

How to **Pay an Invoice from Your Dashboard**



What to know before you get started:

- Your MLSSAZ Login

Multiple Listing Service of Southern Arizona

2445 N Tucson Blvd., Tucson, AZ 85716

www.mlssaz.com | info@mlssaz.com

(520) 382-8800 opt. 3



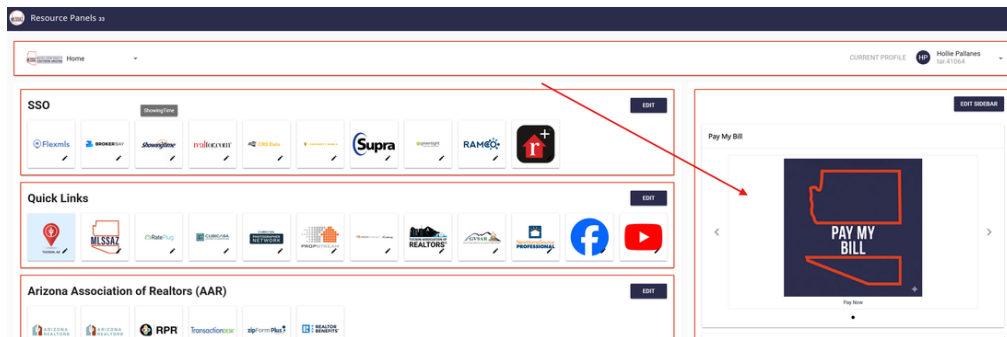
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Step by Step Instructions:

1. Login to MLSSAZ Home dashboard by going to www.mlssaz.com and login at the top of the website

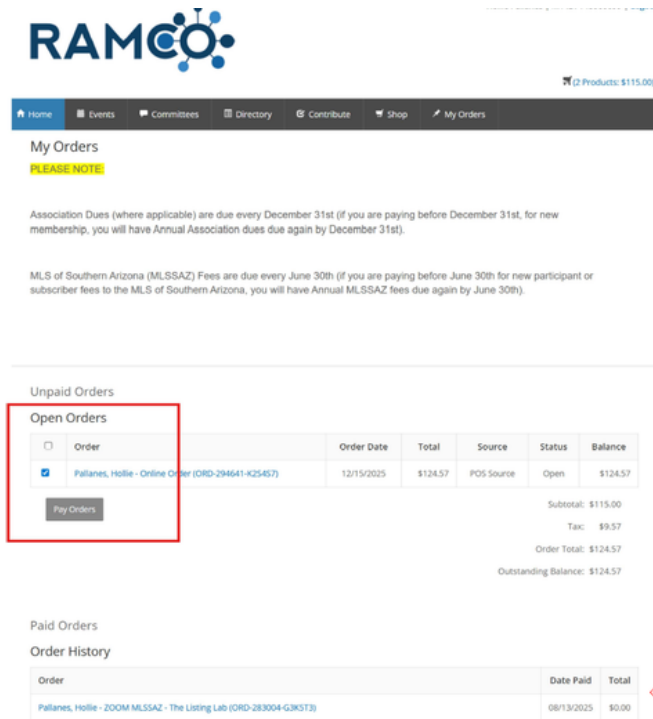


2. Once in MLSSAZ Home, on the right hand side there will be a tile labeled "Pay My Bill". Click on the tile



3. After clicking on the tile, you will be redirected to your the Subscriber Portal where your unpaid orders will be. Select the check box to the left of the order that you would like to pay, then select "Pay Orders" below the check box

Note: All past orders (dues, fees, store purchases, etc.) will be on this page.



Instructions continued on the next page



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Step by Step Instructions:

- The next screen will require payment information to be entered. here, you can save a card to your profile. **Saving your card to the profile does not mean your dues and fees will be on autopay.** Select “Continue” when all payment information has been input

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(2 Products: \$115.00)

Home Events Committees Directory Contribute Shop My Orders

Credit Card Information

Card Type
Visa

Card Number
12345678910

Expiration Date (MM/YYYY)
January 2026

Security Code (CVV/CVV2)
123

First Name

Last Name

☐ Save this card to my profile

Same As
☐ None - Enter Address ☒ Home Address ☐ Mailing Address

Street Address 1 [optional]
2445 N Tucson Blvd

Street Address 2 [optional]

City [optional]
Tucson

State/Province [optional]
Arizona

Zip/Postal Code [optional]
85716

Country [optional]
United States

Back Cancel **Continue**

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- Review the order summary on the last page then select “Submit Payment” to make the payment

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(2 Products: \$115.00)

Home Events Committees Directory Contribute Shop My Orders

Payment Submission

Order Summary

Order	Order Date	Total	Balance
Pallanes, Hollie - Online Order (ORD-294641-825457)	12/15/2025	\$124.57	\$124.57

Subtotal: \$115.00
Tax: \$9.57
Order Total: \$124.57
Outstanding Balance: \$124.57

Credit Card Details
Hollie Pallanes
Visa
*****8910
Exp. 01/2026

Billing Address
2445 N Tucson Blvd
Tucson, AZ 85716
United States

Back Cancel **Submit Payment**



How to **Pay an Invoice from Your Dashboard**

FAQs

1. **Can I pay an overdue invoice online after I have been inactivated?**
 - a. No, you must call Member Services to make a payment over the phone. Member Services will collect payment over the phone and reactivate your account
2. **Can I pay an invoice in-person?**
 - a. Yes, a payment can be made in-person with check or card. Cash payments are not accepted
3. **Can I send payment by mail?**
 - a. Yes, a check for payment can be mailed. It must be addressed to the correct business and all required information must be filled out. Be sure to include in the memo what the check is for and include your TAR number. If you are unsure how or where to address the check to, please reach out to Member Services
4. **What is Member Services' phone number?**
 - a. [520-327-4218](tel:520-327-4218)

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