PUT YOUR MONEY WHERE THE MIRACLES ARE

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

RE/MAX

Children's Miracle Network Hospitals®

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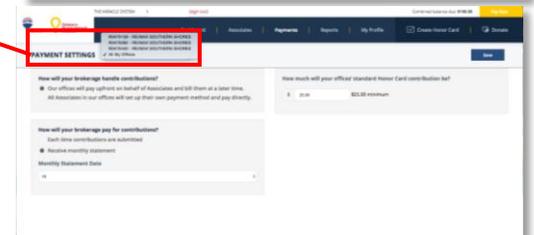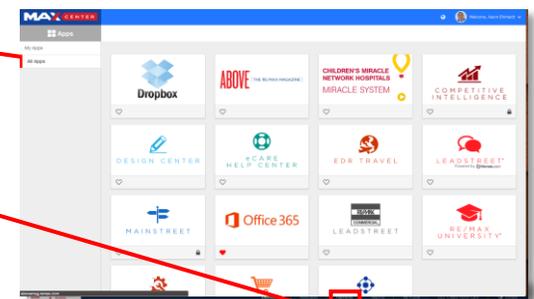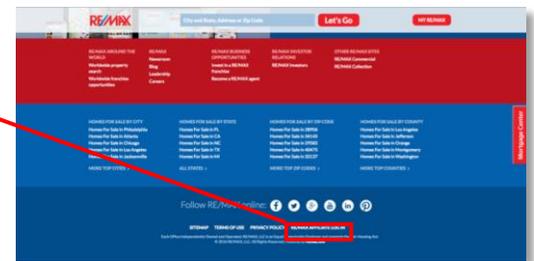
5. Below the "Payment Settings" dropdown, answer "How will your brokerage <u>handle </u>contributions?" by selecting from one of the two options. You can either pay upfront for all Honor Cards created for your office and bill Associates later, or you can choose to have Associates set up their own donation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

   If you choose for Associates to set up their own 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 <u>OR </u>(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.

6. 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.)

7. Finally, click the "Save" button *(to the right, above your Honor Card settings)*