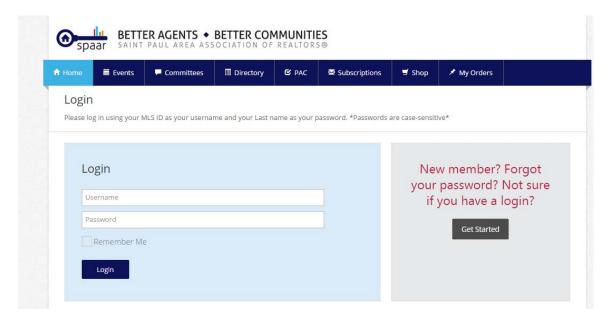
## <u> 2021 SPAAR Membership Renewal – Making payment via the member portal</u>

Go to <a href="www.spaar.com">www.spaar.com</a> and click on "Member Login" in the upper right-hand corner of the homepage. You will login with your portal username and password.



Once logged in, you will click on "My Orders" in the upper right-hand corner of your portal homepage. You will see your 2021 SPAAR membership renewal order listed. Click on the "Pay Dues" link to the right of the appropriate order.



## You will see the following screen listing the items included in your 2021 SPAAR membership renewal order:

 Member Type
 Term

 REALTOR
 1/1/2021 to 1/1/2022

Product	List Price	Your Price	Qty	Total
S2101 - 2021 SPAAR Local Dues	\$159.00	\$159.00	1	\$159.00
S2102 - 2021 MNAR State Dues	\$185.00	\$185.00	1	\$185.00
S2103 - 2021 NAR National Dues	\$185.00	\$185.00	1	\$185.00
S2111 - MN-RPAC Member Investment* Edit	\$50.00	\$50.00	1	\$50.00
S2114 - Charitable Foundation - Voluntary Edit	\$20.00	\$20.00	1	\$20.00
S2115 - Toys for Joy - Voluntary Edit	\$20.00	\$20.00	1	\$20.00

Subtotal: \$619.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$619.00

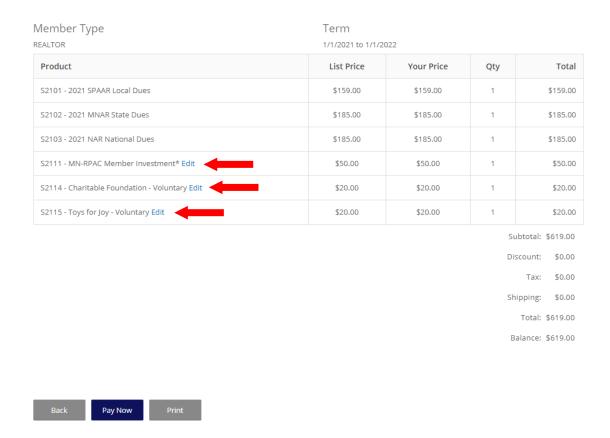
Balance: \$619.00

Back Pay Now Print

At this point, you will have the ability to make adjustments to the optional items listed on your order.

- MN-RPAC Member Investment
- Charitable Foundation Voluntary
- Toys for Joy Voluntary

To the right of each optional item, there is an "Edit" link.



If you click on the "Edit" link, it will give you the ability to increase/decrease the amount of the contribution or you may checkmark, "I do not wish to make a contribution at this time". Once you have made the appropriate adjustment to the optional item, click on the "Update Order" button. This will bring you back to your updated order. Then follow the same steps to adjust the other two optional items if necessary.

Contribution Amount [optional]	I do not wish to make a contribution at this time.
50.00	
Update Order	

Once you have made any adjustments you wish to do regarding the optional items, you will want to verify the amount that will be charged in the lower right-hand corner of your order summary page. Then click on, "Pay Now". Please follow the prompts to put in your credit card information and make payment of your 2021 membership renewal order.

\$2101 - 2021 \$PAAR Local Dues \$159.00 \$159.00 1 \$15 \$2102 - 2021 MNAR State Dues \$185.00 \$185.00 1 \$18 \$2103 - 2021 NAR National Dues \$185.00 \$185.00 1 \$18 \$22111 - MN-RPAC Member Investment* Edit \$50.00 \$50.00 1 \$5 \$22114 - Charitable Foundation - Voluntary Edit \$20.00 \$20.00 1 \$2 \$22115 - Toys for Joy - Voluntary Edit \$20.00 \$20.00 1 \$2 \$300 \$20.00	Product  52101 - 2021 SPAAR Local Dues  52102 - 2021 MNAR State Dues  52103 - 2021 NAR National Dues  52111 - MN-RPAC Member Investment* Edit  52114 - Charitable Foundation - Voluntary Edit  52115 - Toys for Joy - Voluntary Edit	\$159.00 \$185.00 \$185.00 \$50.00	\$159.00 \$185.00 \$185.00 \$50.00 \$20.00	1 1 1 1 1 1	Total \$159.00 \$185.00 \$185.00 \$50.00
\$185.00 \$185.0	52102 - 2021 MNAR State Dues  52103 - 2021 NAR National Dues  52111 - MN-RPAC Member Investment* Edit  52114 - Charitable Foundation - Voluntary Edit	\$185.00 \$185.00 \$50.00 \$20.00	\$185.00 \$185.00 \$50.00 \$20.00	1 1 1 1	\$185.00 \$185.00 \$50.00
\$2103 - 2021 NAR National Dues \$185.00 \$185.00 1 \$185.00 1 \$185.01	S2113 - 2021 NAR National Dues S2111 - MN-RPAC Member Investment* Edit S2114 - Charitable Foundation - Voluntary Edit	\$185.00 \$50.00 \$20.00	\$185.00 \$50.00 \$20.00	1 1 1	\$185.00 \$50.00
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52114 - Charitable Foundation - Voluntary Edit       \$20.00       \$20.00       1       \$2         52115 - Toys for Joy - Voluntary Edit       \$20.00       \$20.00       1       \$2         Subtotal: \$619         Discount:       \$6         Tax:       \$6	S2114 - Charitable Foundation - Voluntary Edit	\$20.00	\$20.00	1	
S2115 - Toys for Joy - Voluntary Edit \$20.00 \$20.00 1 \$2  Subtotal: \$619  Discount: \$6	·				\$20.00
Subtotal: \$619 Discount: \$6	S2115 - Toys for Joy - Voluntary Edit	\$20.00	\$20.00		
Discount: \$0				1	\$20.00
Tax: \$6				Su	btotal: \$619.00
				Dis	count: \$0.00
Shipping: \$(					Tax: \$0.00
				Shi	pping: \$0.00
Total: \$619					Total: \$619.00
Balance: \$619				Ва	lance: \$619.00

If you do have any questions regarding your 2021 SPAAR membership renewal, please contact the Association office at 651-776-6000. Thank you!