

Remitting dues via NRDS ecommerce

1. Login to the REALTORS® ecommerce network using your POE credentials.
2. At main ecommerce menu select **Create New Transfer**.
3. Enter **Organization ID** you are sending payment to: [**842**] for Michigan or [**1**]for National.
4. Enter the **Bank Account** number your Local Association is transferring the funds **FROM**.
5. Enter **Amount**; separate fields for dollars & cents. **Updated 12/2016** – When sending dues for new members and renewing members, we ask that you please send two separate transfers, one for new members and one for renewing members (see examples below)
6. **Required Comments: Updated 12/2016** - For renewing members for 2017, in the comments of the EFT enter how many people you are sending in dues for, i.e. 2017 renewing member 84 @ \$193:

Electronic Funds Transfer
Transfer Entry

Logged in Member: **Julie Luper**
Association Name: **MICHIGAN ASSOCIATION OF REALTORS®**
Office Name: **MICHIGAN ASSOCIATION OF REALTO**

Receiving Association ID: *

Or

Receiving Association Name: [Association Search](#)

Bank Account: *

Transfer Amount: * \$.

Comments: *

* Required Fields

[Create Transfer](#)

7. If you are remitting any **new members** for 2016 or 2017, in a separate transfer, list the breakdown of how many members per month and the **total** you are paying for them. i.e. Nov 16, 3 @ \$61, Dec 16, 2 @ \$48.50, Jan 17, 2 @ \$223, Feb 17, 1 @ \$210.50

Electronic Funds Transfer
Transfer Entry

Logged in Member: **Julie Luper**
Association Name: **MICHIGAN ASSOCIATION OF REALTORS®**
Office Name: **MICHIGAN ASSOCIATION OF REALTO**

Receiving Association ID: *

Or

Receiving Association Name: [Association Search](#)

Bank Account: *

Transfer Amount: * \$.

Comments: *

* Required Fields

[Create Transfer](#)

8. Select **Create Transfer**. **Updated 12/2016** – A dues transmittal spreadsheet is no longer required since the counts by month are listed in the comments.