

## MLS Payment Reauthorization



As of March 11, 2019 all current MLS payments have been discontinued.

**The new regional MLS requires all users to register and reauthorize MLS fee payments by March 31, to avoid a service interruption.**

*If your account will be paid by another user, stop here. See instructions on Page 9\**

All users need to register their existing MLS Agent ID to the Aliaswire Payment Portal. During the registration process, the user's MLS Agent ID will be validated, a username and password will be created, and the user's ACH (bank account) information will be collected to setup automatic monthly payments.

# Reauthorization Instructions

Click on the 'Register Your MLS ID' button located at the bottom of the page



### Sign In

Please enter your Username and Password to securely access the Great Plains Regional MLS Payment Portal. If this is your first time to the site, please click "Register" below to begin!

**Username**

Username created at registration

**Password**

Password created at registration

[Login](#)

[Forgot your password?](#)

[Register Your MLS ID](#)

Make an Account Nickname, enter in MLS Agent ID, and the first 2 characters of last name. Nickname can be any reference that would assist in remembering what this account is. The first 2 characters of the last name is a validation and information should be entered in lower case. If the second character in the last name is an apostrophe (‘), that should be entered. If the last name is only two letters long, the whole last name should be entered. Do not hit ‘Next’. Scroll down to terms and conditions.

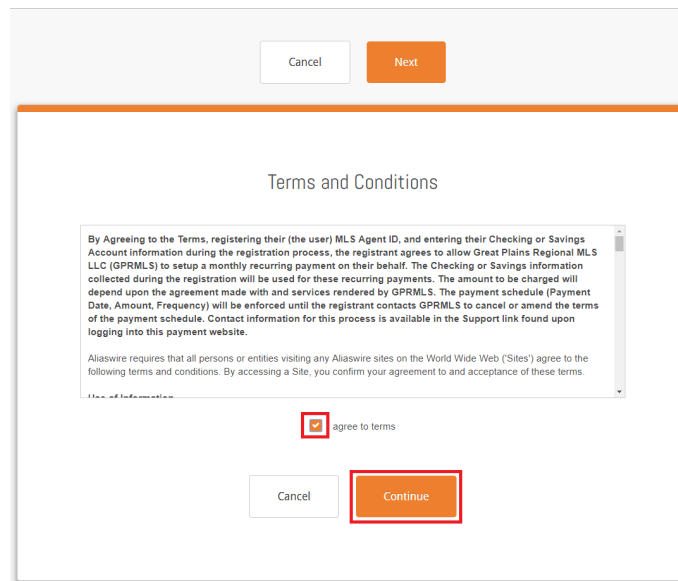
The screenshot shows a user profile setup interface with a progress indicator at the top consisting of three circles: the first is orange and active, the second and third are grey. Below the progress indicator are three tabs: "Accounts", "Security Profile", and "Payment Methods".

The "Accounts" section contains the following fields:

- Account Nickname:** A text input field with the placeholder text "Nickname". Below it is a note: "Give this account a short name to help you identify it throughout the system. ex 'Homeowner's Policy'".
- MLS Agent ID #:** A text input field with a house icon on the left and the placeholder text "MLS Agent ID #". Below it is a note: "Please enter your MLS Agent ID Number".
- First 2 Characters of Last Name:** A text input field with a padlock icon on the left and the placeholder text "i.e.: sm for 'Smith' o' for 'O'Shea'". Below it is a note: "Enter the first 2 characters of your last name for verification purposes. Lower Case Only!".

At the bottom of the form, there is a "Cancel" button and a large blue "X" watermark over an orange rectangular area.

Review terms and conditions. Upon satisfaction, click the box next to “I agree to terms” and click on the ‘Continue’ button.



The image shows a dialog box titled "Terms and Conditions". At the top, there are two buttons: "Cancel" and "Next". The main content area contains a scrollable text box with the following text:

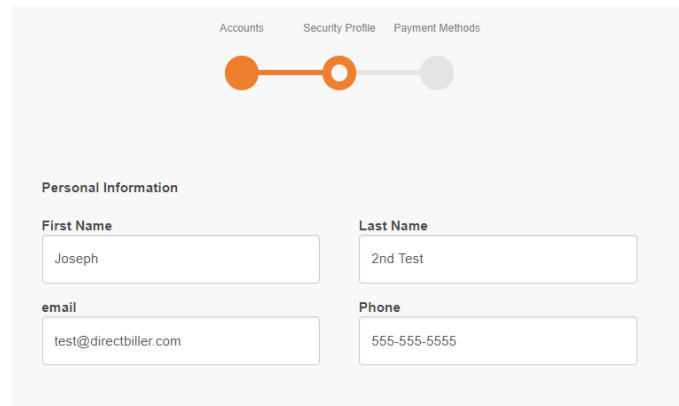
By Agreeing to the Terms, registering their (the user) MLS Agent ID, and entering their Checking or Savings Account information during the registration process, the registrant agrees to allow Great Plains Regional MLS LLC (GPRMLS) to setup a monthly recurring payment on their behalf. The Checking or Savings information collected during the registration will be used for these recurring payments. The amount to be charged will depend upon the agreement made with and services rendered by GPRMLS. The payment schedule (Payment Date, Amount, Frequency) will be enforced until the registrant contacts GPRMLS to cancel or amend the terms of the payment schedule. Contact information for this process is available in the Support link found upon logging into this payment website.

Alaswire requires that all persons or entities visiting any Alaswire sites on the World Wide Web ('Sites') agree to the following terms and conditions. By accessing a Site, you confirm your agreement to and acceptance of these terms.

Use of Information

Below the text is a checkbox with a checkmark, followed by the text "agree to terms". At the bottom of the dialog box, there are two buttons: "Cancel" and "Continue". The "Continue" button is highlighted with a red border.

On the next page, enter First Name, Last Name, Email, and Phone Numbers into the appropriate boxes.



The screenshot shows a user profile page with a progress indicator at the top. The progress indicator consists of three circles connected by a horizontal line. The first circle is orange and filled, the second is orange with a white center, and the third is grey. Below the progress indicator, the page is titled "Personal Information". There are four input fields arranged in a 2x2 grid. The first field is labeled "First Name" and contains the text "Joseph". The second field is labeled "Last Name" and contains the text "2nd Test". The third field is labeled "email" and contains the text "test@directbiller.com". The fourth field is labeled "Phone" and contains the text "555-555-5555".

Accounts Security Profile Payment Methods

Personal Information

First Name Joseph

Last Name 2nd Test

email test@directbiller.com

Phone 555-555-5555

The next section on the page is for Account Information creation. Create a username and password. The password will need to be reentered for confirmation. Choose challenge questions and answers if ever password reset is required. Click 'Next'.

*Be aware that the system will advise if the username or password need to be changed (username may be previously used, password may not be accurately confirmed).*

Account Information

Create Username for Payment Portal

New password ⓘ

Confirm new password

Your Password must be between 6 and 16 alphanumeric values, containing at least one digit with upper and lower case letters. No Symbols or Special Characters!

Challenge Questions

Question 1

Answer 1

Question 2

Answer 2

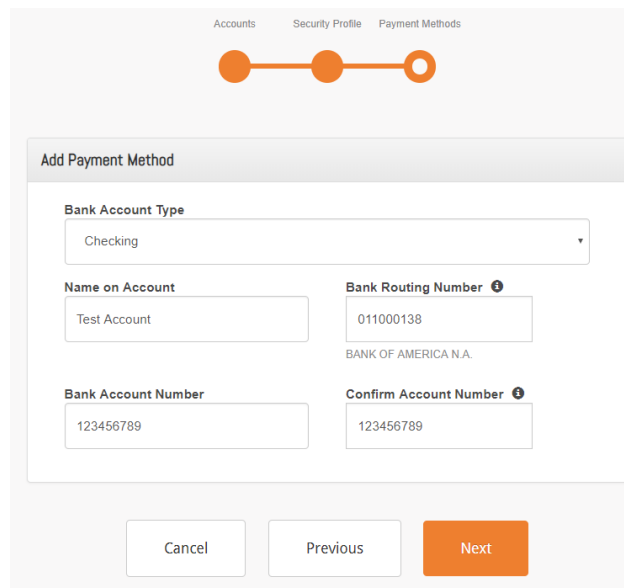
You may be asked to answer one or more of these questions to recover your login information or verify your identity.

On the next page, ACH account information will be collected. Choose the Bank Account Type from the dropdown (checking, business checking, savings), enter Name on Account, Routing, Bank Account and Bank Account Confirmation in the appropriate boxes.

*The Routing Number is a series of 9 digits, usually the first set of digits found along the bottom of the check, which signify the account holder's bank.*

*The Account Number is generally the series of numbers which follows the routing number. If the account number begins or ends with 0s, those digits should be entered as well.*

Make sure to enter information accurately and use the account to be billed beginning in April 2019. Upon completion, click 'Next'.



The screenshot displays a web form titled "Add Payment Method" with a progress indicator at the top showing three steps: "Accounts", "Security Profile", and "Payment Methods". The "Payment Methods" step is currently active. The form contains the following fields:

- Bank Account Type:** A dropdown menu with "Checking" selected.
- Name on Account:** A text input field containing "Test Account".
- Bank Routing Number:** A text input field containing "011000138", with "BANK OF AMERICA N.A." displayed below it.
- Bank Account Number:** A text input field containing "123456789".
- Confirm Account Number:** A text input field containing "123456789".

At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next". The "Next" button is highlighted in orange.

# User account successfully created!



Accounts   Security Profile   Payment Methods



## Registration Complete!

Thank you for your registration. Click "Login Now" to access your account.

[Login Now](#)



# User account successfully created!

GPRMLS will take care of setting up the recurring automatic payments according to their relationship with the user. User can login to site if they'd like, but they should not set up any payment schedules or make current payments. Upon registration, the user will receive an email confirming registration and the payment method addition. Once the recurring payments have been setup, they will receive an email for that as well.

Monthly payments will be processed on or after the 5th day of the month, beginning April 5, 2019. Users will be notified of any changes in fees at least 30 days prior to the change.

## Current MLS Fees

Participant-Broker	\$71 per month
Subscriber-Agent	\$30 per month

## Current Lockbox Fees

Supra Users (OABR)	Paid directly to Supra
SentriLock Users (RAL)	\$18 per month

**Important: The former tiered system of fines for failed payments has changed.** All users will now be assessed a \$17.50 administrative fee for any failed or late payment (much like a returned check) due to insufficient funds, a closed account, or incorrect account information. MLS Rules regarding fee payments are illustrated in a flow-chart: <https://www.gprmlsdocs.com/PaymentChart.pdf>

\* Users paying for multiple accounts should first set up their own account following the steps above. Additional MLS account payments may be added by following the instructions located at: <https://www.gprmlsdocs.com/PayingForMultipleUsers.pdf>