



LONDON
ST. THOMAS
ASSOCIATION OF
REALTORS®

Bringing people and properties together











HOW TO PAY YOUR INVOICE

LSTAR Accounting
Department

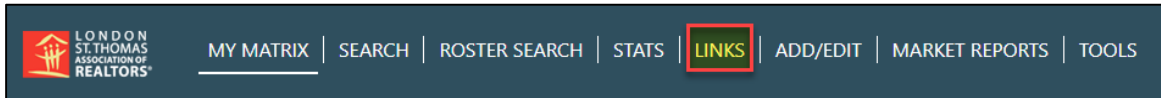
LOG INTO ITSO MATRIX®

Applications

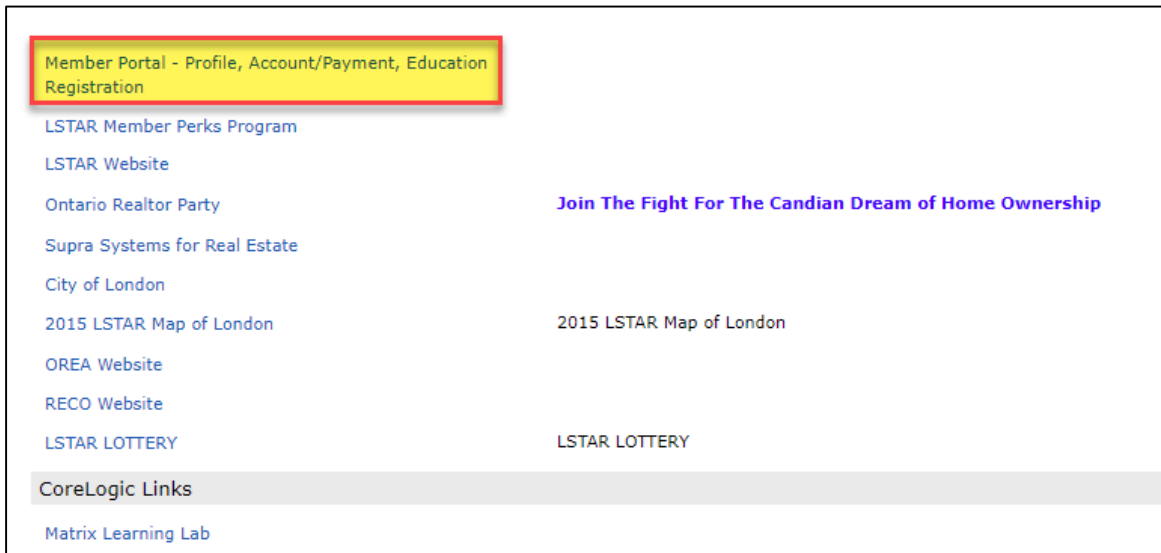
 ITSO Matrix	 WEBForms	 REALTOR Link	 ShowingTime
 SentiLock	 Matrix Mobile	 SafeAccess	 OneHome

LINKS

- Select the Links tab on your menu bar

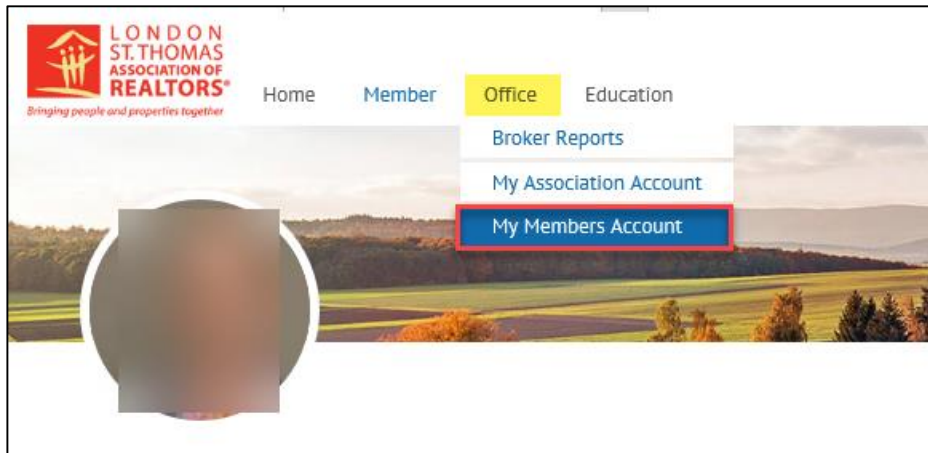


- Once on the Links page, scroll to the Member Portal Link



MEMBER PORTAL PAGE

- Select – Office
- Select – My Members Account



MY MEMBERS ACCOUNT PAGE

- All members that have their invoices paid by the office will populate
- Members that have a “✓” beside their name are the ones that the office pays for

My Members Account

Open Invoices History

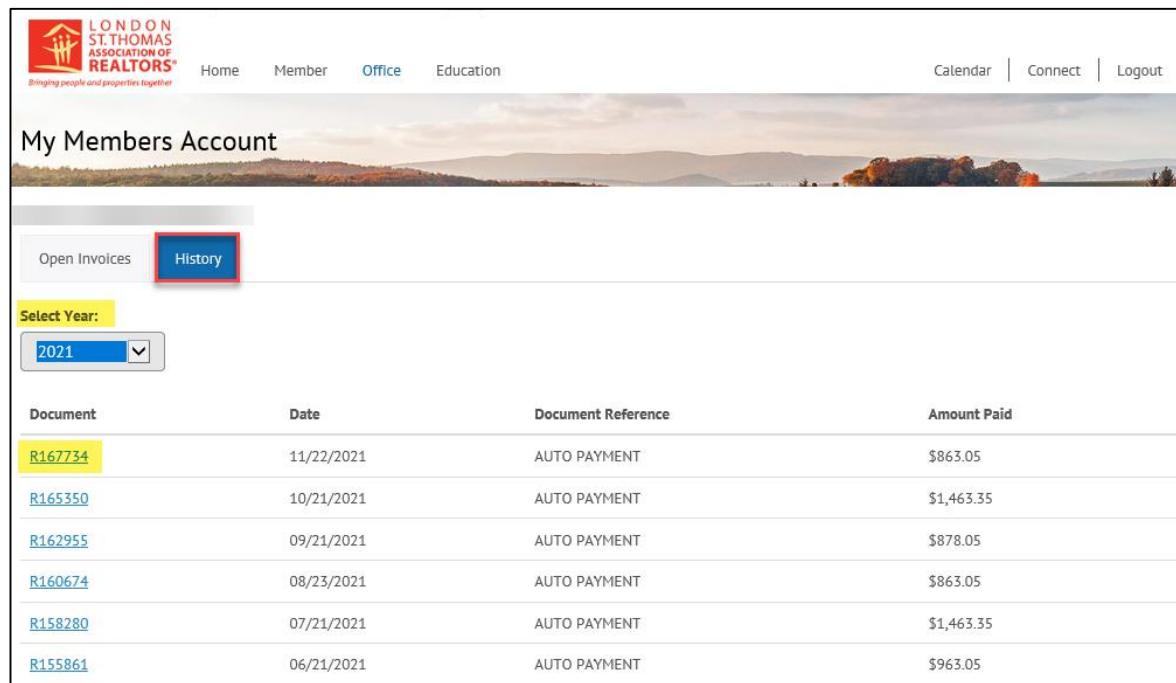
Select Invoices Payment Info Review Complete

Check the invoices you would like to pay:

	Name	Broker Responsible	Invoice Number	Reference	Date	Balance Due
<input checked="" type="checkbox"/>		Y	631931	CANCELLATION/RELIST FEES	12-07-2021	39.55
<input checked="" type="checkbox"/>		Y	635244	JANUARY DUES OREA/CREA	01-01-2022	281.37
<input checked="" type="checkbox"/>		Y	635314	JANUARY DUES OREA/CREA	01-01-2022	281.37
<input checked="" type="checkbox"/>		Y	636606	JANUARY DUES OREA/CREA	01-01-2022	281.37
<input type="checkbox"/>		N	635323	JANUARY DUES OREA/CREA	01-01-2022	281.37
<input type="checkbox"/>		N	632112	CANCELLATION/RELIST FEE	12-08-2021	39.55

MY MEMBERS ACCOUNT PAGE

- Select – History
- Select – Select Year
- Select – Invoice you want to print



Document	Date	Document Reference	Amount Paid
R167734	11/22/2021	AUTO PAYMENT	\$863.05
R165350	10/21/2021	AUTO PAYMENT	\$1,463.35
R162955	09/21/2021	AUTO PAYMENT	\$878.05
R160674	08/23/2021	AUTO PAYMENT	\$863.05
R158280	07/21/2021	AUTO PAYMENT	\$1,463.35
R155861	06/21/2021	AUTO PAYMENT	\$963.05



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

MY MEMBERS ACCOUNT PAGE

- The invoice will open
- It will show each member that the office paid for
- Select - Print

REALTORS Home Member Office Education Calendar Connect Log

Receipt: R167734 Reference: AUTO PAYMENT

LONDON ST. THOMAS ASSOCIATION OF REALTORS
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RECEIPT
R167734
11/22/2021

Payment Details:

Firm Code [REDACTED]
Firm Name [REDACTED]
Reference AUTO PAYMENT

Member Number	Member Name	Applied-to Doc	Reference	Member Receipt	Amount
001324	Jane Smith	628891	NOVEMBER ASSESSMENT	F31830	\$172.61
001324	Joe Mann	628961	NOVEMBER ASSESSMENT	F31832	\$172.61
001324	Jack Rabbit	628908	NOVEMBER ASSESSMENT	F31831	\$172.61
001324	Tom Thumb	629118	NOVEMBER ASSESSMENT	F31833	\$172.61
001324	Lisbeth Salander	630229	NOVEMBER ASSESSMENT	F31834	\$172.61

Payment Total: \$863.05

Billed From:
London & St. Thomas Assoc. of REALTORS
342 Commissioners Rd. W.
London, ON N6L 1Y3
519-641-1400

Print Close



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