## HOW TO

# **VIEW OFFICE INVOICE RECEIPTS ONLINE**

You, as the Designated REALTOR<sup>®</sup>, and your Office Managers, have the ability to obtain receipts from payments made on any 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...).

Once you are logged in, navigate to the Menu button in the top right corner of the screen. Click to open, select Personal Services, and then select Office Account.

Select the office you would like to access by selecting the applicable hyperlinked office name.

The system will display any unpaid invoices for the selected office by default. At the bottom of this page, select "Account Activity Report".

Select your report criteria; "Detailed", "Invoice Detailed", and "Summary".

NOTE: GKAR does not use billing groups. You do not need to change that field.

Select "Submit" and a PDF report will be generated for you.



### **Member Central**

#### Make the Most of your Membership!

When you get involved, you open up a world of opportunities to build your network, your resume, and your business. Take advantage of the exciting benefits and opportunities available to you at GKAR.

#### Go to Member Login >>>

GKAR governance documents, such as: Bylaws, Policies, Strategic Plan, Dashboard, and Financials, are available behind the Member Login.

Menu	×
Type to filter	
Personal Services	^
Personal Account Office Account Manage Credit Card Information RPAC Contributions Profile Information Member Directory	

#### Select an Office

Greater Kalamazoo Association of REALTORS

#### Account Activity Criteria

### Please enter your report criteria below

Detailed

01/01/22

04/24/23

No

Report Format Activity Date From Activity Date Thru Billing Group Totals

If you have any questions, email <u>Support@GKAR.com</u> or call (269) 382-1597.