

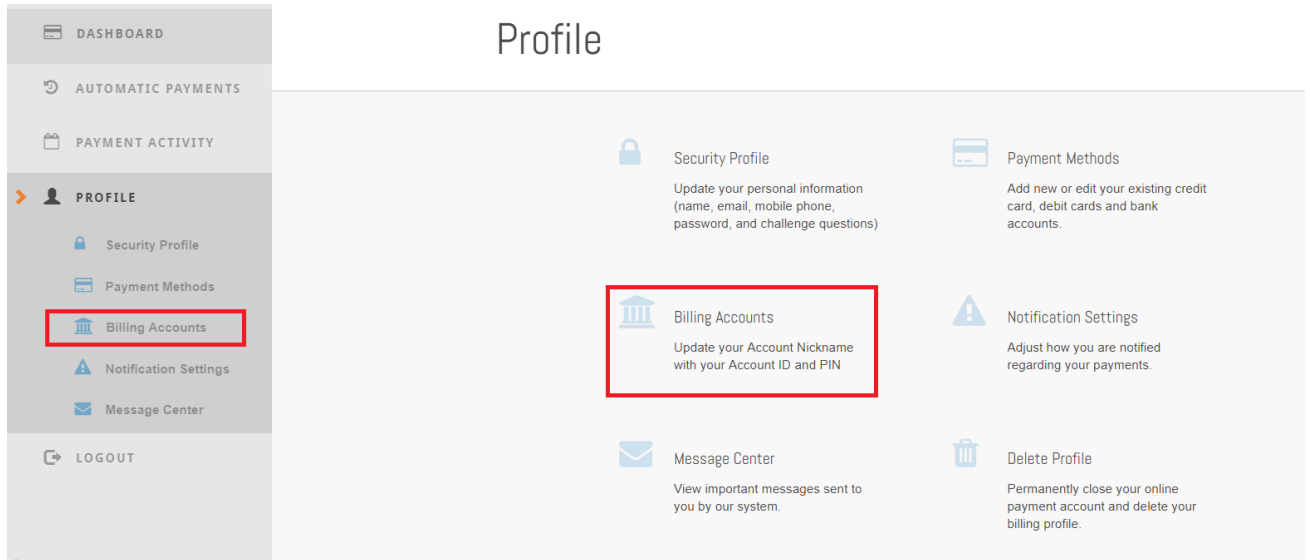
Adding Additional MLS Accounts for Payments to your Enrolled Portal Account

When registering to Great Plains Regional MLS's Payment Portal, the user is associating a MLS Agent ID with an username and password they're creating. A user can also associate additional MLS Agent IDs to make payments to those accounts. This guide describes that process. We will assume that the user has already registered and can login to the site.

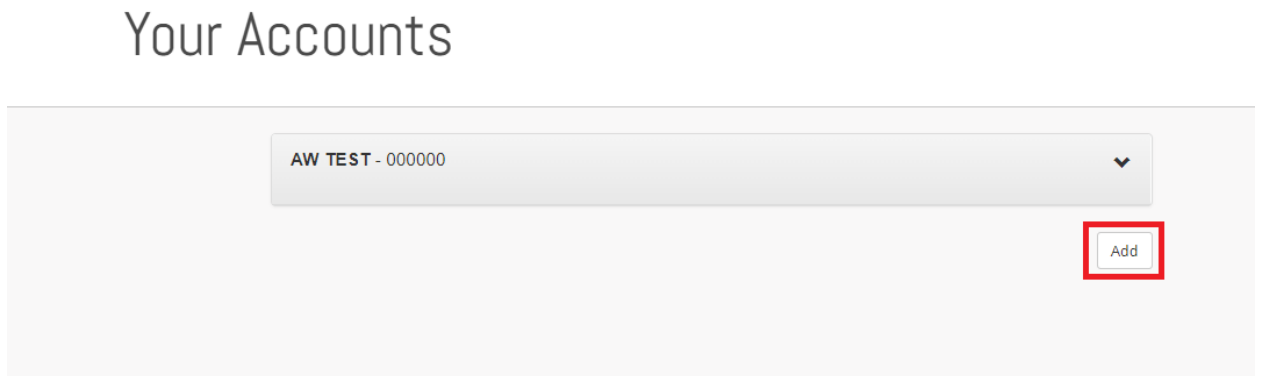
1. Upon logging into the site, the user should click on "Profile" found within the left-hand menu or click on "Profile" found on the dashboard:

The screenshot displays the user interface of the Great Plains Regional MLS Payment Portal. On the left, a vertical navigation menu includes options for DASHBOARD, Pay Bills, AUTOMATIC PAYMENTS, PAYMENT ACTIVITY, PROFILE (highlighted with a red box), and LOGOUT. The top of the page shows the user's name 'AW Test' and the Great Plains Regional MLS logo. The main dashboard area features a 'No Bills to pay' message and three cards: 'Scheduled Payments' (with a sub-link 'Edit scheduled payments'), 'Automatic Payments' (with a sub-link 'Manage your Recurring Payment Plans'), and a 'Profile' card (highlighted with a red box) with the sub-link 'Edit your account information, payment methods and other important features'.

2. Clicking either of these options will bring the user to the Profile Menu. On this screen, the user needs to click on the option for “Billing Accounts” either found in the left-hand menu or on the main part of the screen:



3. Once in the Your Accounts screen, the user will see their preexisting account that they originally registered with. Underneath that initial account will be an “Add” button the user should click:



- The user will need to enter an account nickname, the MLS Agent ID, and First 2 Characters of the Agent associated with the MLS Agent ID and then hit "Save":

AW TEST - 000000

Account Nickname

Account Nick Name!

Give this account a short name to help you identify it throughout the system. ex "Homeowner's Policy"

MLS Agent ID #

000001

Please enter your MLS Agent ID Number

First 2 Characters of Last Name

Enter the first 2 characters of your last name for verification purposes. Lower Case Only!

Cancel Save

- When the correct information is submitted and saved, the user will see this message at the top of the screen:

Account has been added to the user

If the information doesn't match, the user will see:

Invalid details

If failure occurs, they can edit the information and attempt to save again. However, once saved successfully, they can now make payments towards those MLS Agent IDs. They can add as many as necessary!