



REALTOR 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:** *Option A:* Once logged in, click the Pay Now link in the top right corner and follow the prompts to pay dues online.

Option B: Once logged in, on the Menu to the left search for Personal Services, click Paid and Unpaid Invoices; from here, either print off an invoice and pay via mail or follow the prompts to pay dues online.

The screenshot displays the member portal for April Thomas. The top navigation bar includes a profile picture, name, office information (PRINCE WILLIAM ASSOCIATION OF REALTORS, Member # 7022, MLS ID, NREIS ID, Email: april@pwar.com), and an 'Edit' button. A 'Balance Due' section shows a total of \$684.00, with a highlighted 'OPTION A Regular Member Membership Dues' of \$684.00 and a 'Pay Now' button. The left sidebar contains a 'Personal Services' menu where 'Paid and Unpaid Invoices' is highlighted. The main content area features a search filter for 'Events/Classes' and a list of 'Upcoming Events and Classes' with registration buttons.

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