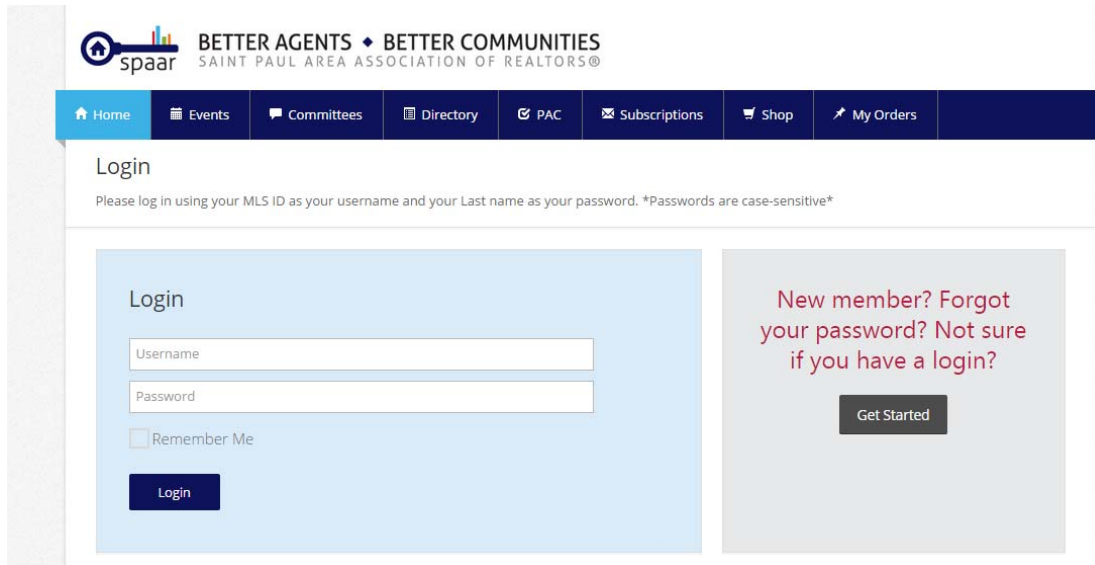


**2025 SPAAR Membership Renewal – Choosing the Payment Plan option**

**For Primary REALTOR® members only**

**(To enroll in the payment plan, you will need to initiate it via your SPAAR portal account on or before September 25, 2024.)**

Go to [www.spaar.com](http://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 2025 SPAAR membership renewal order listed. Click on the “Pay Dues” link to the left or right of the appropriate order.

Pay Dues	2025 SPAAR Annual Membership Renewal - 2025 SPAAR Primary REALTOR Dues Schedule (ORD-424241-Z6Q3Q6)	08/15/2024	\$679.00	Default Dues Item	<a href="#">Pay Dues</a>	\$679.00
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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

- 2025 SPAAR Primary REALTOR Dues
- 2025 SPAAR Primary REALTOR Dues Payment Plan



You will see the following screen listing the items included in your 2025 SPAAR membership renewal order:

Member Type	Term	Product	List Price	Your Price	Qty	Total
REALTOR	1/1/2025 to 1/1/2026	S2501 - 2025 SPAAR Local Dues	\$179.00	\$179.00	1	\$179.00
		S2502 - 2025 MNR State Dues	\$209.00	\$209.00	1	\$209.00
		S2503 - 2025 NAR National Dues	\$201.00	\$201.00	1	\$201.00
		S2511 - MN-RPAC Member Investment <a href="#">Edit</a>	\$50.00	\$50.00	1	\$50.00
		S2514 - Charitable Foundation - Voluntary <a href="#">Edit</a>	\$20.00	\$20.00	1	\$20.00
		S2515 - Toys for Joy - Voluntary <a href="#">Edit</a>	\$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	Term			
REALTOR	1/1/2025 to 1/1/2026			
Product	List Price	Your Price	Qty	Total
S2501 - 2025 SPAAR Local Dues	\$179.00	\$179.00	1	\$179.00
S2502 - 2025 MNR State Dues	\$209.00	\$209.00	1	\$209.00
S2503 - 2025 NAR National Dues	\$201.00	\$201.00	1	\$201.00
S2511 - MN-RPAC Member Investment <a href="#">Edit</a> ←	\$50.00	\$50.00	1	\$50.00
S2514 - Charitable Foundation - Voluntary <a href="#">Edit</a> ←	\$20.00	\$20.00	1	\$20.00
S2515 - Toys for Joy - Voluntary <a href="#">Edit</a> ←	\$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.

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

1/1/2025 to 1/1/2026

Product	List Price	Your Price	Qty	Total
S2501 - 2025 SPAAR Local Dues	\$179.00	\$179.00	1	\$179.00
S2502 - 2025 MNR State Dues	\$209.00	\$209.00	1	\$209.00
S2503 - 2025 NAR National Dues	\$201.00	\$201.00	1	\$201.00
S2511 - MN-RPAC Member Investment <a href="#">Edit</a>	\$50.00	\$50.00	1	\$50.00
S2514 - Charitable Foundation - Voluntary <a href="#">Edit</a>	\$20.00	\$20.00	1	\$20.00
S2515 - Toys for Joy - Voluntary <a href="#">Edit</a>	\$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

[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

Individual  
 Corporate

Is this a corporate or individual credit card?

Card Type: Visa

Card Number: 4111111111111111

Expiration Date (MM/YYYY): January 2026

Security Code (CW/CV2): 123

First Name: Test

Last Name: Contact

Save this card to my profile

Same As:  
 None - Enter Address  Home Address  Mailing Address

Street Address 1: 1234 Anywhere Street

Street Address 2 [optional]:

City: Anywhere

State/Province: Minnesota

Zip/Postal Code: 55117

Country [optional]: United States

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

## Payment Submission

Member Type

REALTOR

Term

1/1/2025 to 1/1/2026

Product	List Price	Your Price	Qty	Total
S2501 - 2025 SPAAR Local Dues	\$179.00	\$179.00	1	\$179.00
S2502 - 2025 MNR State Dues	\$209.00	\$209.00	1	\$209.00
S2503 - 2025 NAR National Dues	\$201.00	\$201.00	1	\$201.00
S2511 - MN-RPAC Member Investment	\$50.00	\$50.00	1	\$50.00
S2514 - Charitable Foundation - Voluntary	\$20.00	\$20.00	1	\$20.00
S2515 - Toys for Joy - Voluntary	\$20.00	\$20.00	1	\$20.00

Subtotal: \$679.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$679.00

Balance: \$679.00

### Credit Card Details

Test Contact

Visa

\*\*\*\*\*1111

Exp. 01/2026

### Billing Address

1234 Anywhere Street

Anywhere, MN 55117

United States

### Today's Payment

\$291.00

### Future Payments

10/10/2024 - \$209.00

11/10/2024 - \$179.00

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 2025 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 2<sup>nd</sup> and 3<sup>rd</sup> installment payments. **Please note:** You will need to keep a **current** credit card on file in your member portal account.

1<sup>st</sup> installment payment – charged at the time you select the payment plan

2<sup>nd</sup> installment payment – charged on October 10, 2024

3<sup>rd</sup> installment payment – charged on November 10, 2024

### Payment Submission

Member Type	Term			
REALTOR	1/1/2025 to 1/1/2026			
Product	List Price	Your Price	Qty	Total
S2501 - 2025 SPAAR Local Dues	\$179.00	\$179.00	1	\$179.00
S2502 - 2025 MNR State Dues	\$209.00	\$209.00	1	\$209.00
S2503 - 2025 NAR National Dues	\$201.00	\$201.00	1	\$201.00
S2511 - MN-RPAC Member Investment	\$50.00	\$50.00	1	\$50.00
S2514 - Charitable Foundation - Voluntary	\$20.00	\$20.00	1	\$20.00
S2515 - Toys for Joy - Voluntary	\$20.00	\$20.00	1	\$20.00
				Subtotal: \$679.00
				Discount: \$0.00
				Tax: \$0.00
				Shipping: \$0.00
				Total: \$679.00
				Balance: \$679.00

### Credit Card Details

Test Contact

Visa

\*\*\*\*\*1111

Exp. 01/2026

### Billing Address

1234 Anywhere Street

Anywhere, MN 55117

United States

### Today's Payment

\$291.00

### Future Payments

10/10/2024 - \$209.00

11/10/2024 - \$179.00

If you do have any questions regarding your 2025 SPAAR membership renewal, please contact the Association office at 651-776-6000. Thank you!