

# PUT YOUR MONEY WHERE THE MIRACLES ARE

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

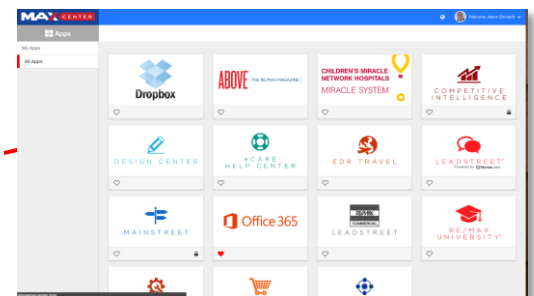


## The Miracle System: How to Run Reports in Office Administrator Accounts

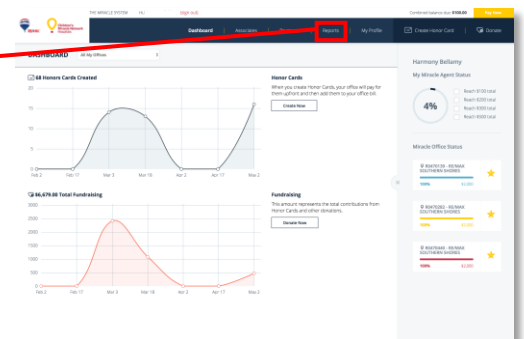
1. Log in to MAX/Center through the "Affiliate Log In" link on [remax.com](https://www.remax.com) (in the footer at the very bottom of the site)

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 "Reports" tab (You'll be able to run reports only after you have with: (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 and submitting donations for your office.)



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How to Run Reports in Office Administrator Accounts

4. Click the button of the report(s) you want to view  
(Choose a date range if you want to narrow the results.)

5. To download the report(s), click the “Export” button next to the date range fields

