

HOW TO

VIEW OFFICE INVOICE RECEIPTS ONLINE

You, as the Designated REALTOR[®], 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.

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