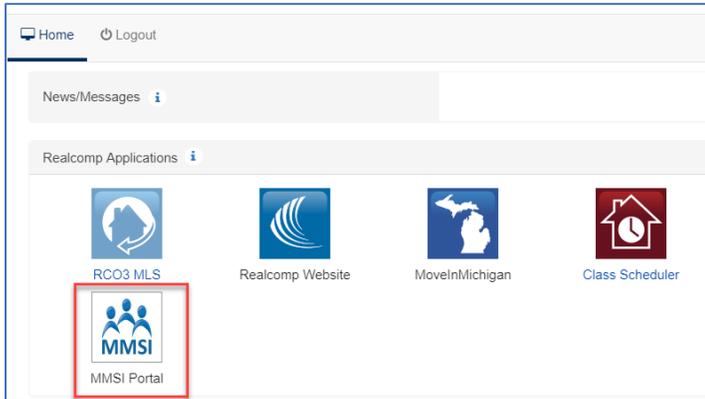# Paying your Realcomp MLS Charges on MMSI

1. You can access MMSI by clicking the MMSI Portal icon on the Dashboard or the My Account links on RCO3.

2. Once you are in the MMSI Portal, you will see an Account Balances section in the upper right corner of the page. Agents will see one option for MLS Balance and brokers will have options for their own balance and the office balance.
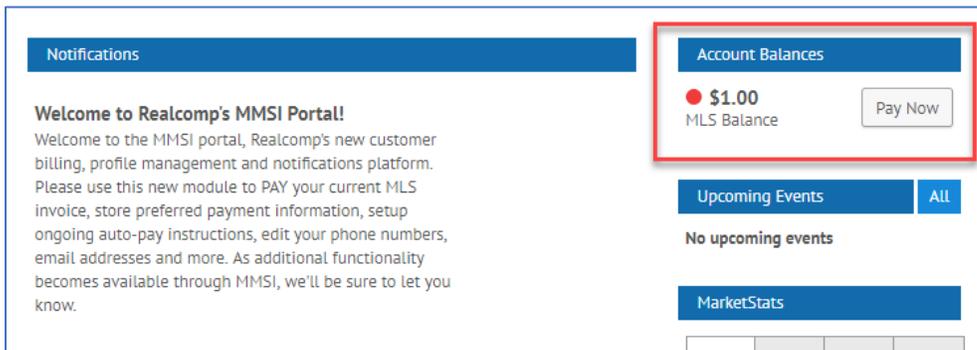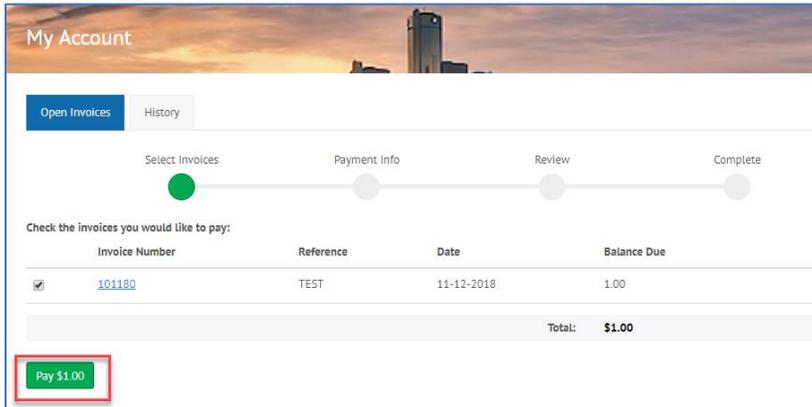

For brokers, to see the balance on an individual agent's account, go to the Office tab and select My Members MLS Account.
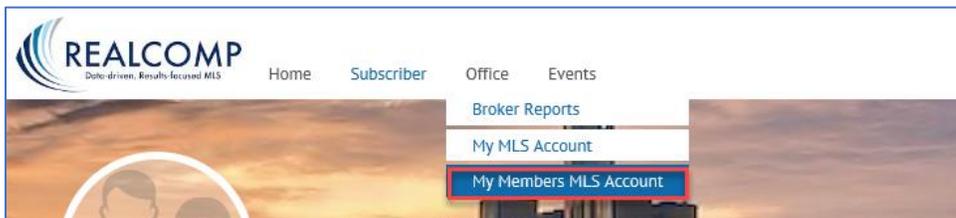
3. Click the "Pay Now" button (see red box above).

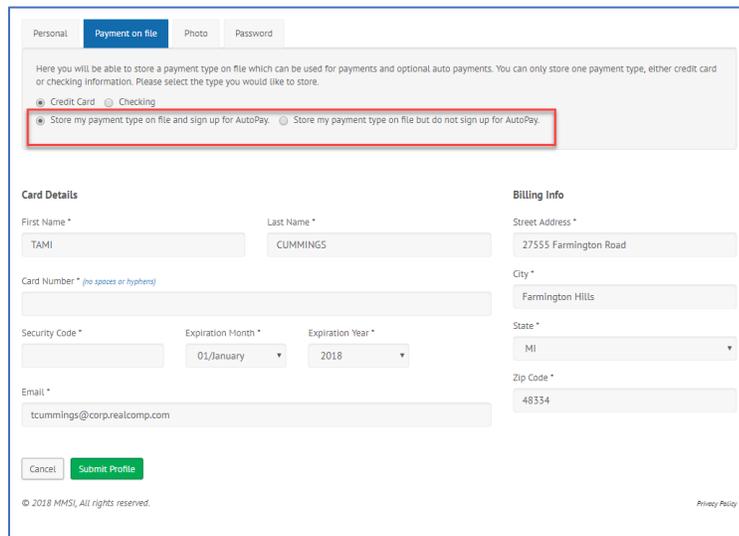4. Be sure that all invoices are checked and click the green Pay icon.

a. To make a one-time payment, select Credit Card or Electronic Check from the drop-down list and complete the requested information and Click the Next Button.

b. To store a payment method and/or initiate automatic payments, select Payment on File. If you have not set up a Payment on File account, click the "Add or modify profile" button. On the My Profile page, click the Payment on File tab at the top of the page. You will have options to simply store your payment method or store it AND set up AutoPay.

When the information is entered and stored, you will get a message stating "**You have now securely stored your payment information. If you signed up for AutoPay, you may still have to pay any outstanding invoices due before the next AutoPay cycle.**" Click the My Account button to return to the Open Invoices page to make payment. Select all invoices and click the Next button.

5. Review payment information and click the green "Submit Payment" button.
6. A payment confirmation page will display. Click Print at the bottom pf the page to print this receipt.

If you need additional assistance, please contact Realcomp's Customer Care at (866) 553-3430.