



LONDON
ST. THOMAS
ASSOCIATION OF
REALTORS®

Bringing people and properties together



HOW TO PAY YOUR INVOICE

**LSTAR Accounting
Department**

LOG INTO WWW.LSTAR.CA



MEMBER'S LOGIN

WHY JOIN LSTAR

WHY WORK WITH A REALTOR®

PROPERTY SEARCH



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WE ARE ONE OF CANADA'S LARGEST REAL ESTATE ASSOCIATIONS.

We serve and represent over 2,300 REALTORS® from London, St. Thomas, Strathroy, Middlesex County, & Elgin County.

CONNECT WITH US:



FOCUSED ON OUR

VISION

To be the resource of choice for REALTOR® members and their communities.

PURSuing OUR

MISSION

To enhance REALTOR® member professionalism by providing education, tools and advocacy to support them in serving the community.

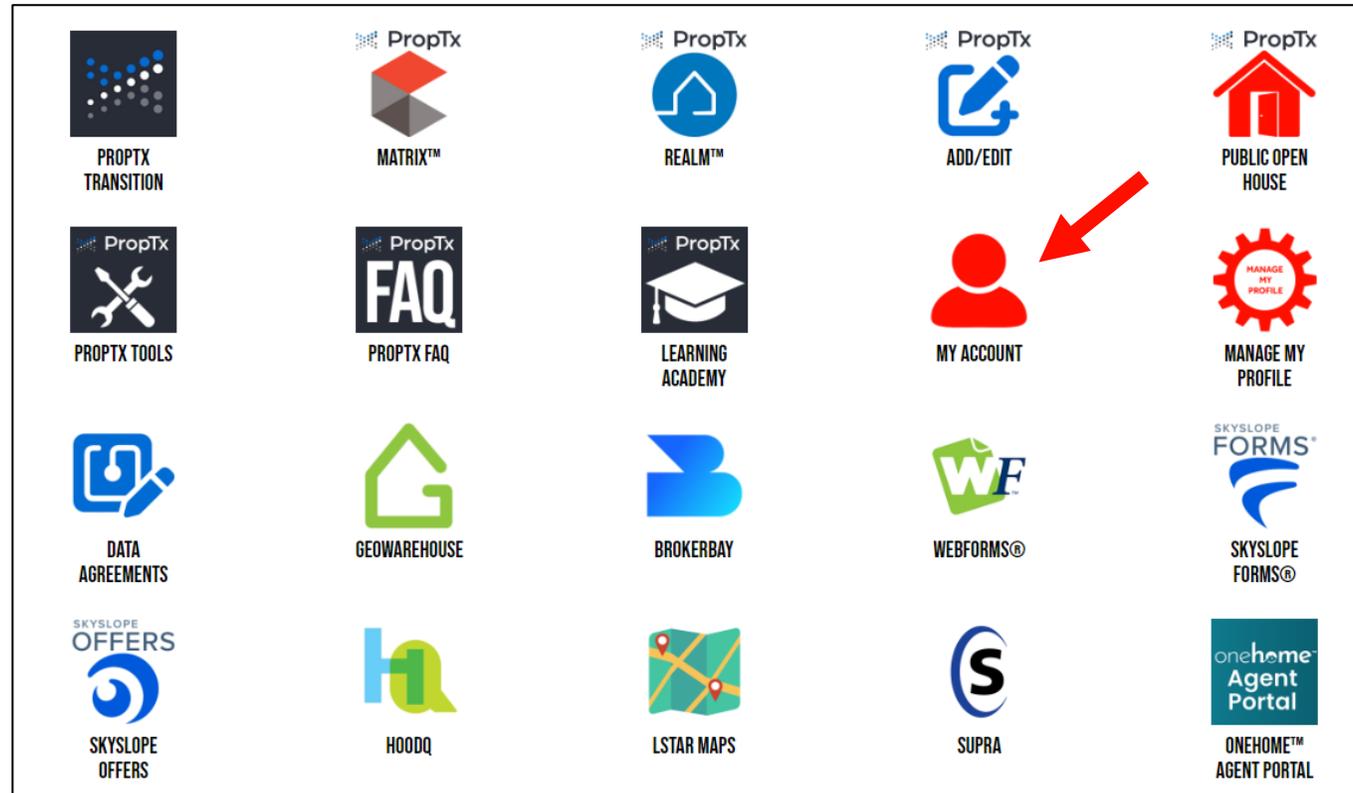
UPHOLDING OUR

VALUES

- Member-Centric
- Thought-Leader
- Community-Minded
- Professionalism
- Integrity

CLICK MY ACCOUNT

1. Scroll down until you see “My Account”



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MEMBER PORTAL PAGE

- You will be taken to your LSTAR Account page
- Select – Pay Now

The screenshot shows the LSTAR Member Portal interface. At the top, there is a navigation bar with the LSTAR logo and links for Home, Member, Office, Education, Calendar, Connect, and Logout. The main content area is divided into several sections:

- My Profile:** Contains member information such as Member Name, Brokerage, License Number, Member Class, Address, and Contact Information. A callout box labeled '1' points to this section with the text "Your Member information will populate".
- Notifications:** Displays a welcome message and instructions for using the portal.
- Upcoming Courses:** Lists courses like "ONLINE GeoWarehouse" and "ONLINE Matrix" with registration buttons.
- Account Balances:** Shows the total amount owing, including Association Balance (\$233.06) and Office Association Balance (\$0.00). A callout box labeled '2' points to the total amount with the text "The Total Amount owing will be shown". A callout box labeled '3' points to the "Pay Now" button next to the Association Balance with the text "Select Pay Now".
- Committees:** Lists committees like "BOARD OF DIRECTORS 2021" and "PROFESSIONAL STANDARDS 2018".

At the bottom of the page, there is a copyright notice: "© 2021 MMSI. All rights reserved." and a "Privacy Policy" link.



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MY ACCOUNT PAGE

- Select – Invoices to Pay
- Select – Pay \$xxx (green button)

The screenshot shows the 'My Account' page for the London St. Thomas Association of Realtors. The 'Open Invoices' tab is selected, and a progress bar indicates the current step is 'Select Invoices'. Below the progress bar, a table lists two invoices to be paid:

Invoice Number	Reference	Date	Balance Due
<input checked="" type="checkbox"/> 594907	Member Fee	11-19-2020	113.00
<input checked="" type="checkbox"/> 595698	JAN FEE & OREA/CREA DUES	01-01-2021	120.06
Total:			\$233.06

Below the table is a green button labeled 'Pay \$233.06'. Callout box 1 points to the 'Open Invoices' tab, and callout box 2 points to the 'Pay \$xxx' button.

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MY ACCOUNT CHECKOUT PAGE

- Enter all required * information
- Select – Next (green button)

The screenshot shows the 'My Account Checkout' page with a progress bar at the top indicating four steps: Select Invoices, Payment Info, Review, and Complete. The 'Payment Info' step is currently active. A red callout box with the number '1' points to the 'Select your payment method' dropdown menu, which is set to 'Credit Card'. Another red callout box with the number '2' points to the 'Next' button at the bottom of the form. The form includes fields for 'Credit Card Information' (First Name, Last Name, Card Number, Security Code, Expiration Month, Expiration Year) and 'Billing Info' (Street Address, City, Province, Postal Code). There are also radio buttons for 'Personal' and 'Corporate' and an email field for confirmation.

If you saved your credit card on your Profile
Select "Payment on File"

This close-up shows the 'Select your payment method' dropdown menu. The 'Credit Card' option is selected, and the 'Payment On File' option is highlighted in yellow, indicating it is the recommended choice for users who have saved their credit card information.

MY ACCOUNT CHECKOUT PAGE

- Confirm information and amount to be paid
- Select – Submit Payment (green button)

My Account Checkout

Select Invoices Payment Info Review Complete

Invoice Number	Reference	Balance Due
595498	JAN FEE & OREA/CREA DUES	292.67

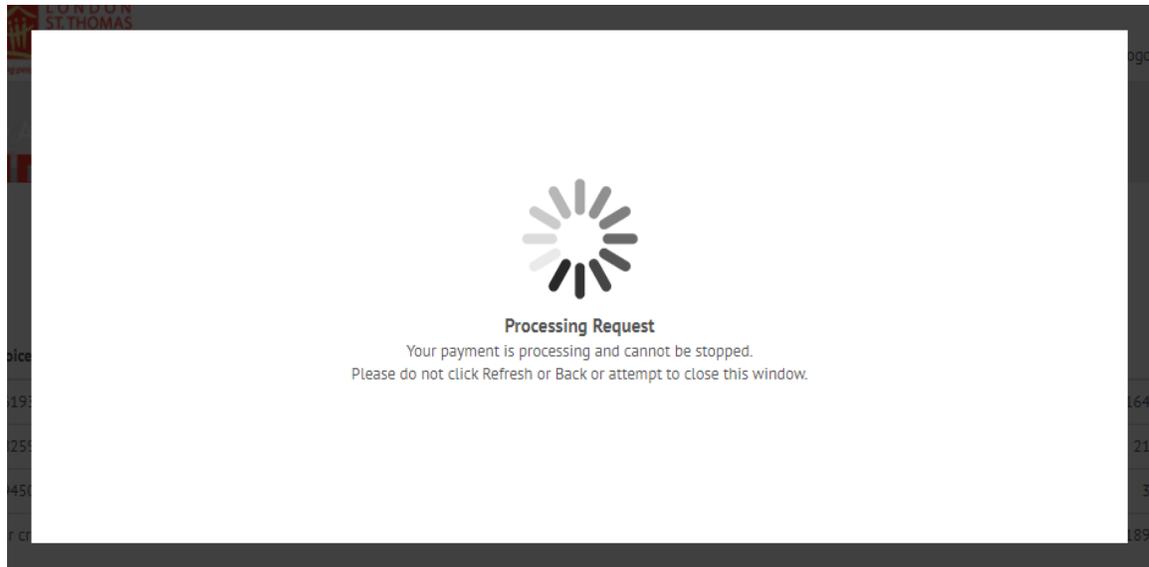
Your credit card will be billed: 292.67

Payment Method	Billing Info	Email Info
Visa Card ending in 1036	JOHN SMITH	name@abc.com
Card Account Type: Personal	123 Main Street	
	LONDON, ON N0N 0N0	

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PROCESSING REQUEST

- Processing Request window will open, be patience it will take a moment.



PAYMENT RESULTS PAGE

- Once processed you will receive the message:
“This payment may take up to 2 business days to reflect on this web site”
- You will be sent a email receipt, we suggest also printing it out

The screenshot displays the 'My Account Checkout' page for the London & St. Thomas Association of REALTORS®. The page is divided into sections: Payment Results, Payment Information, and Description of Transaction. A green banner at the top of the Payment Results section states: "This payment may take up to 2 business days to reflect on this web site." Below this, a yellow box contains the instruction: "Print this screen to keep as a record of your transaction." A red callout box with the number '1' points to the green banner, and another red callout box with the number '2' points to the yellow box. The Payment Information section includes fields for Name on Card, Expiration Monthly/Year, Credit Card, Account Type, Address, City, State, Zip, and Email. The Description of Transaction section contains a table with columns for Document, Reference, and Amount.

Document	Reference	Amount
\$15495	JAN FEE & DREA/CREA DUES	292.67
\$18032	NEW OFFICE OPENING	1180.00
Your card was charged:		1422.67



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