

# PUT YOUR MONEY WHERE THE MIRACLES ARE

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

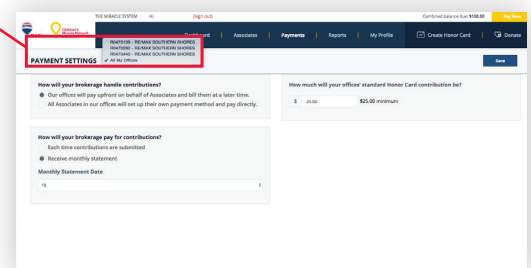
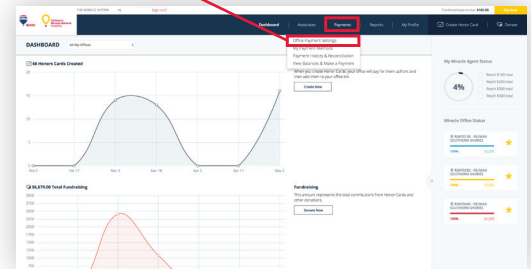
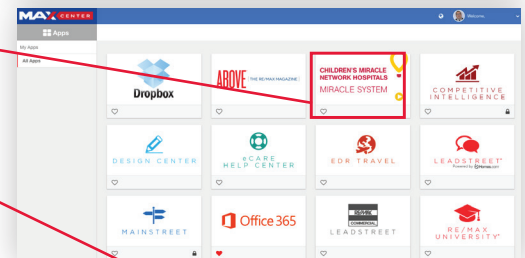
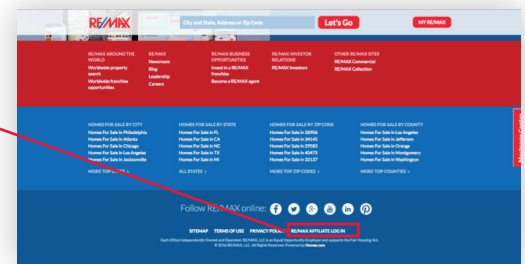
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## The Miracle System: How to Select Office Payment Settings for Honor Cards in Office Administrator Accounts

1. Log in to MAX/Center through the “RE/MAX Affiliate Log In” link on [remax.com](http://remax.com) (in the footer at the very bottom of the site)
2. Click the Miracle System icon on your MAX/Center dashboard
3. Click the “Payments” tab, and then “Office Payment Settings”
4. In the “Payment Settings” dropdown at the top-left of the new screen, select payment settings for one or all office locations (You can set unique payment settings for each location. If you choose different settings for each location, complete the remaining steps for each location.)



## The Miracle System:

### How to Select Office Payment Settings for Honor Cards in Office Administrator Accounts

- Below the “Payment Settings” dropdown, answer “How will your brokerage handle contributions?” by selecting from one of the two options. You can either pay upfront for all Honor Cards created for your office and bill Associates later, or you can choose to have Associates set up their own donation payment methods.

**If you choose for Associates to set up their own donation payment method, skip to step 6.**

**If you opt to pay upfront for Honor Cards on behalf of agents,** answer “How will your brokerage pay for contributions?” by selecting from one of the two options. You can choose to either (1) have the donation payment method you designate charged each time you or one of your Sales Associates creates an Honor Card **OR** (2) receive a monthly statement in the Miracle System and pay for all Honor Card contributions on a monthly basis.

**If you opt to receive a monthly statement,** choose a day of the month in the dropdown to receive your statement.

- To the right, set the minimum Honor Card contribution amount for your office(s).  
*(The default minimum contribution per Honor Card is \$25, and any amount you enter above \$25 will become the minimum amount in all of your agents’ individual Miracle System accounts.)*
- Finally, click the “Save” button *(to the right, above your Honor Card settings)*

The screenshot shows the 'PAYMENT SETTINGS' page for an office. It contains three main sections with red boxes highlighting key options:

- How will your brokerage handle contributions?** This section has two radio button options: "Our offices will pay upfront on behalf of Associates and bill them at a later time" (selected) and "All Associates in our offices will set up their own payment method and pay directly".
- How will your brokerage pay for contributions?** This section has two radio button options: "Each time contributions are submitted" (selected) and "Receive monthly statement".
- Monthly Statement Date** This is a dropdown menu currently set to "1".

To the right of these sections is a field for "How much will your office's standard Honor Card contribution be?" with a value of "\$ 25.00" and a "\$25.00 minimum" label. A "Save" button is located at the top right of the form area.