

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

### **Step 1:**

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 credentials.

The screenshot shows the SPAAR member portal. At the top, the logo for SPAAR (Saint Paul Area Association of Realtors) is displayed with the tagline "BETTER AGENTS ♦ BETTER COMMUNITIES". Below the logo is a navigation menu with the following items: Home, SPAAR CC, Subscriptions, Events, Directory, Contribute, Shop, and My Orders. The main content area is titled "Login" and contains the following text: "Are you seeking to subscribe to Tether RE? This member benefit safety and productivity app is offered at a discount to SPAAR Realtors® and Affiliates. Log in to your portal account and click on subscriptions." Below this is a link for help: "Having troubles logging in? Please contact SPAAR at 651-776-6000 or [spaar@spaar.com](mailto:spaar@spaar.com)." The login form itself is on the left, with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Login" button. On the right, there is a call to action for new members: "New member? Forgot your password? Not sure if you have a login?" with a "Get Started" button. The footer contains social media icons for Facebook, X, YouTube, and LinkedIn, along with the main phone number (651.776.6000) and a list of links: spaar\_forms, press room, spaar\_calendar, contact us, directions, and staff directory. The page is powered by RAMCO.

**Step 2:**

Once logged in, you will click on “Update your Profile”.

The screenshot shows the SPAAR member profile page. At the top, the SPAAR logo and tagline "BETTER AGENTS ♦ BETTER COMMUNITIES SAINT PAUL AREA ASSOCIATION OF REALTORS®" are displayed. A navigation bar contains links for Home, SPAAR CC, Subscriptions, Events, Directory, Contribute, Shop, and My Orders. The main content area is titled "Home" and is divided into two columns. The left column displays the member's profile information, including their name, M1 ID, COE/FH Cycle End Date, and course completion status. A blue button labeled "Update your Profile" is circled in red. The right column is titled "Upcoming Events" and lists three events with their dates and titles.

St Paul Area Assoc of REALTORS  
M1 ID: [REDACTED]  
COE/FH Cycle End Date: 12/31/2027  
NAR Code of Ethics Course Complete: No  
NAR Fair Housing Course Complete: No

[Update your Profile](#)

**ST PAUL AREA ASSOCIATION OF REALTORS® INC**  
MLS Membership | Secondary | Active  
St Paul Area Assoc of REALTORS  
Saint Paul, MN

**Upcoming Events**

- 30 Mar Showing Red Flags (Provided by StructureTech)  
St Paul Area Association of REALTORS - Saint Paul Office, St Paul, Minnesota
- 02 Apr RPR - Market Trends and Social Media (1.5 CE)  
St Paul Area Association of REALTORS - Saint Paul Office, St Paul, Minnesota
- 03 Apr Solar Energy - Electrify Your Home (Provided by Heartland Inspections)  
St Paul Area Association of REALTORS - Saint Paul Office, St Paul, Minnesota

**Step 3:**

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

The screenshot shows the SPAAR website header with the logo and navigation menu. Below the header is a 'Contact Information' section with two paragraphs of text. At the bottom is a 'My Profile' sidebar menu with several options, where 'Payment Information' is circled in red.

**spaar** BETTER AGENTS  
SAINT PAUL AREA

Home SPAAR CC Subscri

### Contact Information

If you would like to enroll in the Auto Pay s credit card information, you will need to sign Information then click on SPAAR Forms - fo the Association office at 651-776-6000.

If you need to update your credit card on file card number, expiration date and security c

#### My Profile

- > Main
- > Home Address
- > Mailing Address
- > Personal Info and Photo
- > Communication Preferences
- > License Number
- > **Payment Information**
- > Portal Account

**Step 4:**

**No credit card on file:** Click on “Add New Payment Profile” if you do not currently have a credit card on file. Type in your credit card information and click on “Continue”. This will save your information for future use.

**Credit card on file already:** Skip to step 5 if you already have a credit card on file but need to update the information.

The screenshot displays the SPAAR website interface. At the top, the SPAAR logo and tagline "BETTER AGENTS ♦ BETTER COMMUNITIES SAINT PAUL AREA ASSOCIATION OF REALTORS®" are visible, along with a "Logout" link. A dark blue navigation bar contains links for Home, SPAAR CC, Subscriptions, Events, Directory, Contribute, Shop, and My Orders. The main content area is titled "Update Payment Profiles" and includes a notice about credit card processor changes. A message box states "You do not have any payment profiles." Below this, a button labeled "Add New Payment Profile" is highlighted with a red circle, and a "Home" button is positioned underneath. The left sidebar lists "My Profile" options such as Main, Home Address, Mailing Address, Personal Info and Photo, Communication Preferences, License Number, Payment Information, and Portal Account. The footer features social media icons for Facebook, X, YouTube, and LinkedIn, along with links to spaar\_forms, press room, spaar\_calendar, contact us, directions, and staff directory. The main phone number is 651.776.6000, and the site is powered by RAMCO.



- Home
- SPAAR CC
- Subscriptions
- Events
- Directory
- Contribute
- Shop
- My Orders

Card Type

Card Number

Expiration Date (MM/YYYY)

Same As

- None - Enter Address  Home Address  Mailing Address

Street Address 1 [optional]

Street Address 2 [optional]

City [optional]

Security Code (CW/CV2)

First Name

Last Name

State/Province [optional]

Zip/Postal Code [optional]

Country [optional]

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**Step 5: (already have credit card on file)**

Click on “Payment Information”, click on “Update” and type in the credit card information and click on “Continue” to save the updated information.

The screenshot shows the SPAAR member portal interface. At the top, there is a header with the SPAAR logo and the text "BETTER AGENTS ♦ BETTER COMMUNITIES SAINT PAUL AREA ASSOCIATION OF REALTORS®". Below the header is a navigation menu with items: Home, SPAAR CC, Subscriptions, Events, Directory, Contribute, Shop, and My Orders. The main content area is titled "Update Payment Profiles" and contains a paragraph explaining the need to update credit card information. Below this is a table with the following data:

Credit Card Number	Credit Card Type	Expiration Date	Date Added		
*****1111	Visa	01/2027	03/26/2026	Update	Delete

The "Update" button in the table is circled in red. Below the table is a "Home" button. On the left side of the page, there is a "My Profile" sidebar with a list of menu items: Main, Home Address, Mailing Address, Personal Info and Photo, Communication Preferences, License Number, Payment Information (highlighted), and Portal Account.

**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 <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 of your Member Profile.

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