

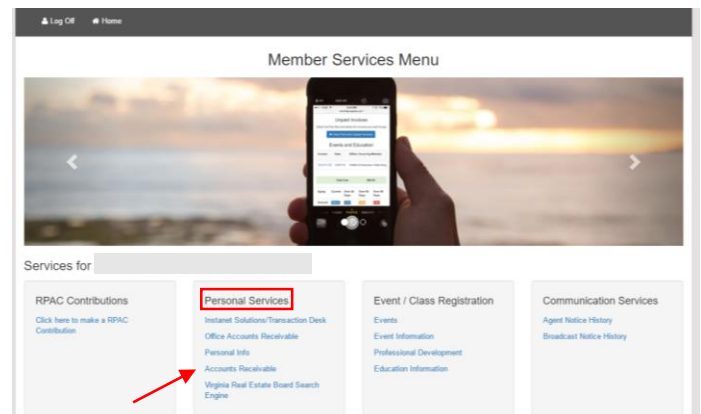


2017 DUES RENEWAL INSTRUCTIONS

PLEASE READ THE DIRECTIONS PROVIDED BELOW CAREFULLY TO ACCESS YOUR DUES RENEWAL AND PAY ONLINE.

- **STEP 1:** On the PWAR website (www.pwar.com), locate the log-in field in the upper left hand section.
- **STEP 2:** Please log-in using your Member ID (Real Estate License Number) and your password (Digits in Home Address OR updated one if it's been changed) and hit Log-in. If you do not remember your password, please contact PWAR staff at 703.565.0033.

- **STEP 3:** If you have logged on correctly, you should see a Member Services Menu with links to Personal Services, Event/Class Registration and Other Services. Under Personal Services, click on Accounts Receivable. From here, you can either print off your invoice and pay via mail or fax OR you can pay your dues online.



- **To pay via mail or fax**, click on the invoice number on the left in blue to get an Adobe Acrobat PDF file. Print and fax or mail back to PWAR.
- **To pay online**, click on the small checkbox on the right that indicates "Pay Now." After checking this box, proceed to the bottom of the screen and click "Choose Payment Options." This will take you through the rest of the process to pay electronically.

If you have any questions, please contact PWAR staff at 703.565.0033 and we will be happy to assist you!