



How to Pay Your Franchise Fees in the Agent Office Portal

You can quickly and easily pay your office franchise fees through the Agent Office Portal inside MAX/Center. Follow the steps outlined below to 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 Franchise Fees balance on your home page
4. Click on 'Pay Now' next to your Franchise Fees Balance or click 'Pay Office Franchise Fees' on the side navigation menu

The screenshot displays the RE/MAX Agent Office Portal interface. On the left is a navigation menu with sections: Contact Information, Profile/Demographics, Awards, Manage My Office, and Billing/Payment. The main content area shows 'My Contact Information' for Mike Santoleri, RE/MAX Preferred Realtors, with a RE/MAX ID of 100011100. Below this are sections for 'My Order Balance' (no balance due), 'Agent Annual Dues Order Balance' (\$3,690.00 USD), and 'Monthly Billing Order Balance' (no balance due). At the bottom, the 'Franchise Fees Balance' is listed as \$1,250.00 USD, with a green 'Pay Now' button highlighted by a red arrow.

Continue instructions on next page

5. If you have multiple offices within your brokerage, each of their balances will appear here; you can view each invoice in full by clicking on the order number
6. To pay, click the checkbox next to the order number
7. If you would like to pay for all of your invoices at one time, click the topmost checkbox to select all of your invoices
8. Use the payment options on the bottom of the screen to pay your Franchise Fees; you can select a saved credit card, add a new credit card, or select a saved bank account
9. Once you have selected or input a new payment method, click 'Pay Now' to pay your Franchise Fees



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