

HOW TO PAY OFFICE INVOICES ONLINE

You, as the Designated REALTOR®, and your Office Manager, 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, navigate to the Menu button in the top right corner of the screen. Click to open, select Personal Services, and then select Office Account.

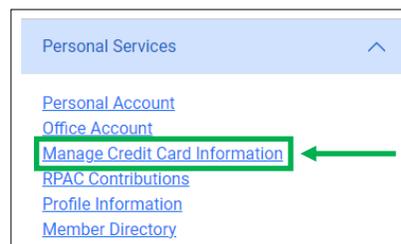
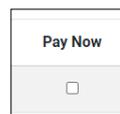
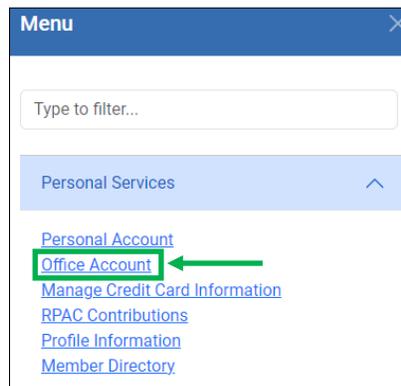
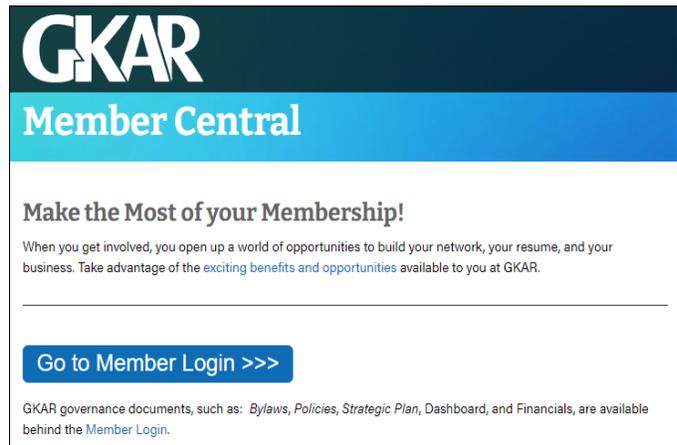
For Brokerages with more than one office, all active offices will be listed by default. To view any inactive office, select “View All Offices” at the bottom of the page. Select the office you would like to access and pay by selecting the applicable hyperlinked office name.

The system will display any unpaid invoices for the selected office by default.

Use the radio buttons to “Check All” of the unpaid invoices.

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

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 or call (269) 382-1597.