



HOW DO I ACCESS MY MMSi MEMBER PORTAL

GO TO: <https://mdweb.mmsi2.com/cara>

User your MLS USER ID and Password to log in.

To pay the startup invoice:

- Click the PAY NOW button at the top right-hand side of your MMSi member portal home page.
- Click the blue invoice number to view the invoice particulars and/or to print out a hard copy – CARA does not send out invoice copies
- Exit out of the invoice screen by clicking CLOSE
- Click the green PAY \$\$\$ button
- Enter your credit card information and billing info. NOTE: Billing info must be entered exactly as it appears on your credit card statement
- When satisfied with the entry, click the NEXT button
- Review and then click Submit
- An email confirmation will automatically be sent

To Set up AUTOPAY:

- Click the EDIT button underneath your profile picture (left hand side)
- Click on PAYMENT ON FILE
- Click on the AUTOPAY option. Enter your credit card information and billing information
- Review and click SUBMIT PROFILE

Autopay will process payments on the 2nd Monday of a billing cycle.
ie: 2nd Monday (or next business day if Monday is a holiday) in January, April, July and October each year.

Any other purchases (lockboxes, door hangers, etc.) where invoices are posted to your MMSi portal must be paid at the time of purchase.

**If you are a Broker and wish to check if there are any outstanding invoices with your associates or staff click on the Office Tab at the top of your MMSi profile. Select MY MEMBERS ACCOUNT. Any o/s invoices will appear. Click the history tab to view previous invoices and payments made.



**If you are an Associate or Associate broker and wish to check your account simply click on the Pay Now button at the upper right-hand side. From there you can either view current unpaid invoices or click on the history tab to view previous invoices and payments. These can be printed off for your records.

Members are notified via email each time a billing cycle has posted invoices to the MMSi member portals. Please ensure you have the correct email address set up in your profile.

To update simply click on the PERSONAL tab under the profile picture and update accordingly.

For assistance or questions please contact CARA staff:

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