

Paying your 2010 Membership Dues Online

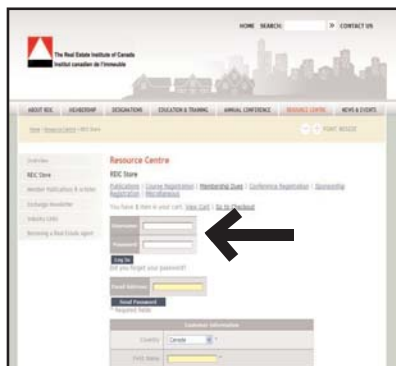


Step 1

This is your step-by-step instruction sheet to help you pay your 2010 REIC membership dues online.

Your REIC ID# listed on your 2010 dues invoice will serve as both your username and password when logging onto the REIC website. It can be found in the upper right corner under the word "Membership Renewal".

← To pay your dues please follow the step-by-step instructions outlined below.



Step 3

Step 1

Click on "Online Payments" which is found on the lower right hand side of the REIC Homepage.

Step 2

Click on "Login in to make a payment".

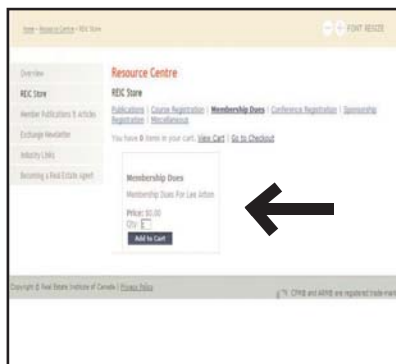
Step 3

Enter your username and password into the designated fields and then click the login button to continue.

Step 4

The amount of your 2010 REIC Membership dues should appear as well as "1" in the quantity box. Click "add to cart" to move to the next screen.

Note: Please ensure displayed membership dues amount matches the amount printed on your invoice.



Step 4

Step 5

Your shopping cart will appear listing your total number of items, which in this case should be your membership dues. Click on the checkout button at the bottom of the screen to proceed to the next page.

Step 6

The next page displays both customer and billing information. This page is only used when ordering an item that requires shipping. Please ignore this page, and click on the next button at the bottom of the page to proceed with paying your dues.

Step 7

Please enter your credit card information and then click "place order" to register your payment.

Note: When paying with an AMEX card, your CV number is 4 digits and can be found on the front of your credit card - not the back as shown in the illustration.



Step 7

Step 8

Print a copy of the receipt page for your personal records and then log out.

Thank you for paying your 2010 membership dues online!

If you have any questions regarding paying your 2010 membership dues online please contact REIC Manager of Membership and Technology, Soumidh Mondal toll-free at 1-800-542-7342 x28 or at soumidh.mondal@reic.com