



LONDON  
ST. THOMAS  
ASSOCIATION OF  
REALTORS®

*Bringing people and properties together*

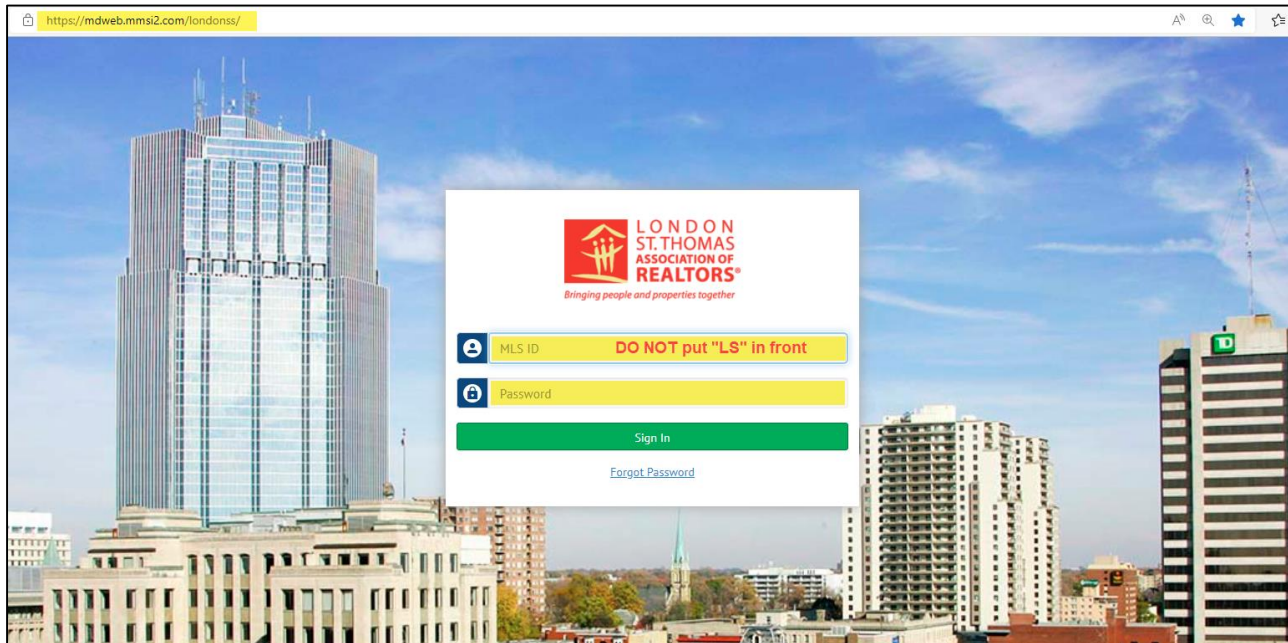


# MEMBERS ON EXEMPTION – HOW TO PRINT YOUR INVOICE

LSTAR Accounting  
Department

# LOG INTO LSTAR'S WEB ACCOUNT

- Go to <https://mdweb.mmsi2.com/londonss/>
- Enter your ID & password that you use to log into Matrix™



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

- Go to Member
- Select – My Account

The screenshot displays the Member Portal interface. At the top left is the logo for the London St. Thomas Association of Realtors, with the tagline 'Bringing people and properties together'. Navigation tabs include Home, Member (highlighted), and Education. On the right, there are links for Calendar, Connect, and Logout. A dropdown menu under the Member tab shows 'My Profile' and 'My Account' (highlighted with a red box). Below the navigation, the page is divided into several sections: 'My Profile' with an 'Edit' button, 'Notifications' with the message 'No news is good news! Check back often for important notifications.', 'Account Balances' showing a balance of \$0.00 with a 'Pay Now' button, 'Upcoming Courses' with a calendar icon and a course titled 'ONLINE Agent Listing Load/ShowingTime' on Apr 13 @ 9:00 AM - 12:00 PM, and 'Committees' with the message 'No current committees to display'.



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 ACCOUNT PAGE

- Select – History Tab

**LONDON ST. THOMAS ASSOCIATION OF REALTORS®**  
Bringing people and properties together

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](#)

© 2022 MMSI, All rights reserved. [Privacy Policy](#)



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 ACCOUNT PAGE

- Your account is automatically open to the Current Year

The screenshot shows the 'My Account' page of the London St. Thomas Association of Realtors. The header includes the logo and tagline 'Bringing people and properties together', navigation links for 'Home', 'Member', and 'Education', and utility links for 'Calendar', 'Connect', and 'Logout'. The main content area features a landscape image and the title 'My Account'. Below this, there are two buttons: 'Open Invoices' and 'History'. A 'Select Year:' dropdown menu is visible, with 'Current Year' selected and highlighted by a red box.

# MY ACCOUNT PAGE

- Select – Year
- Drop down list will appear

Open Invoices History

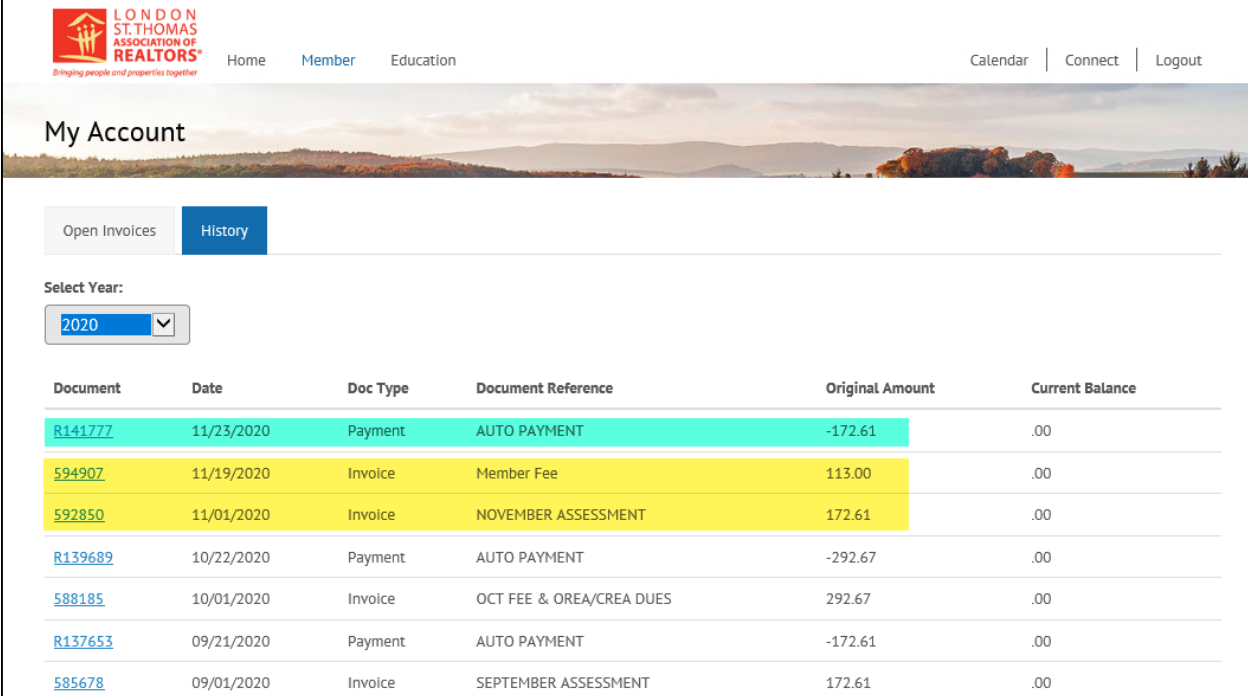
Select Year:

- 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

# 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' section with 'Open Invoices' and 'History' tabs. A 'Select Year' dropdown is set to 2020. Below is a table of transactions with columns for Document, Date, Doc Type, Document Reference, Original Amount, and Current Balance.

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

# RECEIPT

- Select - Print

Receipt: [redacted] Reference: AUTO PAYMENT

**LONDON ST. THOMAS ASSOCIATION OF REALTORS®**  
Bringing people and properties together

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



## 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