

4 Tips for Keeping Your RMLS™ Account Up-to-date

Yes, it's that time again. . . billing for quarterly fees will be sent out on July 1. Here are some insider tips to help you keep your account current.

#1 Credit Card Auto-pay

Make paying your quarterly subscriber fees easy by using our debit/credit card auto-pay service. Your fees will be paid on time, every time, automatically. You can specify if you want the funds transferred on the 1st, 15th, or 25th of the month they are due. Use this form to start auto-pay.

#2 eBilling

Email notification will be sent within two business days of your account being billed each quarter. The email will include the due date, total amount due and a link to log-on and pay your bill. For more information read our eBilling Q & A document.

#3 Free Reminders

We know you're busy and have a lot of information to track—let us help you. You can opt-in to our free reminder service. We will send you a reminder email two weeks before your quarterly fees are due and call you if your account becomes past due. Call our Accounting Department at 503-872-8003 to sign-up for this free service.

#4 Keep Your Contact Information Current

It's important that RMLS™ be able to contact you if an issue arises around your billing activity. If your email, phone number or address changes please go to RMLSweb→Toolkit→User Preferences→Edit RMLS Subscriber Account contact e-mail to update your contact information.

Reminder—Not paying your bill doesn't cancel your account. If you need to cancel because you're leaving your current office or turning in your license please fill out the Subscriber Change Form. If your license is still active but you qualify for a waiver (see our Rules and Regulations) please complete the Waiver Form. Both documents may be sent to the Accounting Department.

For more information or if you have any questions please email accounting@rmls.com.

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