



ATTN BROKERS:

TRACKING YOUR AGENTS' ACCOUNTS

Did you know?

Once you are logged in on centralmsrealtors.org to pay your individual quarterly MLS fees or your yearly REALTOR® dues you are also able to pull a detailed report which shows you exactly the agents in your office(s) who have not yet paid their fees/dues. You can pull this report at any time, as many times as you would like. We do recommend checking it **before** each due date throughout the year. This will help ensure that your agents do not acquire the \$100 late fee, along with the \$100 reconnect fee on the MLS side.

As a reminder:

MLS quarterly fees are due **January 1, April 1, July 1, October 1**

CMR yearly dues are due **December 1**

Since you, the Broker, are ultimately responsible for your agents' unpaid fees/dues this feature will help you make sure that all their balances are paid on time.

Here are the steps to pull your reports.

Visit the centralmsrealtors.org website

1. Click on **My Account**
2. You will be redirected to the page to login to your account by clicking on the word **Login** on the top right of your screen
3. Once logged in you will then click **Pay MLS Invoice** (if you are pulling the quarterly MLS fees report) or **Pay Dues Online** (if you are pulling the yearly CMR dues report)
4. You will then see all open invoices for yourself and your company (if any) on this screen
5. Click **Invoice Report** (MLS) or **Dues Report** (CMR) based on which option you chose in step 3 above
6. The report will open in a new window and list all agents in your office*, and their current balances

(*For Brokers with more than one office: To the left of the **Invoice Report/Dues Report** button make sure you have the correct office branch selected for the report you are wanting to pull)

If you need any assistance do not hesitate to call the CMR office at 601-948-1332.