



Fraser Valley Real Estate Board

15463 - 104th Avenue, Surrey, BC, V3R 1N9

Phone: 604.930.7600 | 1.877.286.5685

Fax: 604.930.7625 | 1.800.906.0258

Member Direct Billing Getting Started

When a brokerage enrolls in Member Direct Billing, some of the invoices for members in that office will now be charged directly to the REALTOR® members instead of the Brokerage. These invoices will be addressed to the individual Realtor members, and delivered to the Realtor members for payment.

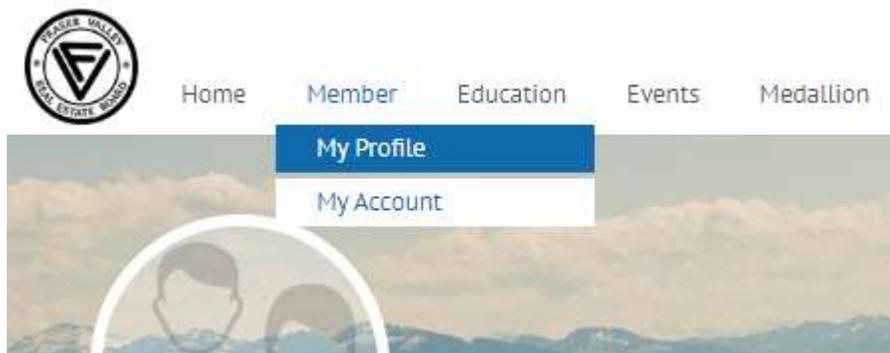
All invoices charged to members will be paid using the member's credit card account which the member has registered in the Member Portal on the *Payment Profile* tab.

The Fraser Valley Real Estate Board will automatically charge that credit card once a month. If at any time that credit card is no longer active or in default, the member is obligated to replace the credit card with a valid one.

To find out what to do to prepare for Member Direct Billing, review the following steps:

Step 1 – Update Your Personal Profile

- a) Login to the Member Portal.
- b) Navigate to **Member > My Profile**.



- c) Select the **Personal** tab.



My Profile

Personal

Payment Profile

Photo

Personal Information

d) In the **Personal Information** section, enter your complete home address.

Personal Information

Last Name *	First Name *	Suffix *
<input type="text" value="Manager - UA"/>	<input type="text" value="Jane"/>	<input type="text"/>
Nickname *	Home Address	Home Address 2
<input type="text"/>	<input type="text" value="Unit 302"/>	<input type="text" value="56565 172A Avenue"/>
City	Province	Postal Code
<input type="text" value="Surrey"/>	<input type="text" value="BC"/>	<input type="text" value="V3R 2W3"/>

e) In the **Contact Information** section, enter your **Mobile Phone** number and your **Email** address.

Contact Information

Mobile Phone
<input type="text" value="604-123-4567"/>
Email *
<input type="text" value="realtor@domain.com"/>

f) In the **Other Information** section, select how you would like to receive invoices and statements by selecting one of the two options in **Delivery of Invoices & Statements**.

Other Information

Date of Birth	Gender
<input type="text"/>	<input type="text"/>
PREC *	Delivery of Invoices & Statements *
<input type="text" value="N"/>	<input type="text" value="Email Invoices/Statements"/>

Delivery of Invoices & Statements *

Email Invoices/Statements ▼

Email Invoices/Statements

Will use Member Portal only

g) Remember to save your changes by clicking the green **Update** button.

Cancel Update

Step 2 – Enroll in AutoPay and Save a Credit Card on File

a) Still within **Member > My Profile**, select the **Payment Profile** tab.

My Profile

Personal Payment Profile Photo

b) Select the button to sign up for AutoPay.

Store my payment type on file and sign up for AutoPay. Store my payment type on file but do not sign up for AutoPay.

c) In the **Card Details** section, fill in all the required fields.

Card Details

First Name *

Jane

Last Name *

Manager - UA

Card Number * *(no spaces or hyphens)*

Security Code *

Expiration Month *

01/January ▼

Expiration Year *

2019 ▼

Email *

realtor@domain.com

d) Save your changes by clicking the green **Submit Profile** button.



Congratulations, you are now set up to receive invoices and statements and to pay your monthly charges electronically!

For further information or help contact our Help Desk at helpdesk@fvreb.bc.ca.