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...and make a difference in a child's life

RE/MAX®



Children's
Miracle Network
Hospitals®

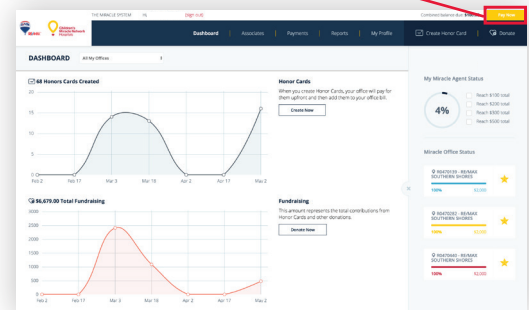
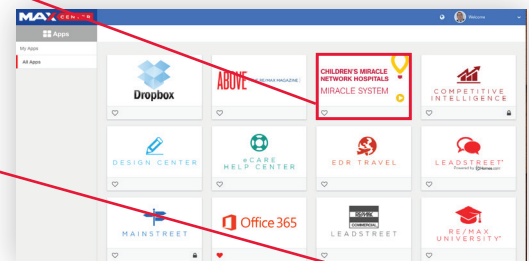
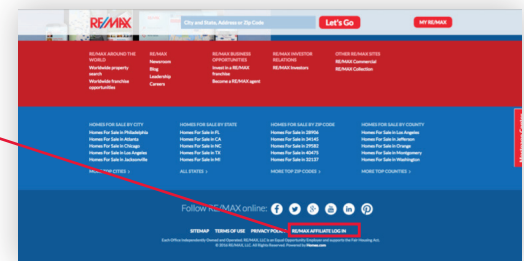
The Miracle System: How to Pay Balances Due for Honor Cards in Office Administrator Accounts

1. Log in to MAX/Center through the "RE/MAX Affiliate Log In" link on remax.com (in the footer at the very bottom of the site)
2. Click the Miracle System icon on your MAX/Center dashboard

Before proceeding to Step 3, be sure to establish your Office Payment Settings under "Payments" and add your preferred payment method(s) under "My Profile."

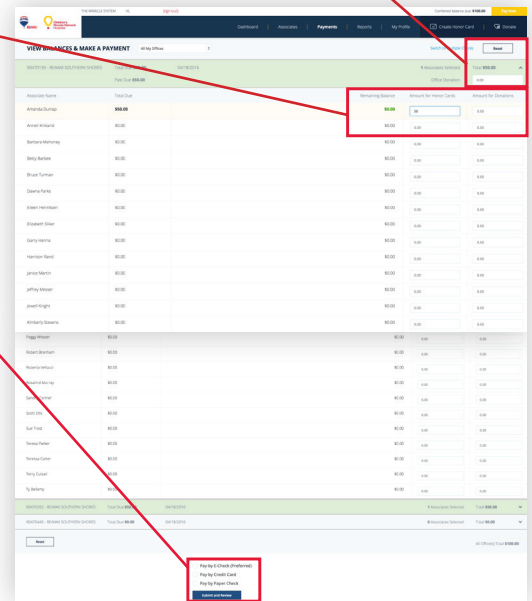
3. Click the "Pay Now" button next to the balance due in the top-right corner OR click "Payments" and then "View Balances & Make a Payment"
(Balances will accrue only after you have (1) established Office Payment Settings under the "Payments" tab, (2) set up your preferred payment method(s) under "My Profile, and (3) begun creating Honor Cards for your office. Office names highlighted in green indicate a balance is due for that location)

NOTE: If you need to pay with multiple paper checks, refer to the how-to document on paying with multiple checks.



**The Miracle System:
How to Pay Balances Due for Honor Cards in Office Administrator Accounts**

4. Select the dropdown arrow next to the office balance you would like to pay to expand a list of Associates' balances
5. Next to the Associate(s) whose Honor Card balance you would like to pay, enter the amount you would like to pay off in the Honor Cards column and any additional donations you would like to add to the bill in the donations column
6. Choose the donation payment method at the bottom of the page
7. **If you're paying by credit card or eCheck:**
 - a. Choose your preferred account in the dropdown menu that appears
 - b. Click "Submit and Review" to finalize
- If you're paying with one (1) paper check:**
 - a. Enter the check number and amount
 - b. Click "Submit and Review"
 - c. Write the Payment ID on your check made out to "Children's Miracle Network Hospitals"
 - d. Click "Print" to the right of the Payment ID information to print the Payment ID page and send with your check



REMINDER: If you need to pay with multiple paper checks, refer to the how-to document on paying with multiple checks.