

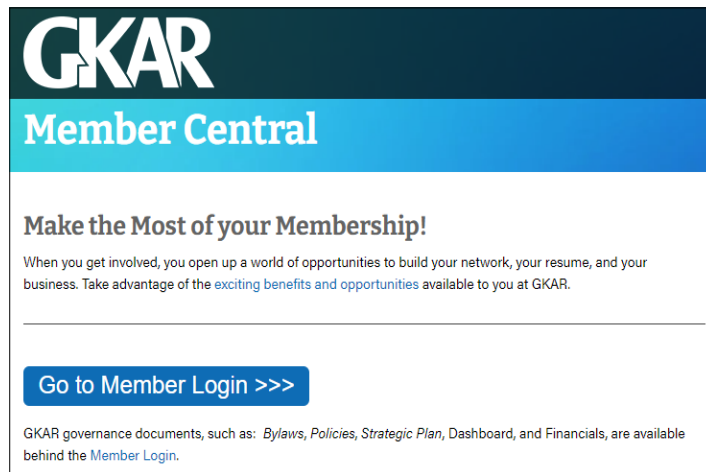
# HOW TO

## PAY OFFICE INVOICES ONLINE

You, as the Designated REALTORS®, and your Office Managers, have the option to pay office invoices through Member Central.

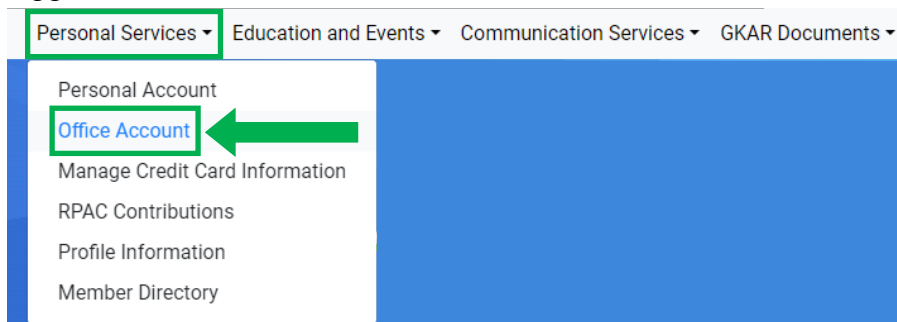
Visit GKAR.com and select Member Central. In the new window, select “Go to Member Login”.

Log in using your credentials (ric.k....).



This site is secured and directly linked to the GKAR member database creating a double layer security for you and your credit card information.

Once you are logged in, hover over Personal Services and select Office Account.



For Brokerages with more than one office, all offices will be listed and you have an option to “View All Offices” at the bottom of the page. Select the office you would like to access and pay by selecting the applicable hyperlinked office name.

Select an Office	
Greater Kalamazoo Association of REALTORS (KGKAR)	5830 Venture Park Drive, Kalamazoo MI 49009 (269)382-1597
<div>View All Offices</div>	

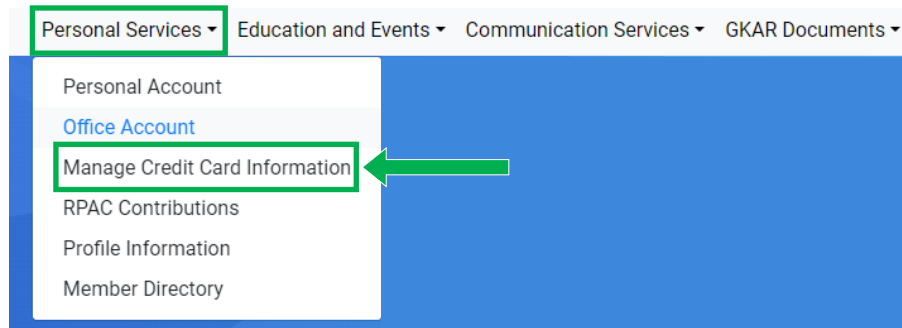
The system will display any unpaid invoices for the selected office(s) by default. Use the radio buttons to “Check All” of the unpaid invoices.

☐ Check All ☐ Uncheck All

You can also pay individual invoices by using the checkboxes on the right of each unpaid invoice.

Pay Now
<input type="checkbox"/>
<input type="checkbox"/>

You may add and/or edit your credit card information in the Manage Credit Card Information from the Personal Services menu.



If you have any questions, email [Support@GKAR.com](mailto:Support@GKAR.com) or call (269) 382-1597.