



LONDON
ST. THOMAS
ASSOCIATION OF
REALTORS®

Bringing people and properties together

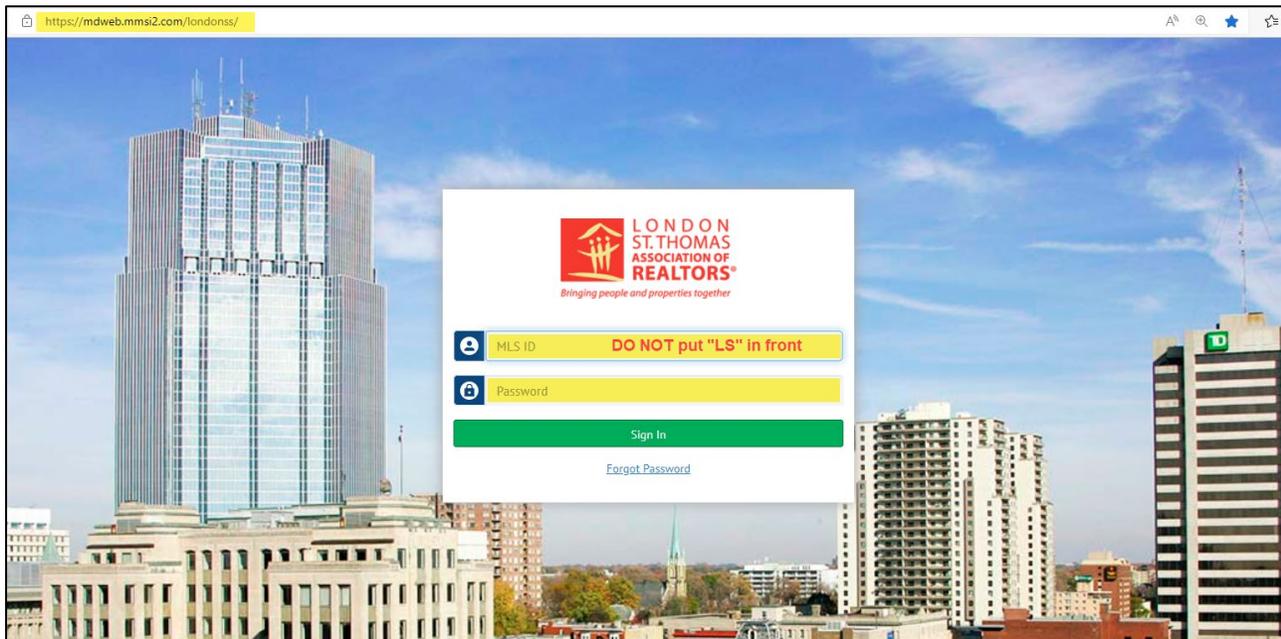


MEMBERS ON EXEMPTION – HOW TO PAY YOUR INVOICE

LSTAR Accounting
Department

LOT INTO LSTAR'S WEB ACCOUNT

- Go to <https://mdweb.mmsi2.com/londonss/>
 - Enter your ID & password that you used to log into ITSO Matrix™ (if you are a new member and don't have this info email Accounting@LSTAR.ca)



DO NOT use the
“LS” in front of your
Member ID



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

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. An annotation '1 Your Member information will populate' points to this section.
- Notifications:** A welcome message and a section for 'Upcoming Courses' with details for 'ONLINE GeoWarehouse' and 'ONLINE Matrix' classes.
- Account Balances:** Shows a total amount of \$233.06, broken down into Association Balance and Office Association Balance. A 'Pay Now' button is highlighted with an annotation '3 Select Pay Now'. An annotation '2 The Total Amount owing will be shown' points to the total amount.
- Committees:** Lists the 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 page has a navigation bar with 'Home', 'Member', 'Office', and 'Education' links, and 'Calendar', 'Connect', and 'Logout' options. The main content area is titled 'My Account' and features a progress bar with steps: 'Select Invoices' (active), 'Payment Info', 'Review', and 'Complete'. Below the progress bar, there is a table of invoices to be paid. A callout box labeled '1' points to the 'Open Invoices' tab, stating 'Open Invoices to be paid will be shown'. Another callout box labeled '2' points to the 'Pay \$233.06' button, stating 'Click on Pay \$xxx to process payment'.

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

MY ACCOUNT CHECKOUT PAGE

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

The screenshot shows the 'My Account Checkout' page with a progress bar indicating the current step is 'Payment Info'. A red callout box labeled '1' points to the 'Select your payment method' dropdown menu, which is set to 'Credit Card'. Another red callout box labeled '2' points to the 'Next' button. 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). The 'Type' section has radio buttons for 'Personal' (selected) and 'Corporate'. An email field is also present. The page footer includes '© 2021 MMSL All rights reserved.' and a 'Privacy Policy' link.

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.



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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

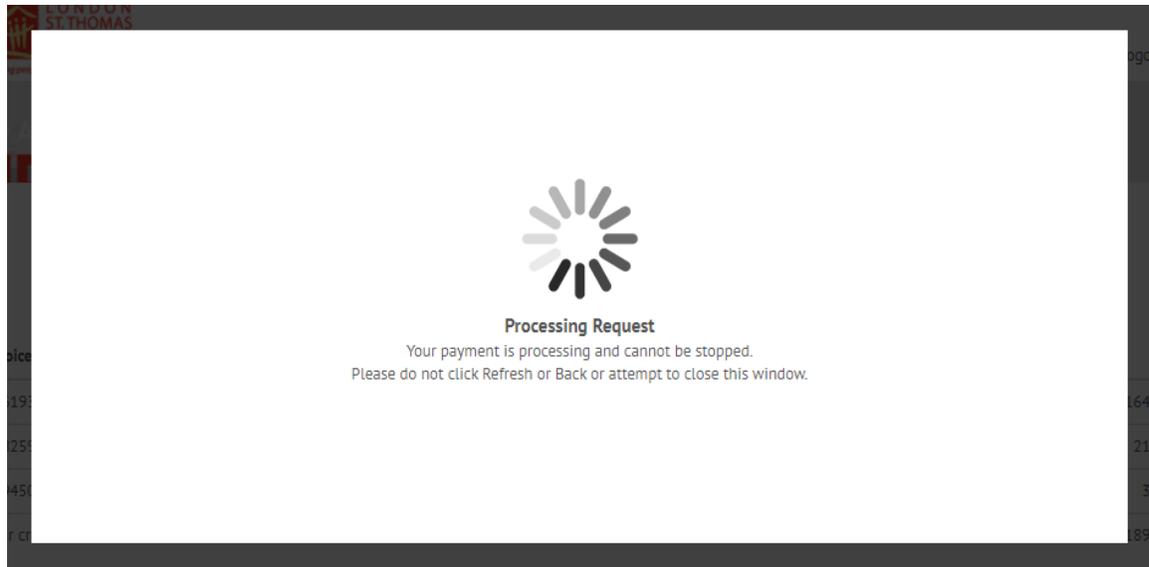
Payment Method	Billing Info	Email Info
Visa Card ending in 1036	JOHN SMITH	name@abc.com
Card Account Type: Personal	123 Main Street	
	LONDON, ON N0N 0N0	

Submit Payment Cancel

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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. A red arrow points from the 'Print' button at the bottom left of the page to the yellow box. The Description of Transaction table is as follows:

Description of Transaction	Reference	Amount
\$15495	JAN FEE & OREA/CREA DUES	292.67
\$18032	NEW OFFICE OPENING	1180.00
Your card was charged:		1422.67



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