



LONDON  
ST. THOMAS  
ASSOCIATION OF  
**REALTORS®**

*Bringing people and properties together*











# HOW TO PRINT YOUR INVOICE

LSTAR Accounting  
Department

# LOG INTO ITSO MATRIX®

Applications

 ITSO Matrix	 WEBForms	 REALTOR Link	 ShowingTime
 SentiLock	 Matrix Mobile	 SafeAccess	 OneHome

## VISION

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

## MISSION

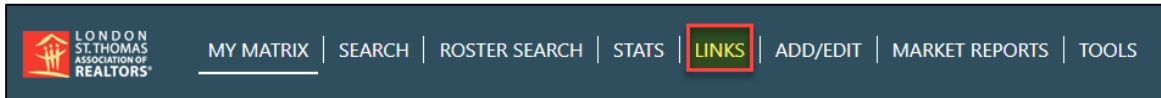
To enhance REALTOR® member professionalism  
by providing education, tools and advocacy to  
support them in serving the community.

## VALUES

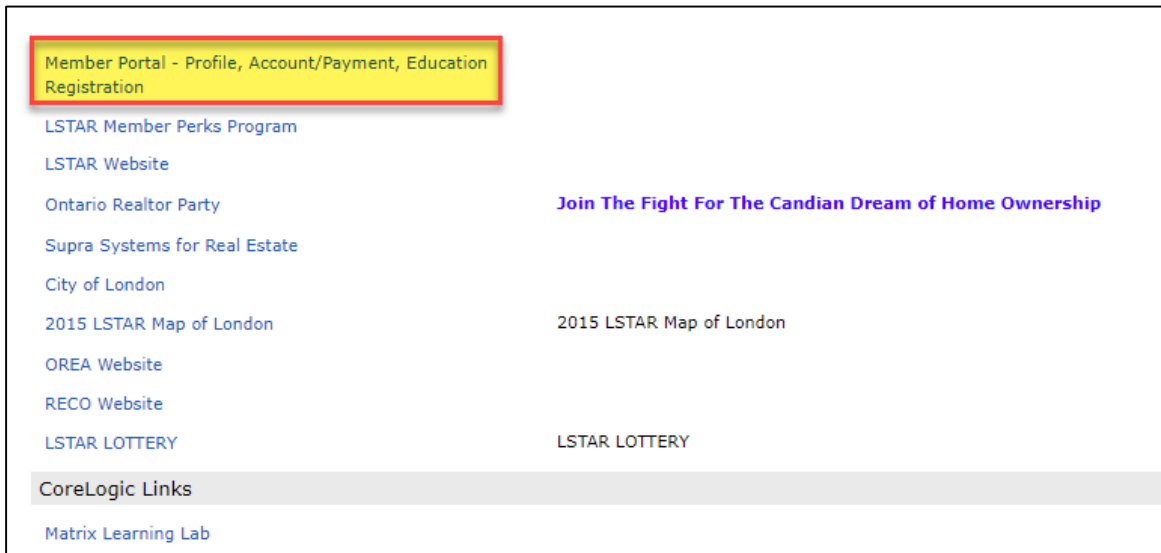
- Member-Centric
- Thought-Leader
- Community-Minded
- Professionalism
- Integrity

# LINKS

- Select the Links tab on your menu bar



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



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# MEMBER PORTAL PAGE

- Go to Member – Select My Account

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Home | **Member** | Education

Calendar | Connect | Logout

My Profile  
**My Account**

**My Profile** | Edit

London and St. Thomas ASN of REALTORS  
LSTAR Member #:  
License Number:  
Member Class:

**Notifications**

No news is good news! Check back often for important notifications.

**Upcoming Courses** | ALL

**ONLINE Agent Listing Load/ShowingTime**  
Apr 13 @ 9:00 AM - 12:00 PM  
Description: Register

**Account Balances**

● \$0.00 Association Balance Pay Now

**Committees** | ↻

No current committees to display



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# MY ACCOUNT PAGE

## ■ Select – History Tab

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Home | Member | Education | Calendar | Connect | Logout

### My Account

Open Invoices | **History**

Select Invoices | Payment Info | Review | Complete

Check the invoices you would like to pay:

Invoice Number	Reference	Date	Balance Due
<input checked="" type="checkbox"/> <a href="#">647120</a>	APRIL DUES Q2 OREA/CREA	04-01-2022	120.06
<b>Total:</b>			<b>\$120.06</b>

[Pay \\$120.06](#)

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# MY ACCOUNT PAGE

- Opens automatically to your Open Invoices
- Select – History Tab
- Select – Year you want to print

London St. Thomas Association of Realtors logo: Bringing people and properties together

Home | Member | Education | Calendar | Connect | Logout

## My Account

Open Invoices | History

Select Year:

- Current Year
- 2021
- 2020
- 2019
- 2018
- 2017

Date	Doc Type	Document Reference	Original Amount	Current Balance
04/01/2022	Invoice	APRIL DUES Q2 OREA/CREA	281.37	120.06
04/01/2022	Credit	APRIL ASSESSMENT	-161.31	.00
03/01/2022	Invoice	MARCH ASSESSMENT	161.31	.00
03/01/2022	Credit	MARCH ASSESSMENT	-161.31	.00
02/01/2022	Invoice	FEBRUARY ASSESSMENT	161.31	.00



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# RECEIPT

- Select - Print

Receipt: [redacted] Reference: AUTO PAYMENT

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RECEIPT  
11/23/2020

Payment Details:

Name [redacted]  
Member ID [redacted]  
Reference [redacted]

Applied-to Doc	Applied-to Reference	Local	Province	National	Other	Total Applied
[redacted]	NOVEMBER ASSESSMENT	152.75	.00	.00	19.86	172.61

Payment Total: 172.61

Billed From:  
London & St. Thomas Association of REALTORS®  
342 Commissioners Rd. W.  
London, ON N6J 1Y3  
519-641-1400

Print Close



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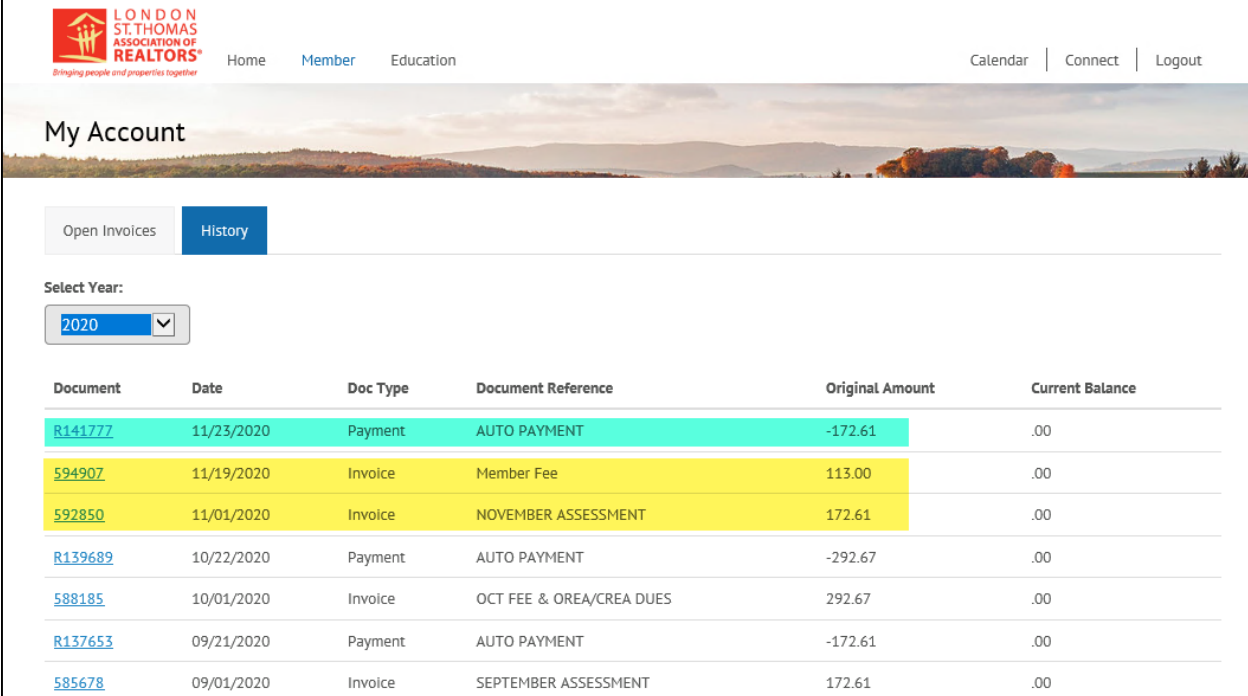
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# INVOICES & PAYMENTS

- Line in green
  - Documents starting with “R” indicate payment was made and will show as a negative amount and are your receipt.
- Line(s) yellow
  - Documents with no letter are your invoice and will show a positive amount.



The screenshot shows the 'My Account' page for the London St. Thomas Association of Realtors. It features a navigation bar with 'Home', 'Member', and 'Education' links, and a 'My Account' header. Below the header, there are tabs for 'Open Invoices' and 'History'. A 'Select Year' dropdown menu is set to '2020'. The main content is a table with columns for Document, Date, Doc Type, Document Reference, Original Amount, and Current Balance. The table lists several transactions, with some highlighted in green and others in yellow.

Document	Date	Doc Type	Document Reference	Original Amount	Current Balance
<a href="#">R141777</a>	11/23/2020	Payment	AUTO PAYMENT	-172.61	.00
<a href="#">594907</a>	11/19/2020	Invoice	Member Fee	113.00	.00
<a href="#">592850</a>	11/01/2020	Invoice	NOVEMBER ASSESSMENT	172.61	.00
<a href="#">R139689</a>	10/22/2020	Payment	AUTO PAYMENT	-292.67	.00
<a href="#">588185</a>	10/01/2020	Invoice	OCT FEE & OREA/CREA DUES	292.67	.00
<a href="#">R137653</a>	09/21/2020	Payment	AUTO PAYMENT	-172.61	.00
<a href="#">585678</a>	09/01/2020	Invoice	SEPTEMBER ASSESSMENT	172.61	.00



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