

PAYING DUES ONLINE

Use the link provided in this email. If you have issues, go to www.northbayrealtors.org and click on the Click Here to Pay Dues and Access Receipt link under Membership.

If you have never logged into the new site, you will need to accept the rules, etiquette and privacy guidelines. Click I agree and click on the Click Here to Pay Dues and Access Receipt link under Membership.

You will then log into your account.

The screenshot shows the 'MY ACCOUNT' section of the website. At the top, there are navigation links: 'HOME', 'CONNECT', 'MEMBER RESOURCES', 'CHAPTERS', 'OUR STORE', and 'ABOUT US', along with a search bar. Below this is a 'SIGN IN' button. The main heading is 'MY ACCOUNT'. Underneath, there is a 'Portal Login' section with instructions: 'Your "User Name" is your first name and last name in lower case separated by a period. For example: mary.smith. If you don't remember your password, click on the Get Started button to the right and following the instructions. If you have problems logging in, please call us at 707-542-1579.' The login form has fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Login' button. To the right of the form is a box with the text 'New member? Forgot your password? Not sure if you have a login?' and a 'Get Started' button. At the bottom, there is a footer with 'Copyright 2017. All rights reserved.' and 'Powered by Higher Logic'.

Sign in and you will see the My Account page.

The screenshot shows the 'MY ACCOUNT' page after a successful login. The navigation bar is the same as in the previous screenshot. Below the 'MY ACCOUNT' heading, it says 'Welcome to the NorBAR Member Portal'. The page is divided into several sections. On the left, there is a 'Name' section with a 'Click or drop an image here to update your photo.' prompt, and fields for 'Member Type' and 'Company'. Below this is an 'Update Your Member Profile' button. To the right of this is a 'Petaluma Marketing Meeting' section with details: 'Wednesday, August 8, 2018 (8:45 AM to 9:45 AM)', 'Cost is \$5.00 No registration required to attend. Attendees must be a NorBAR member, BAREIS member or a real estate professional that has membership in an organization that has a reciprocal agreement with BAREIS. Click for more information.' Below this is a 'Calendar' button. In the center, there is a 'NORTH BAY ASSOCIATION OF REALTORS®' section with details: 'REALTOR® Membership | Primary | Active', 'Coldwell Banker Brokers of the Valley - Sonoma', 'Sonoma, CA'. Below this is a 'Submit Office Transfer' button, a 'Pay 2018 Dues & Renew Membership' button (highlighted with a red arrow), and an 'Apply for an Additional Membership' button. On the right, there is a 'Directory' button and an 'Order History' button. At the bottom, there is a footer with 'Copyright 2017. All rights reserved.' and 'Powered by Higher Logic'.

Click on the Pay 2018 Dues and Renew Membership.

Scroll down to view and pay.

If you wish to remove any voluntary contributions listed, click on the edit link next to the Product.

Member Type	Term			
REALTOR®	7/1/2018 12:00 AM to 6/30/2019 12:00 AM			
Product	List Price	Your Price	Qty	Total
Late Payment Fee	\$50.00	\$50.00	1	\$50.00
Local Issues Fund Edit	\$49.00	\$49.00	1	\$49.00
North Bay Association of REALTORS	\$310.00	\$310.00	1	\$310.00

Subtotal: \$409.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$409.00

You can modify the contribution amount or click I do not wish to make a contribution at this time. Click Update Order.

You will then see that the amount has been changed.

Member Type	Term			
REALTOR®	7/1/2018 12:00 AM to 6/30/2019 12:00 AM			
Product	List Price	Your Price	Qty	Total
Late Payment Fee	\$50.00	\$50.00	1	\$50.00
Local Issues Fund Edit	\$0.00	\$0.00	1	\$0.00
North Bay Association of REALTORS	\$310.00	\$310.00	1	\$310.00

Subtotal: \$360.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Total: \$360.00

Click Pay Now and complete by entering your credit card information. Follow the prompts to finalize payment.

You will receive an email confirmation of your payment.