



NATE
VULNERABLE
PATIENT

KIDS CAN'T WAIT FOR A CURE.

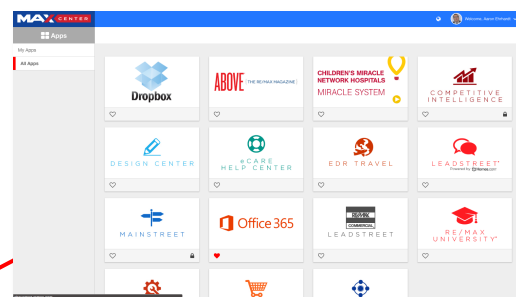
RE/MAX



**CHANGE KIDS' HEALTH
CHANGE THE FUTURE**

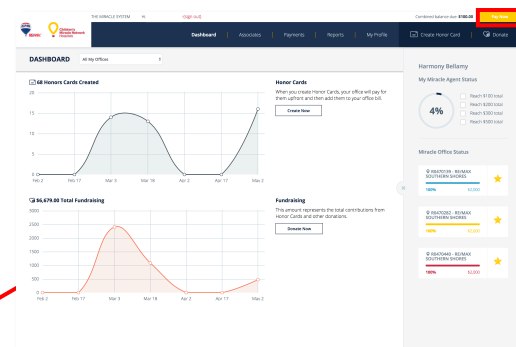
The Miracle System: How to Pay Honor Card Balances With Multiple Paper Checks in Office Administrator Accounts

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)

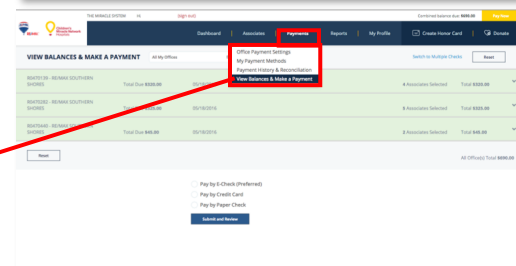


2. Click the Miracle System icon on your MAX/Center dashboard

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.)



The Miracle System:

How to Pay Honor Card Balances With Multiple Paper Checks in Office Administrator Accounts

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

THE MIRACLE SYSTEM | Sign out | Combined balance due: \$100.00 | Pay Now

Dashboard | Associates | **Payments** | Reports | My Profile | Create Honor Card | Donate

VIEW BALANCES & MAKE A PAYMENT | All My Offices | 1 | **Switch to Multiple Checks** | Reset

Office	Total Due	Associates Selected	Total
80470139 - REMAX SOUTHERN SHORES	\$50.00	1 Associates Selected	Total \$50.00
80470139 - REMAX SOUTHERN SHORES	\$50.00	1 Associates Selected	Total \$50.00
80470139 - REMAX SOUTHERN SHORES	\$0.00	0 Associates Selected	Total \$0.00

Reset

All Offices Total: \$100.00

☐ Pay by e-Check (Preferred)
☐ Pay by Credit Card
☐ Pay by Paper Check

Submit and Review

THE MIRACLE SYSTEM | Sign out | Combined balance due: \$100.00 | Pay Now

Dashboard | Associates | **Payments** | Reports | My Profile | Create Honor Card | Donate

MAKE A MULTI CHECK PAYMENT | All My Offices | 1 | Switch to Single Payment | Reset

Associate	Total Due	Check Amount	Check Number	Remaining Balance
Amanda Durlag	\$50.00	\$50.00	1234	\$0.00
John Johnson	\$50.00	\$50.00	1234	\$0.00
John Johnson	\$100.00	\$100.00	1234	\$0.00
John Johnson	\$100.00	\$100.00	1234	\$0.00

Reset

Submit and Review

THE MIRACLE SYSTEM | Sign out | Combined balance due: \$100.00 | Pay Now

Dashboard | Associates | **Payments** | Reports | My Profile | Create Honor Card | Donate

PLEASE PRINT AND SEND WITH CHECK

Your balance will not change until your check(s) have been received and processed!

Please write each payment id on each check!

Total amount of Checks: \$100.00
Mail your paper check(s) to:
ATN: Accounting
Children's Miracle Network Hospitals
Mail Stop 200 South
Salt Lake City, UT 84143

Associate Name	Total Due	Remaining Balance	Check Amount	Check Number	Payment ID
Amanda Durlag	\$50.00	\$0.00	\$50.00	1234	1000-3540-1
			\$50.00	5642	1000-3540-2

Total \$100.00

Print