

## MEMBERSHIP RENEWAL F.A.Q

[www.atlcbr.com/renew](http://www.atlcbr.com/renew)



### ONLINE ADVANTAGES

- ✓ Save time and have 24-hour access.
- ✓ Upon completion, you may print a receipt immediately.
- ✓ Eliminate the need to fax or mail a payment.
- ✓ With your Username and Password, discover all the benefits that membership has to offer.
- ✓ Visa, MasterCard, Discover or American Express credit or check cards are accepted.

### FAQ

#### Did the Renewal Amount increase?

No, they did not.

#### How may I obtain my Username and/or Password?

From the login screen, you may request that either be e-mailed to you.

#### What payment methods may I use?

You may pay by check, Visa, MasterCard, Discover or American Express.

#### Is my credit card charged immediately?

Yes, the charge is completed during the renewal transaction. If you have incorrectly entered the credit card number or expiration date, or if there is another problem with the card, you will be unable to complete the transaction online.

#### What if I wish to pay by check?

Make check payable to the: Atlanta Commercial Board of REALTORS® and include your real estate license # on the check, if applicable.

Submit payment to the Board office at:  
5784 Lake Forrest Dr. • Atlanta, GA 30328

### PAYMENT PLAN OPTIONS

#### May I make a partial payments?

If you are a REALTOR® and your primary membership is held with the Atlanta Commercial Board, you will have a Payment Plan option when making your payment online.

NOTE: This plan is only available online and payments will be processed automatically to the credit card number you provide. The payment plan is only available to renewing members and is not available to new members.

##### 3-Month Plan

Three installments will be applied to your credit card: on the day you enroll, January 1st, and February 1st.

**You must enroll online by December 31st to take advantage of this payment plan.**

For more information on the payment plan options, please visit [www.atlcbr.com/renew](http://www.atlcbr.com/renew).

### TIME LINE

#### When is the Membership Year?

January 1st thru December 31st of each year.

#### When is the Membership Renewal deadline?

January 1, 2017

#### What if I miss the deadline?

For members who have not renewed in full by February 1st, the renewal amount will increase by \$25.

For members who have not renewed in full by March 1st, the renewal amount will increase by another \$25 and you will lose your membership access and benefits.

For members participating in a Payment Plan, the renewal amount will not increase if paid in full by February 1st. After February 1st, a \$50 increase will be applied.

**Thank You for Your Membership.**