



June 15th, 2017

3rd Quarter MLS and Supra ActiveKEY Fees

3rd Quarter MLS and ActiveKEY Fees are **due on Monday, July 17, 2017**. Failure to pay 3rd Quarter Fees by July 17, 2017 will result in interruption of services.

Remember that we've moved: If you send a check to SVAR through your bank, please make sure that you have our new address in your bank payees:

SVAR
859 Cove Parkway
Cottonwood, AZ 86326

To see what you owe and/or to pay your MLS Fee (\$115) (and, if applicable, \$54 for ActiveKEY Rental) do the following:

1. [Click here to pay your dues online.](#)
2. Log into our portal with your email address and your password.
3. After typing in your email and password click "GO."
4. Once you are logged in click on "Pay My Fees and See My Payments" at the left side of the screen. This is where you will find your Open Orders.
5. Click on "Pay Open Orders." You will see \$115 for MLS Service Fees (and, if applicable, \$54 for ActiveKEY Rental).
6. Select every line and click "Next."
7. Enter your credit card information and click "Next."
8. Select or Enter the correct billing address. Scroll down and click "Next."
9. Click "Pay Now."
10. After payment scroll down to "Printer Friendly Version" to print a receipt.

To see what you owe, use the instructions above. If you have any other questions, please email Billing@svvar.com or call our office at (928) 282-5409.

