view your state's returned item fee and, if applicable, costs. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it by calling my association to inquire on any refund policy and allow you reasonable opportunity to act on my notice. For more information on TeleCheck's process and privacy policy, see [Internet Check FAQ](#) and [TeleCheck Privacy Policy](#).

I agree

**STEP 5:** Address information will autofill from your Membership record, but can be updated here if it does not match your banking information:

Address Line 1\*

1709 Landmark Dr

Address Line 2

City\*

Cottage Grove

State/Region\*

Select a State/Region

▼

Zip/Postal Code\*

53527-8957

Payments made by credit card on this site will appear on your credit card billing statement under the name REALTOR Association/MLS

**STEP 6:** Once all information has been entered and verified, click the Pay Now button at the bottom of the screen:

Payments made by credit card on this site will appear on your credit card billing statement under the name REALTOR Association/MLS

BILLING POLICY

[Full Terms](#)

Pay Now: 1250.00

Success! You have now paid your invoice by check.