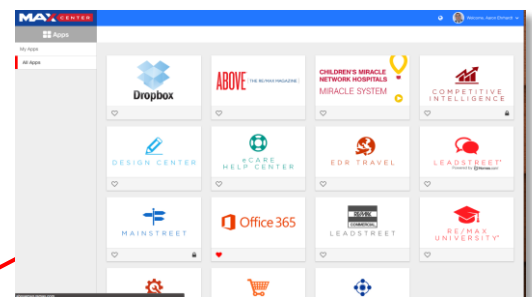# PUT YOUR MONEY WHERE THE MIRACLES ARE

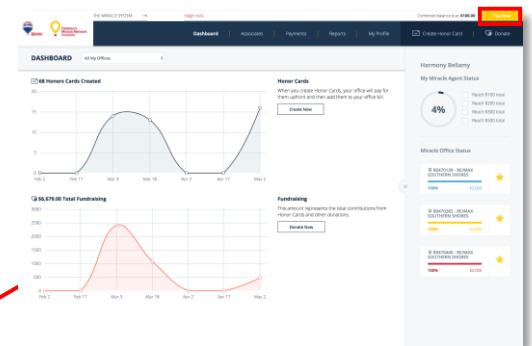## ...and make a difference in a child's life

The Miracle System: How to Pay Honor Card Balances With Multiple Paper Checks 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)
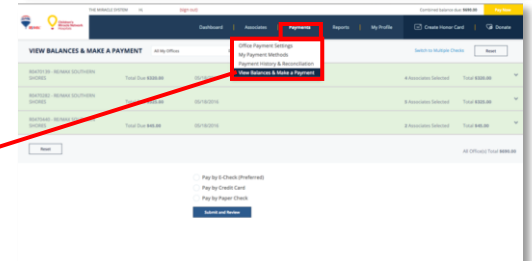

2. Click the Miracle System icon on your MAX/Center dashboard

   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.)

4. Click the "Switch to Multiple Checks" link to the left of the reset button *(on the right side of the screen)*

5. Click the triangle to the far-right of the office name to expand and see a list of Associates' balances in that office location

6. Enter the first check amount and check number next to the Associate whose balance you want to apply it to

7. Click the plus sign to the right of the check number field if you need to enter additional checks for that Associate *(Repeat steps 5-7 for each office location and all Associates who have balances you want to pay with one or more checks.)*

8. Click "Submit and Review" at the bottom of the screen

9. If feasible, write the Payment ID on each of your checks made out to "Children's Miracle Network Hospitals"

10. Click "Print" to the right of the Payment ID information to print the Payment ID page and send with your checks