



Paying Your 2012 Membership Dues Online

From the REIC homepage at www.reic.com:

1. Click **Online Dues Payment** located near the bottom of the screen.
2. Select and click **Login to make a payment** from the next screen.
3. Enter your email address and your password.

NOTE: Your default password is your REIC I.D. number which is on your hardcopy invoice. **Your password should have eight digits. If your password is smaller than eight digits, add zeros (0) in front of your I.D. number to make up 8 digits in total (e.g. if your I.D. number is four digits long "4578", add four zeros in front to make up 8 digits "00004578").**

4. Click **Log In**. The invoice page appears.
5. Click the **invoice number**. Your invoice details appear.
6. Select your **method of payment** (MC, VISA, AMEX) from the drop down box.
7. Click **Pay Now**. The payment screen appears with your contact information.
8. Enter your credit card information.

Click **>Submit Payment**.

Print a copy of the receipt page for your personal record.

Click **Logout**.

Thank you for paying your 2012 membership dues online!

For technical assistance, contact **Soumidh Mondal, Manager Membership & Technology** at:

Tel: 416.695.9000 ext. 28 Toll Free: 1 800.542.7342 email: soumidh.mondal@reic.com

Refer a Colleague and Win \$100 Voucher!

Use your voucher towards your:

- REIC annual membership dues
- REIC course tuition
- REIC Annual Conference registration
- Purchase from the REIC store

**Win!
\$100.
Voucher**

Simply recommend REIC to a colleague; once your colleague has been approved as a candidate, we will send you the voucher.

Visit the REIC website at www.reic.com or contact Admissions and Membership Coordinator, Shelley Barfoot-O'Neill, at 1.800.542.7342 ext. 26 or shelley.oneill@reic.com for further details and quote code 1211.

Free Early Bird Gift!

Pay your dues by **January 6, 2012** and you'll receive a free REIC screen wipe. The reusable screen wipe adheres to the back of your mobile, iPad, laptop, etc. It's always there whenever you need it!

The screen wipe is cellophane wrapped and sports the REIC logo. Use it proudly!

REIC Membership Dues Payment Plan Options

If you can't pay right now...

While REIC prefers to receive Annual dues payments in one lump sum, we can make payment arrangements. The following options are available, with appropriate administration fees:

Semi-Annual - Two payments: The first payment is due immediately and the second payment is due July 15. Administration fee for Semi-Annual payments is \$12.00.

Quarterly - Four payments: The first payment is due immediately, with following payments due by April 15; July 15; and October 15. Administration fee for Quarterly payments is \$ 24.00.

Monthly - Twelve payments: The first payment is due the 15th of the month; balance of payments due the 15th of each month. Administration fee for Monthly payments is \$ 48.00

If you are paying by cheque, REIC expects to receive all required post-dated cheques in advance. If paying by credit card, the understanding is that the payment will be processed automatically on the applicable dates.

The following is an example of the payment options:

	Semi-Annual	Quarterly	Monthly
Invoiced Amount	\$ 465.53	\$ 465.53	\$ 465.53
Administration Fee	\$ 12.00	\$ 24.00	\$ 48.00
Total Payable	\$ 477.53	\$ 489.53	\$ 513.53
First Payment	\$ 238.77	\$ 122.39	\$ 42.84
All other payments	\$ 238.76	\$ 122.38	\$ 42.79

The administration fee is applicable across the board, whether a member or a candidate. If you are in need of any of these options, please apply to REIC as soon as possible. Any payment plans established prior to the end of January will be exempt from the late fee.

If you're interested in setting up a payment plan, please contact, REIC Finance Coordinator, Li Liu at 1.800.542.7342 ext. 23.