

## IMPORTANT INSTRUCTIONS CONCERNING PAYING YOUR 2012 ANNUAL DUES ONLINE

Dear Member:

Next week you will receive a mailed invoice for your 2012 membership dues. The total for primary Realtor members is \$458. If you pay online through IMS (<https://ims.wpar.com>) by 5PM, January 20, 2012, the total amount due is \$30 less – or \$428. THIS BRIEFING IS ONLY FOR THOSE OF YOU WHO DECIDE TO PAY ONLINE, AND PLEASE REMEMBER THAT YOU CAN ONLY TAKE THE \$30 EARLY PAYMENT DISCOUNT IF YOU PAY ONLINE.

When you pay online you will be presented with two OPTIONAL charges. The first is \$50 for a new education program called Class Express. A subscription to Class Express includes one FREE Code of Ethics training course (approved for 3 CE hours), one FREE Fair Housing course (approved for 3 CE hours), as well as other discounted courses and auditing privileges, space permitting. We think this new program provides tremendous value, but it is OPTIONAL. [Click Here](#) for more information about Class Express and course catalogue.

The second charge is a suggested but entirely voluntary \$35 RPAC (Realtors Political Action Committee) contribution. RPAC supports the election of individual pro-real estate legislators, and in the current challenging economic environment where the mortgage interest deduction is being threatened, RPAC is more important than ever. However, the RPAC contribution is OPTIONAL. You can increase it, decrease it, or not pay anything at all. [Click Here](#) for more information.

When you pay online the initial screen will show a total charge of \$513 that includes these two optional charges for Class Express and RPAC, and, if you are paying before 5PM Jan. 20<sup>th</sup>, the \$30 discount as well. Click the "pay now box" next to "balance due", and then click the "continue to next screen" button at the bottom of the page. You are not done yet, and you are NOT committing to pay \$513.

The next screen will show the Class Express and RPAC options. If you do not want Class Express, uncheck the box next to "include" and the \$50 charge will automatically be zeroed out.

If you wish to zero out or modify the suggested RPAC contribution, click "modify". A pop-up box will allow you to change the amount of the RPAC contribution including to zero. Once you've modified the amount, click "OK" and you will find that the total on the invoice has been modified to reflect the change you made, if any, to the RPAC contribution.

The "total to be paid" will now reflect the choices you made about Class Express and RPAC. For example, if you chose Class Express and a \$35 contribution to RPAC, the total will be \$513. If you have unchecked the "include" button next to Class Express, and zeroed out your RPAC contribution, the total will be \$428 or \$458 if paying after Jan. 20<sup>th</sup>.

The next step is to click the "credit card" box underneath the "total to be paid" to continue with the payment process. The final step to complete the transaction is to click the "I authorize this transaction" button on the final screen. Please don't hesitate to call staff for assistance, Westchester (914)681-0833, Rockland (845)735-0075, Orange (845) 294-7905. We know the online payment process is a bit labored, and we will be glad to help you through it. The process saves us the time and expense of check handling, and that's how we're able to offer the discount to you. Also, please be assured that our site is secure.