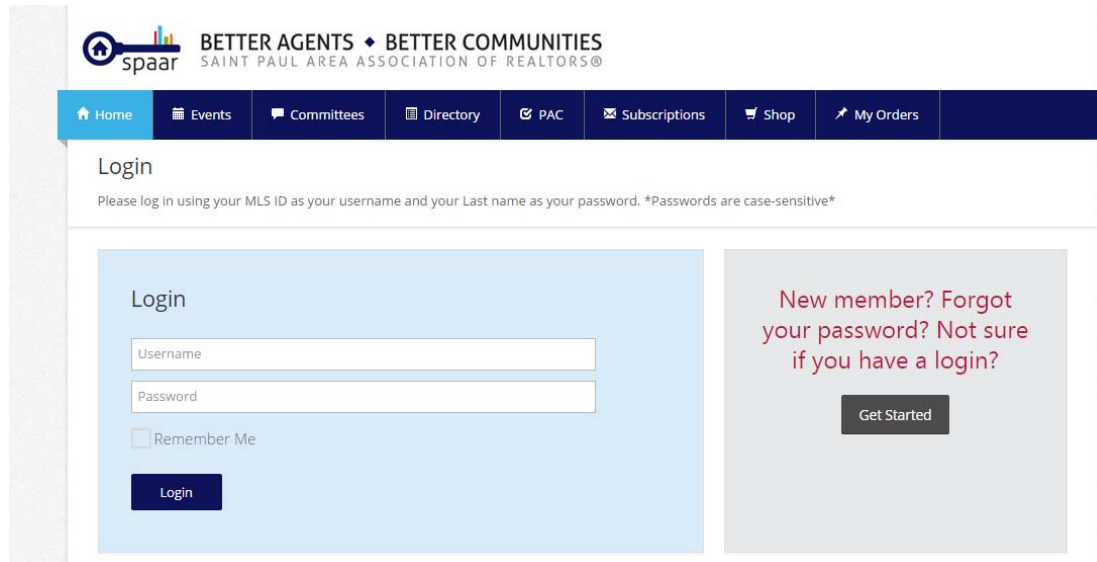


2022 SPAAR Membership Renewal – Choosing the Payment Plan option
For Primary REALTOR® members only

Go to www.spaar.com and click on “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 2022 SPAAR membership renewal order listed. Click on the “Pay Dues” link to the left or right of the appropriate order.

Pay Dues	2022 SPAAR Annual Membership Renewal - 2022 SPAAR Primary REALTOR Dues Schedule (ORD-245724-T1H9Z9)	08/03/2021	\$619.00	Default Dues Item	Pay Dues	\$619.00
----------	---	------------	----------	-------------------	----------	----------

You will see the following screen which will allow you to choose the Payment Plan. Once you have chosen the Payment Plan, then click on "Continue".

Dues Option

- 2022 SPAAR Primary REALTOR Dues
- 2022 SPAAR Primary REALTOR Dues Payment Plan



You will see the following screen listing the items included in your 2022 SPAAR membership renewal order:

Member Type	Term	Product	List Price	Your Price	Qty	Total
REALTOR	1/1/2022 to 1/1/2023	S2201 - 2022 SPAAR Local Dues	\$159.00	\$159.00	1	\$159.00
		S2202 - 2022 MNAR State Dues	\$185.00	\$185.00	1	\$185.00
		S2203 - 2022 NAR National Dues	\$185.00	\$185.00	1	\$185.00
		S2211 - MN-RPAC Member Investment* Edit	\$50.00	\$50.00	1	\$50.00
		S2214 - Charitable Foundation - Voluntary Edit	\$20.00	\$20.00	1	\$20.00
		S2215 - 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

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.

Member Type	Term			
REALTOR	1/1/2022 to 1/1/2023			
Product	List Price	Your Price	Qty	Total
S2201 - 2022 SPAAR Local Dues	\$159.00	\$159.00	1	\$159.00
S2202 - 2022 MNAR State Dues	\$185.00	\$185.00	1	\$185.00
S2203 - 2022 NAR National Dues	\$185.00	\$185.00	1	\$185.00
S2211 - MN-RPAC Member Investment* Edit ←	\$50.00	\$50.00	1	\$50.00
S2214 - Charitable Foundation - Voluntary Edit ←	\$20.00	\$20.00	1	\$20.00
S2215 - 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](#)

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.

[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”.

Member Type	Term
REALTOR	1/1/2022 to 1/1/2023

Product	List Price	Your Price	Qty	Total
S2201 - 2022 SPAAR Local Dues	\$159.00	\$159.00	1	\$159.00
S2202 - 2022 MNAR State Dues	\$185.00	\$185.00	1	\$185.00
S2203 - 2022 NAR National Dues	\$185.00	\$185.00	1	\$185.00
S2211 - MN-RPAC Member Investment* Edit	\$50.00	\$50.00	1	\$50.00
S2214 - Charitable Foundation - Voluntary Edit	\$20.00	\$20.00	1	\$20.00
S2215 - 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](#)



After clicking on “Pay Now”, you will see the following screen. Choose “Pay in 3 installments” and then click on “Continue”.

Pay in Full
 Pay in 3 Installments

Then you will need to fill in your credit card information. Please make sure you choose either “Individual” or “Corporate” for the type of credit card and also checkmark “Save this card to my profile”. Then click on “Continue”.

Credit Card Information

Is this a corporate or individual credit card?
 Individual
 Corporate

Card Type
Visa

Card Number
4111111111111111

Expiration Date (MM/YYYY)
December 2021

Security Code (CVV/CV2)
123

First Name
Test

Last Name
Test

Save this card to my profile

Same As
 None - Enter Address Home Address Mailing Address

Street Address 1 [optional]
1234 Anywhere St

Street Address 2 [optional]

City [optional]
Anywhere

State/Province [optional]
Minnesota

Zip/Postal Code [optional]
55117

Country [optional]
United States

You will want to review what displays on the following "Payment Submission" screen.

Payment Submission

Member Type

REALTOR

Term

1/1/2022 to 1/1/2023

Product	List Price	Your Price	Qty	Total
S2201 - 2022 SPAAR Local Dues	\$159.00	\$159.00	1	\$159.00
S2202 - 2022 MNAR State Dues	\$185.00	\$185.00	1	\$185.00
S2203 - 2022 NAR National Dues	\$185.00	\$185.00	1	\$185.00
S2211 - MN-RPAC Member Investment*	\$50.00	\$50.00	1	\$50.00
S2214 - Charitable Foundation - Voluntary	\$20.00	\$20.00	1	\$20.00
S2215 - Toys for Joy - Voluntary	\$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

Test Test

Visa

*****1111

Exp. 12/2021

Billing Address

1234 Anywhere Street

Anywhere, MN 55117

United States

Today's Payment

\$275.00

Future Payments

10/10/2021 - \$185.00

11/10/2021 - \$159.00

Back

Cancel

Submit Payment

Once you click on “Submit Payment”, your first installment payment will be charged at that time and you will be set up on the payment plan for your 2022 membership dues. In the lower right-hand corner of this page, you will see the amounts of what will **automatically** be charged on your credit card for the 2nd and 3rd installment payments. **Please note:** You will need to keep a **current** credit card on file in your member portal account.

1st installment payment – charged at the time you select the payment plan

2nd installment payment – charged on October 10, 2021

3rd installment payment – charged on November 10, 2021

Payment Submission

Member Type

REALTOR

Term

1/1/2022 to 1/1/2023

Product	List Price	Your Price	Qty	Total
S2201 - 2022 SPAAR Local Dues	\$159.00	\$159.00	1	\$159.00
S2202 - 2022 MNAR State Dues	\$185.00	\$185.00	1	\$185.00
S2203 - 2022 NAR National Dues	\$185.00	\$185.00	1	\$185.00
S2211 - MN-RPAC Member Investment*	\$50.00	\$50.00	1	\$50.00
S2214 - Charitable Foundation - Voluntary	\$20.00	\$20.00	1	\$20.00
S2215 - Toys for Joy - Voluntary	\$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

Test Test
Visa
*****1111
Exp. 12/2021

Billing Address

1234 Anywhere Street
Anywhere, MN 55117
United States

Today's Payment

\$275.00

Future Payments

10/10/2021 - \$185.00
11/10/2021 - \$159.00

If you do have any questions regarding your 2022 SPAAR membership renewal, please contact the Association office at 651-776-6000.

Thank you!