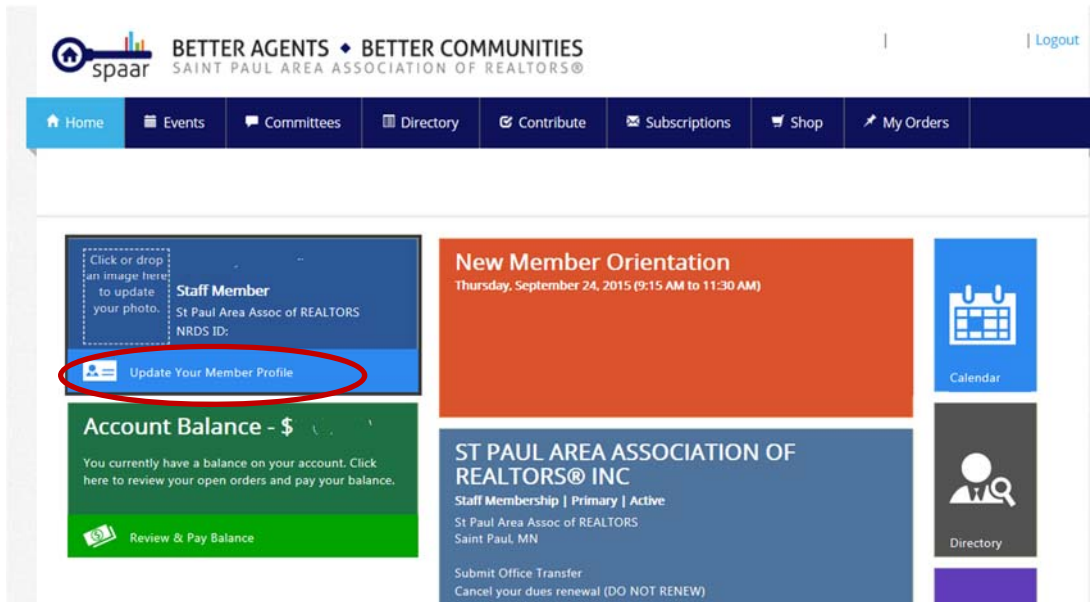


## **Auto Pay Enrollment Instructions – Quarterly MLS Fees**

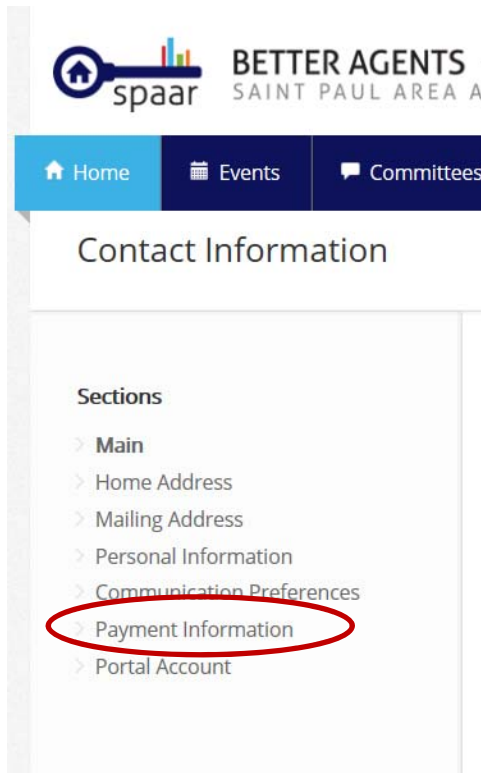
To enroll in the Auto Pay Service for your quarterly MLS fees, please visit the member portal at <https://spaarportal.ramcoams.net>. You will log in with your portal login information.

The screenshot shows the SPAA Portal login interface. At the top, the logo for 'spaar' is displayed next to the text 'BETTER AGENTS ♦ BETTER COMMUNITIES' and 'SAINT PAUL AREA ASSOCIATION OF REALTORS®'. Below the logo is a dark blue navigation bar with white text and icons for 'Home', 'Events', 'Committees', 'Directory', 'Contribute', 'Subscriptions', 'Shop', and 'My Orders'. The main content area is titled 'Login' and includes the instruction: 'Please log in using your MLS ID as your username and your Last name as your password. \*Passwords are case-sensitive\*'. The login form consists of two input fields: 'Username' and 'Password', with a 'Remember Me' checkbox and a 'Login' button. To the right of the form is a grey box with the text 'New member? Forgot your password? Not sure if you have a login?' and a 'Get Started' button. The footer contains social media icons for Facebook, Twitter, YouTube, and LinkedIn, along with links for 'spaar forms' and 'contact us', and the text 'Powered By: RAMCO'.

Once logged in, you will click on the link in the blue box on the home page labeled, “Update Your Member Profile”.



Then on the left hand side, you will click on “Payment Information”.



Type in your credit card information and click on “Update Profile”. This will save your information for future use.

Card Type <input type="text"/>	Security Code (CVV/CVV2) <input type="text"/>
Card Number <input type="text"/>	First Name <input type="text"/>
Expiration Date (MM/YYYY) <input type="text"/> <input type="text"/>	Last Name <input type="text"/>
<input checked="" type="checkbox"/> Save this card to my profile	
Same As <input type="radio"/> None - Enter Address <input type="radio"/> Home Address <input type="radio"/> Mailing Address	
Street Address 1 <input type="text"/>	State/Province <input type="text"/>
Street Address 2 [optional] <input type="text"/>	Zip/Postal Code <input type="text"/>
City <input type="text"/>	Country [optional] <input type="text"/> United States
<input type="button" value="Update Profile"/>	

**IMPORTANT STEP!** – After you have added your payment information to your member portal record, you will need to fill out the Auto Pay Authorization Form which can be found on SPAAR’s website at [www.spaar.com](http://www.spaar.com). Please email the completed form to [billing@spaar.com](mailto:billing@spaar.com). Once the Association receives your signed form, you will be enrolled in the Auto pay Service for your quarterly MLS fees.

If you have changes to your credit card information such as expiration date, please visit the member portal and make the appropriate changes under the “Payment Information” section your Member Profile.

If you do have any questions, please contact the Association office at 651-776-6000.