

Instructions on Paying Your SBAOR Annual Dues Online

From the home page of the website, click on “Pay Your Bills Online”.

Pay Your Bills Online

You will come to the logon page for SBAOR Internet Member Services (IMS). The logon is the same as your MATRIX User ID and your password is your 4 digit MATRIX pin number (if you have never used the system, your password is welcome). If this is the first time you have logged in, you are encouraged to change your password to your 4 digit MATRIX pin number. In order to keep your personal data safe, never give your password to anyone.

To change your password:

Click on “Update Personal Information” from the Main Menu. There you may change your password, upload a photo, and update your other personal data.

Please confirm that your current address and email are correct. Because we frequently communicate important information to our REALTOR® members via email, please add southbayaor.com to your white list of approved email recipients or otherwise ensure that any spam blockers are not preventing our messages from reaching you. If you have any questions, call the SBAOR Membership Department at (310)326-3010.

When you log onto IMS, you will start on the Main Menu. On screen you will see “Member Services Menu: Services for YOUR NAME HERE”.

To proceed to Paying Online:

Click on “Click here to Pay Bills Online” which takes you to the Invoices screen. Unpaid invoices are listed, and you also have the option to view previous paid and unpaid invoices as well.

To view your current dues bill without paying:

Click on the invoice under “Regular Member Membership Dues” (See the bottom of this page for a description of each line item).

To return to your list of invoices, click on the button “Previous Screen”.

To pay your current dues bill:

Click on the check box “Pay Now” for this and any other unpaid invoices you wish to pay.

Click on the button “Choose Payment Options” at the bottom of the screen.

You may choose to modify the REALTOR® Action Fund and Housing Affordability Fund amounts at this time. If desired, click on “Modify” and enter in the amount you wish to include, and click “OK”.

To enter your credit card information:

To continue, click on “Credit Card” and enter in the required information for your credit card.

When finished, click on Main Menu for more options or Logout to complete your session.

Important information about credit card security with IMS:

The SBAOR Internet Member Services (IMS) website is a secure site.

“ComplyGuard verifies that this web property has passed a comprehensive test by ComplyGuard Networks security auditing technology, ComplyShield, thereby meeting the PCI data security scan requirements accepted by Visa, MasterCard, American Express, JCB, and Discover. This merchant is tested to ensure that security standards are maintained which significantly reduces the risk that this site will be compromised by malicious attacks.”

Description of each line item on your dues statement:

- **SBAOR Dues – 2010.** Membership dues for the South Bay Association of REALTORS®
- **CAR State Dues - 2010.** Membership dues for the California Association of REALTORS®
- **NAR National Dues - 2010.** Membership dues for the National Association of REALTORS®
- **NAR Image Campaign.** Funds used for national advertising campaign to promote the REALTOR® profession. SBAOR does not administer these required funds. For more information, call NAR at 1-800-874-6500.
- **REALTOR® Action Fund.** Voluntary contribution to help us protect your business and advocate for REALTORS® like yourself. The recommended minimum contribution is \$49, however we encourage you to contribution \$197, the “True Cost of Doing Business”. [Click here](#) for more information about the REALTOR® Action Fund.
- **Housing Affordability Fund.** The CAR Housing Affordability Fund receives voluntary donations from members and other institutions that addressing the housing problem in California. It distributes these resources to local programs that address housing affordability and housing supply directly. [Click here](#) for more information about the Housing Affordability Fund.

Example of a SBAOR Billing Statement

Description	Item ID	Qty	Price	Total
Invoice #1234567890 - Date 11/3/2009				
SBAOR Dues - 2009	D0910	1	150.000	150.00
CAR State Dues - 2009	D0920	1	135.000	135.00
NAR National Dues - 2009	D0930	1	80.000	80.00
NAR Image Campaign	D0940	1	35.000	35.00
Realtor Action Fund	D0950			49.00
Housing Affordability Fund	D0970			10.00
			Sub-Total:	459.00
			Tax:	0.00
			Total:	459.00