



NATE
VULNERABLE
PATIENT

KIDS CAN'T WAIT FOR A CURE.

RE/MAX



**CHANGE KIDS' HEALTH
CHANGE THE FUTURE**

The Miracle System: How to Reconcile Invalid Payments in Office Administrator Accounts

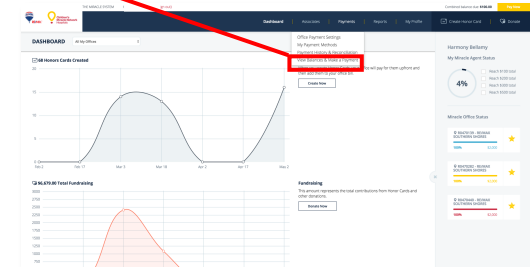
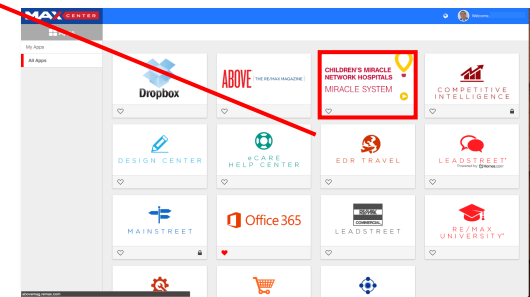
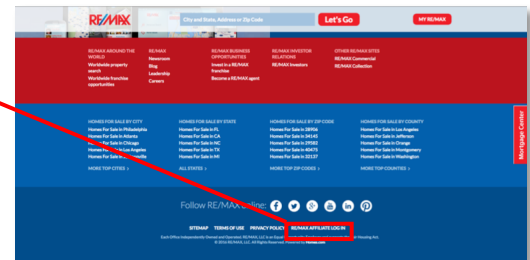
1. Log in to MAX/Center through the "RE/MAX Affiliate Log In" link on remax.com
(in the footer at the very bottom of the site)

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 "Payments" tab, and then "Payment History & Reconciliation"

(The only reason you would need to visit the "Payment History & Reconciliation" page is if you've received an email alert that a paper-check payment you mailed to Children's Miracle Network Hospitals® was invalid. Invalid payments result from a discrepancy between the check amount you entered online and the amount of the check received by CMN Hospitals.)



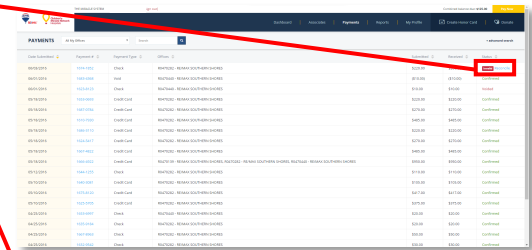
The Miracle System:

How to Reconcile Invalid Payments in Office Administrator Accounts

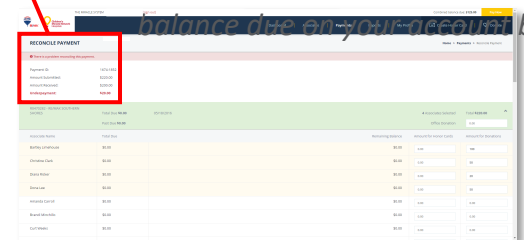
- Click “Reconcile” next to the red “Invalid Payment” alert in the far-right column

- If the discrepancy was the result of overpayment, designate where the additional funds should be credited (*either to yourself, one or more Associates, or the office*)

If the discrepancy was the result of a payment shortage, EITHER eliminate the shortage by reducing the amount next to one or more Associate names (*This will increase your balance due on your account by the amount of the shortage*) OR pay for the shortage using your preferred credit card or eCheck account (*Electronic payment is required to pay for a shortage right away. If you need to submit a paper check for a shortage, reduce the amount next to one or more Associate names in the amount of the shortage to reconcile the payment, and then create a new payment through the “Pay Now” button in the top-right of the screen.*)



Payment ID	Payment Type	Office	Amount	Status	Action
10000001	Payment	Office	\$100.00	Invalid Payment	Reconcile
10000002	Payment	Office	\$100.00	Valid	
10000003	Payment	Office	\$100.00	Valid	
10000004	Payment	Office	\$100.00	Valid	
10000005	Payment	Office	\$100.00	Valid	
10000006	Payment	Office	\$100.00	Valid	
10000007	Payment	Office	\$100.00	Valid	
10000008	Payment	Office	\$100.00	Valid	
10000009	Payment	Office	\$100.00	Valid	
10000010	Payment	Office	\$100.00	Valid	
10000011	Payment	Office	\$100.00	Valid	
10000012	Payment	Office	\$100.00	Valid	
10000013	Payment	Office	\$100.00	Valid	
10000014	Payment	Office	\$100.00	Valid	
10000015	Payment	Office	\$100.00	Valid	
10000016	Payment	Office	\$100.00	Valid	
10000017	Payment	Office	\$100.00	Valid	
10000018	Payment	Office	\$100.00	Valid	
10000019	Payment	Office	\$100.00	Valid	
10000020	Payment	Office	\$100.00	Valid	



Associate Name	Amount	Pay Now
John Doe	\$100.00	<input type="checkbox"/>
Jane Smith	\$100.00	<input type="checkbox"/>
Bob Johnson	\$100.00	<input type="checkbox"/>
Alice Brown	\$100.00	<input type="checkbox"/>
Charlie Davis	\$100.00	<input type="checkbox"/>
Diana Prince	\$100.00	<input type="checkbox"/>
Edward Norton	\$100.00	<input type="checkbox"/>
Fiona Green	\$100.00	<input type="checkbox"/>
George White	\$100.00	<input type="checkbox"/>
Helen Black	\$100.00	<input type="checkbox"/>
Ivan Blue	\$100.00	<input type="checkbox"/>
Judy Pink	\$100.00	<input type="checkbox"/>
Kyle Yellow	\$100.00	<input type="checkbox"/>
Laura Grey	\$100.00	<input type="checkbox"/>
Mark Red	\$100.00	<input type="checkbox"/>
Nancy Purple	\$100.00	<input type="checkbox"/>
Paul Silver	\$100.00	<input type="checkbox"/>
Quinn Gold	\$100.00	<input type="checkbox"/>
Rachel Bronze	\$100.00	<input type="checkbox"/>
Sam Copper	\$100.00	<input type="checkbox"/>
Tina Iron	\$100.00	<input type="checkbox"/>
Victor Steel	\$100.00	<input type="checkbox"/>
Wendy Tin	\$100.00	<input type="checkbox"/>
Xavier Lead	\$100.00	<input type="checkbox"/>
Yara Zinc	\$100.00	<input type="checkbox"/>
Zoe Nickel	\$100.00	<input type="checkbox"/>