



2019-2020 MLS & KEY FEES PAYMENT INSTRUCTIONS DUE JULY 1, 2019

FULL PAYMENT ONLINE (CREDIT/DEBIT CARD ONLY)

1. Sign in to www.ccartoday.com using your username and password, under the **Invoices Due** tab, click the "Pay Invoices" button;
2. On the Member Services Menu, under "Accounts Receivable," Click the link "to view, modify or pay your bill";
3. At the "Unpaid Invoices Page" click the "Pay Now" checkbox at the far right;
4. Click the "Choose Payment Options" button at the center bottom of the page (ignore the 'Check all' and 'Uncheck all' buttons);
5. Your total will now be ready to pay. Click on the "Credit Card" box at the bottom of the screen;
6. Type in your credit card information and click the "Submit" box at the bottom center of the page.

FULL PAYMENT BY CHECK

1. Sign in to www.ccartoday.com using your username and password, under the **Invoices Due** tab, click the "Pay Invoices" button to view your amount due;
2. Mail check to: Attn Billing Department, Contra Costa Association of REALTORS®, 1870 Olympic Blvd., Suite 200, Walnut Creek, CA 94596.

TWO PAYMENT PLAN (CREDIT/DEBIT CARD ONLY)

Call CCAR Member Services at 925.295.1270 to set up a two-payment plan.

You must meet the following terms:

- Make your first payment by July 12, 2019. A second payment will process automatically on October 2, 2019. *(You may take advantage of the two-payment plan until August 1st, however if you make your first payment after 5pm on July 12th you will incur a \$50 late fee, without exception.)*
- Each payment will be assessed a \$16 processing fee *(total processing fees are \$32).*
- **IMPORTANT:** If your card is declined on October 2nd, we will try once more on October 3rd.

PRINTING INVOICES

1. Sign in to www.ccartoday.com using your username and password, under the **Invoices Due** tab, click the "Pay Invoices" button;
2. On the Member Services Menu, under "Accounts Receivable," Click the link "to view, modify or pay your bill";
3. At the Unpaid invoices Page, click the pdf symbol to the far left, under the heading "Invoice";
4. Print invoice.

LATE FEES AND TERMINATION

- Fees are due by 5pm on July 1, 2019.
- **All members submitting payments after 5pm on July 12th (making a full payment or using the two-payment plan) will incur a \$50 late fee, without exception (if mailing payment, must be postmarked by July 12th).**
- All declined credit card charges will be assessed a \$50 decline fee.
- All returned checks will be assessed a \$25 returned check fee.
- If payment is not received by 5pm on August 1st, MLS services will be terminated. Reinstatement fees totaling up to \$150 will be incurred.

QUESTIONS

Call 925.295.1270 Monday through Friday between 8:30am and 5:00pm.