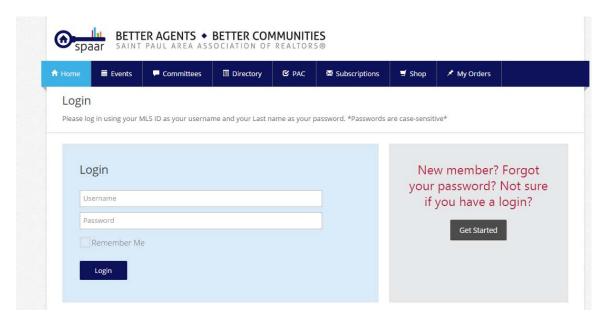
<u> 2024 SPAAR Membership Renewal – Making payment via the member portal</u>

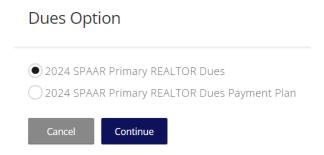
Go to www.spaar.com and click on "Login" in the upper right-hand corner of the homepage. You will login with your portal username and password.



Once logged in, you will click on "My Orders" in the upper right-hand corner of your portal homepage. You will see your 2024 SPAAR membership renewal order listed. Click on the "Pay Dues" link to the left or right of the appropriate order.



For Primary REALTOR® members only – you will see the following screen giving you the option for either paying your 2024 membership dues in three easy installments or one lump sum. For detailed instructions on how to enroll in the payment plan – <u>click here</u>.



You will see the following screen listing the items included in your 2024 SPAAR membership renewal order:

Member Type	Term				
REALTOR	1/1/2024 to 1/1/2025				
Product	List Price	Your Price	Qty	Total	
S2401 - 2024 SPAAR Local Dues	\$179.00	\$179.00	1	\$179.00	
S2402 - 2024 MNR State Dues	\$209.00	\$209.00	1	\$209.00	
S2403 - 2024 NAR National Dues	\$201.00	\$201.00	1	\$201.00	
S2411 - MN-RPAC Member Investment* Edit	\$50.00	\$50.00	1	\$50.00	
S2414 - Charitable Foundation - Voluntary Edit	\$20.00	\$20.00	1	\$20.00	
S2415 - Toys for Joy - Voluntary Edit	\$20.00	\$20.00	1	\$20.00	

Subtotal: \$679.00

Discount: \$0.00

Tax: \$0.00 Shipping: \$0.00

Total \$679.00

Total \$679.00

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 REALTOR	Term 1/1/2024 to 1/1/2025			
Product	List Price	Your Price	Qty	Total
S2401 - 2024 SPAAR Local Dues	\$179.00	\$179.00	1	\$179.00
S2402 - 2024 MNR State Dues	\$209.00	\$209.00	1	\$209.00
S2403 - 2024 NAR National Dues	\$201.00	\$201.00	1	\$201.00
S2411 - MN-RPAC Member Investment* Edit	\$50.00	\$50.00	1	\$50.00
S2414 - Charitable Foundation - Voluntary Edit	\$20.00	\$20.00	1	\$20.00
S2415 - Toys for Joy - Voluntary Edit	\$20.00	\$20.00	1	\$20.00

Subtotal: \$679.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

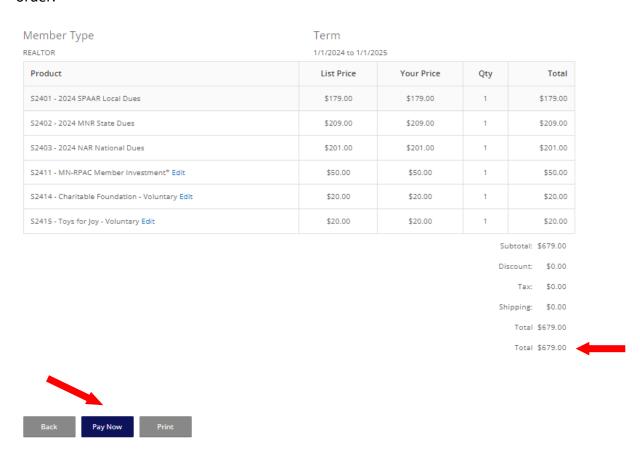
Total \$679.00

Total \$679.00

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.



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 2024 membership renewal order.



If you do have any questions regarding your 2024 SPAAR membership renewal, please contact the Association office at 651-776-6000. Thank you!