



How to Pay Your Office Bill in Agent Office Portal

You can quickly and easily pay your monthly office bill through the Agent Office Portal inside MAX/Center. Follow the steps outlined below to finalize your bill and make your payment.

Look for the Agent Office Portal Tile in MAX/Center to get started!

1. Log into MAX/Center using your remax.net username and password
2. Navigate to the Agent Office Portal Tile within your Apps & Tools
3. Once inside the Agent Office Portal, you will be able to view your current monthly balance on the homepage
4. Click on 'Preview/Finalize Monthly Billing' on the side navigation menu
5. If there are multiple offices within your brokerage, use the 'My Groups' dropdown to select which office bill you want to view
6. Click 'Preview Office Bill' to prompt the platform to send you your monthly bill via email
7. Log into your email account and view your monthly bill; be sure to thoroughly review your bill for any errors
8. If you see something that isn't correct, use the 'Manage Office Roster' or 'Update Office Statistics' links on the 'Preview/Finalize Monthly Billing' page to easily make changes

RE/MAX
MY ACCOUNT

Welcome, Nanci Cafilisch [My Account](#) [Logout](#)

My Account > Preview Finalize Monthly Billing

Preview/Finalize Monthly Billing

You can preview and finalize your bill for the current billing period.

My Groups: RE/MAX Grand - 102173316 - Reedsburg Current Billing Period: 5/1/2022 - 5/31/2022

[Preview Office Bill](#) [Finalize Office Bill](#) [Pay Now](#) [Manage Office Roster](#)
[Update Office Statistics](#)

Continue instructions on next page

9. After you have confirmed that your bill is correct, click 'Finalize Office Bill'
10. Click the checkbox to confirm you have previewed your bill — once you have checked this box you will not be able to make any additional changes to this billing period
11. Click 'Finalize' — The Agent Office Portal will now process your bill and will send you an email notification once your bill is ready to be paid
12. Once you have received the email notification, return to the Agent Office Portal home page
13. Click 'Pay Now' on the home screen to manually pay your monthly office bill — the system will now prompt you to choose a saved payment method or add a new card
14. After you have chosen or added your payment method, click 'Pay Now' to pay your monthly bill



If you have any questions about paying your bill in the Agent Office Portal, please reach out to product support