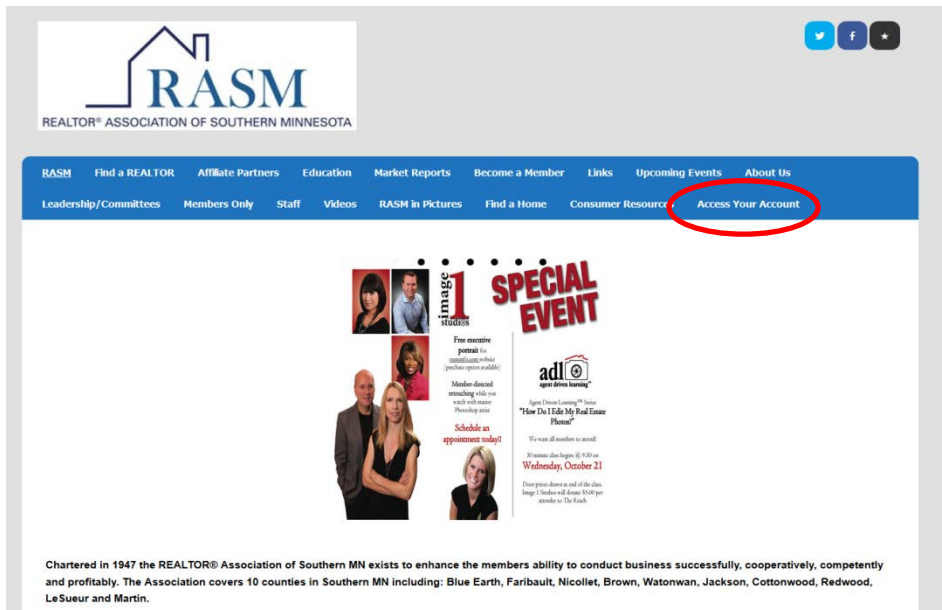
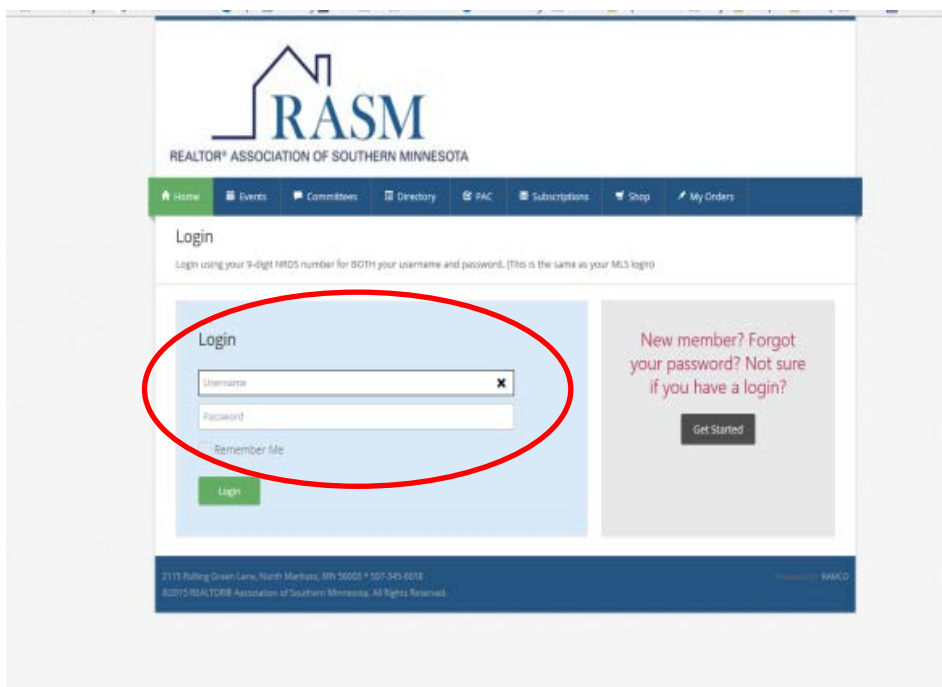


RAMCO Portal – Register for Classes

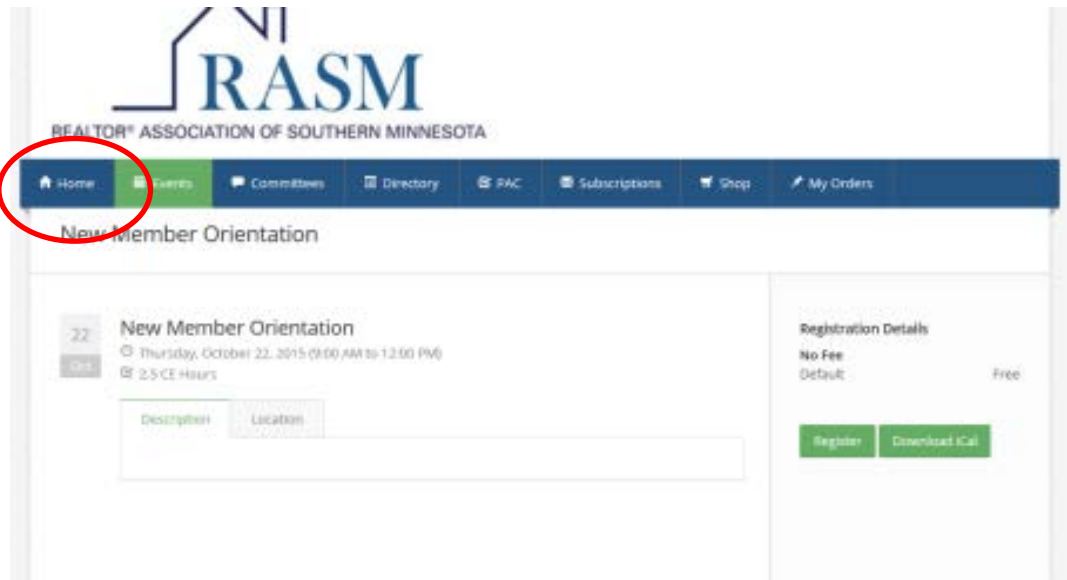
1. www.rasminfo.com – Access Your Account



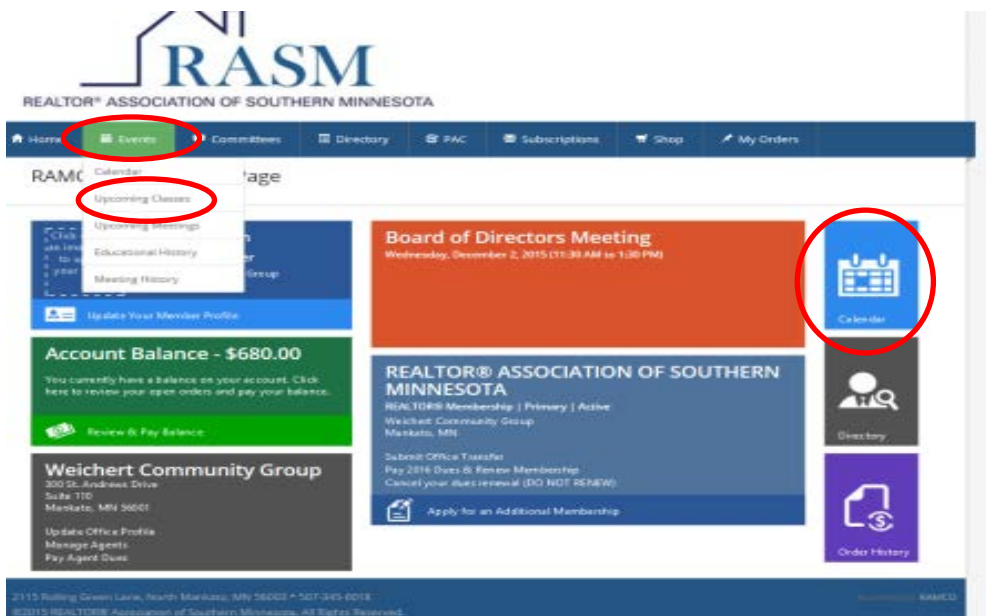
2. Enter your NRDS number for **BOTH** your username and password



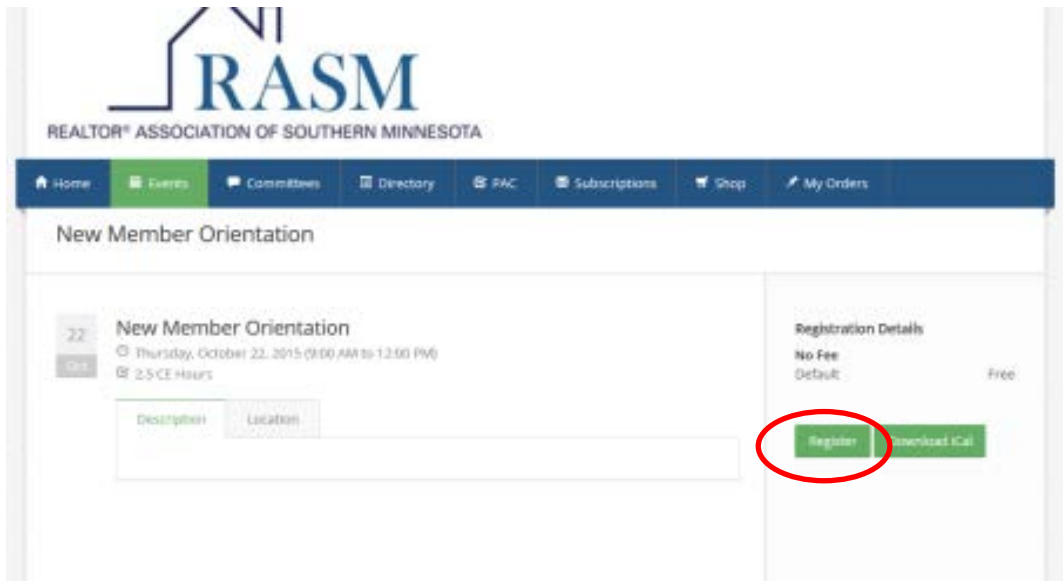
If you haven't logged into the RAMCO Portal before it will ask you to verify your account information, click Continue. Your account information will now be shown, verify all is correct and hit Save. A message will appear that your information has been saved. To continue select Home



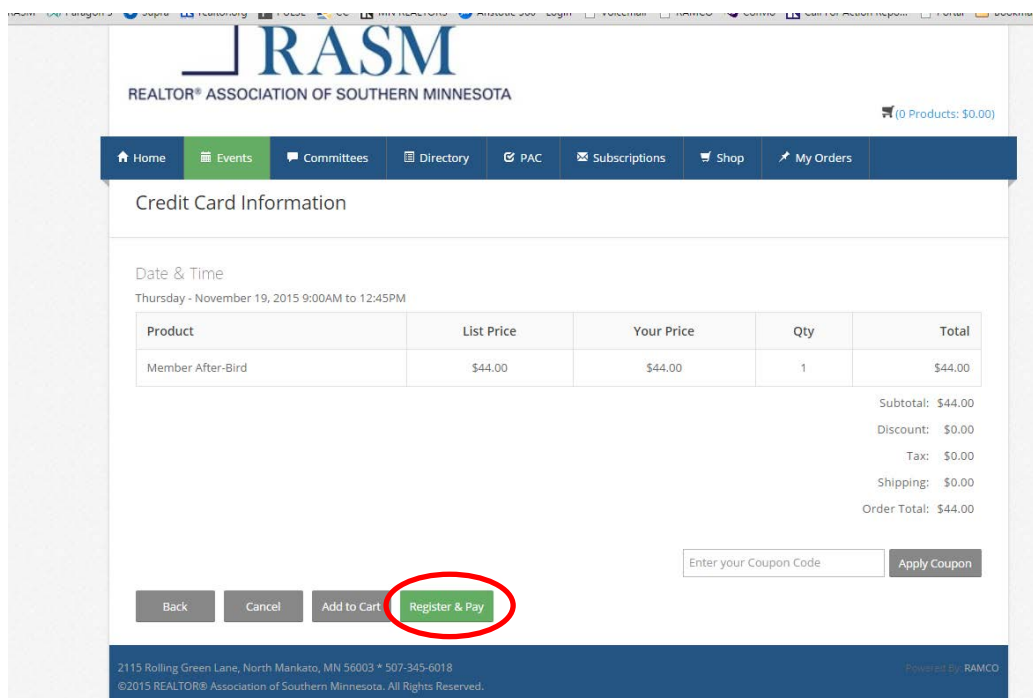
3. You can view the list of Classes 2 ways:
 - a. By Clicking Events-Upcoming Classes
 - b. By the Calendar



4. Click on Event/Class you would like to register for
 - a. Select Register

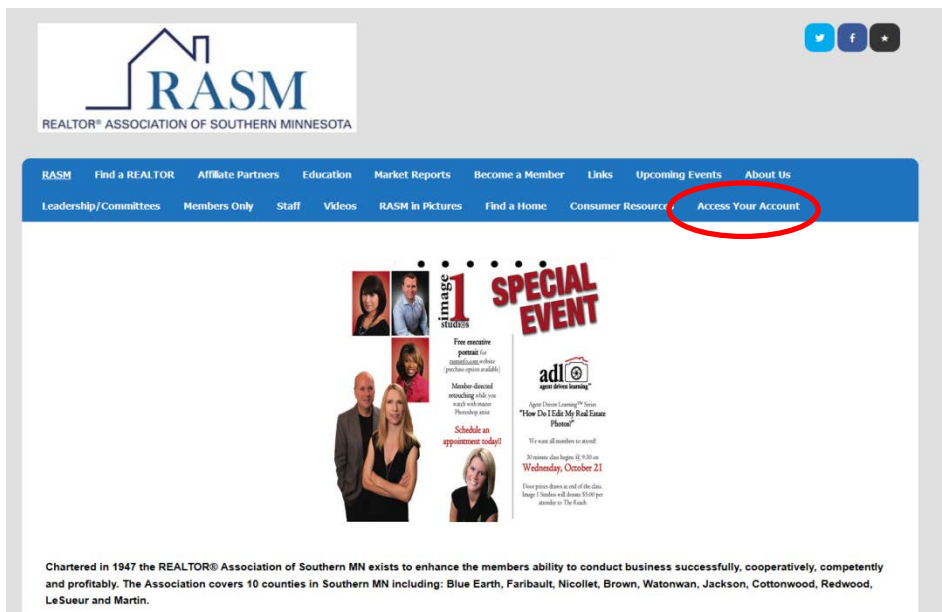


5. Select Register & Pay – **Visa & MC are the only credit cards accepted.**

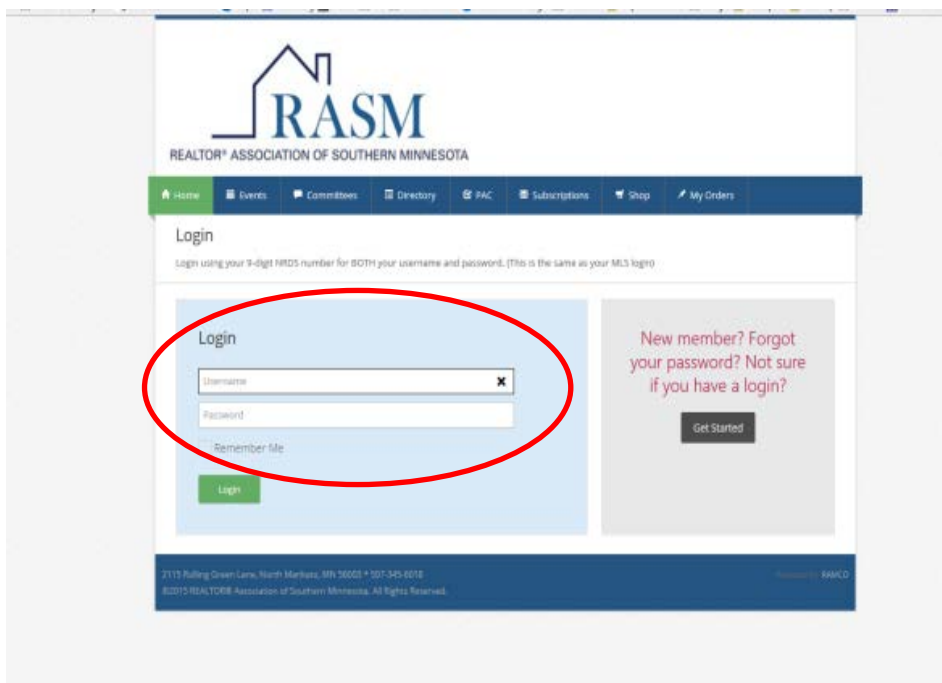


RAMCO Portal – Order History (Classes you’ve attended at RASM)

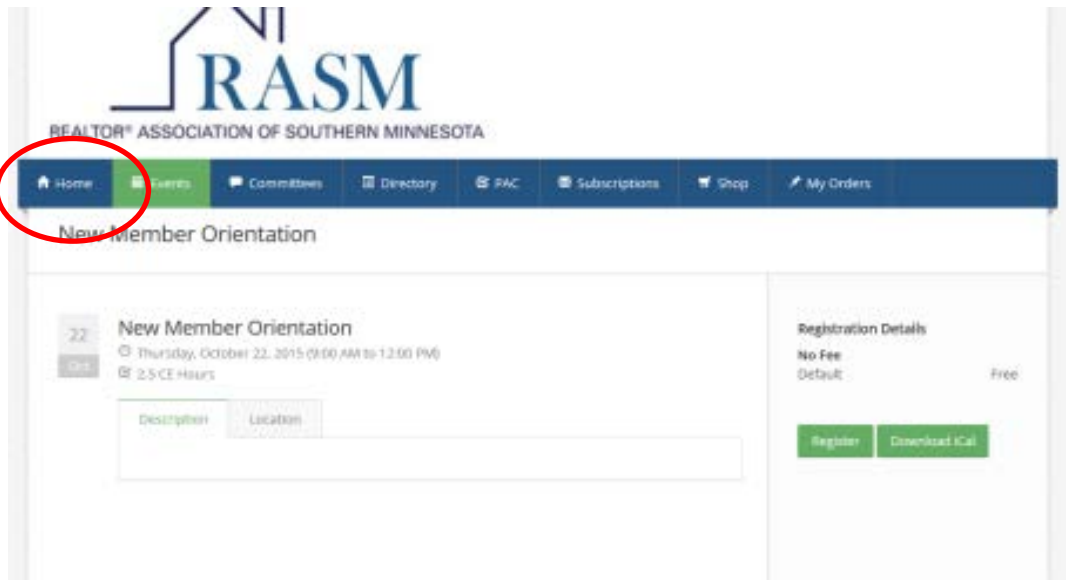
1. www.rasminfo.com – Access Your Account



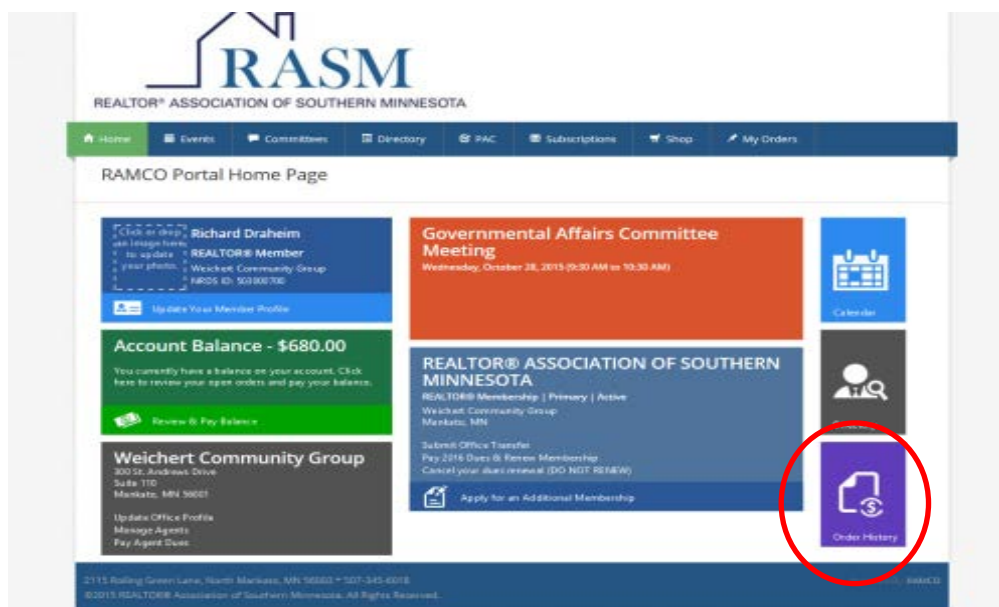
2. Enter your NRDS number for **BOTH** your username and password



If you haven't logged into the RAMCO Portal before it will ask you to verify your account information, click Continue. Your account information will now be shown, verify all is correct and hit Save. A message will appear that your information has been saved. To continue select Home



3. Order History will show any open orders or completed orders



4. This shows Open Orders and Completed Orders. Use this list to see what Classes/Events you have attended.

RASM
REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA

Home Events Committees Directory PAC Subscriptions Shop My Orders

My Orders

This page displays your order history. To pay your outstanding balance, please select an order and click the Pay Orders button. You can also view and print any orders for your own records.

Select	Order	Order Date	Total	Source	Status	Balance
All						
<input type="checkbox"/>	2018 Dues Cycle - 2016 Primary REALTOR Agents Schedule (ORD-07553-XCBW4)	06/29/2015	\$620.00	Default Dues Item	Pay Dues	\$620.00
<input type="checkbox"/>	Bonnie Kruger - Quadrennial Code of Ethics (ORD-06931-V8B4M3)	09/02/2015	\$39.00	Default Class	Open	\$39.00
<input type="checkbox"/>	Bonnie Kruger - Fair Housing, Agency Law, and Legal Update (ORD-04937-V705B1)	09/02/2015	\$39.00	Default Class	Open	\$39.00

Order Total: \$708.00
Outstanding Balance: \$708.00

[Pay Orders](#)

Order	Order Date	Status	Total
Bonnie Kruger - Lender/Title Presentation () (ORD-06817-C2N5H7)	06/24/2015	Complete	\$0.00
Bonnie Kruger - Code of Ethics (ORD-06095-2620M8)	04/01/2015	Complete	\$25.00
Bonnie Kruger - Agency & Fair Housing (ORD-06094-Q0B0R2)	04/01/2015	Complete	\$25.00
Bonnie Kruger - Understanding Title Insurance (ORD-06071-WV20R8)	02/21/2015	Complete	\$0.00

5. To print a receipt: Click on Completed Order you want receipt for

	Order Date	Status	Total
Lender/Title Presentation () (ORD-06817-C2N5H7)	06/24/2015	Complete	\$0.00
Code of Ethics (ORD-06095-2620M8)	04/01/2015	Complete	\$25.00
Agency & Fair Housing (ORD-06094-Q0B0R2)	04/01/2015	Complete	\$25.00
Understanding Title Insurance (ORD-06071-WV20R8)	02/21/2015	Complete	\$0.00
Negotiate with Confidence and Power: Fundamentals (ORD-05825-WBFDCE)	02/04/2015	Complete	\$39.00
RPR Basics 1:00-2:00 (No Fee) (ORD-03682-X2N0N5)	01/14/2015	Complete	\$0.00
Financing Issues, Earnest Money, and Trust Accounts (ORD-05503-S8S2R1)	10/07/2014	Complete	\$39.00
R/R Disclosure Laws (ORD-05502-K4D5W3)	10/07/2014	Complete	\$39.00
2015 Primary REALTOR Agents Schedule (ORD-05222-L6Z7P4)	06/29/2014	Complete	\$620.00
Installation of Officers 2014 (No Fee) (ORD-05051-F5W0M1)	06/25/2014	Complete	\$0.00
Thursday Tidbits - May 29th (No Fee) (ORD-04820-FY20B8)	05/29/2014	Complete	\$0.00

6. Print – A new window will appear with the Order showing in a pdf

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Home Events Committees Directory PAC Subscriptions Shop My Orders

Order Details | ORD-06094-Q0B0R2

Order Date: 04/01/15

Product	List Price	Your Price	Qty	Total
Member Early 2.5 hour	\$25.00	\$25.00	1	\$25.00

Subtotal: \$25.00
Discount: \$0.00
Tax: \$0.00
Shipping: \$0.00
Order Total: \$25.00

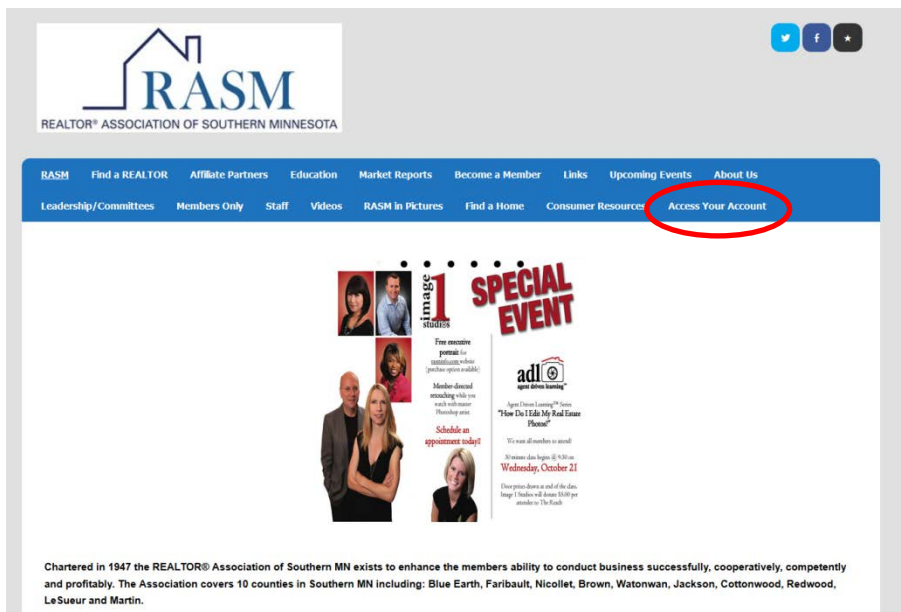
Payment Number	Date	Method	Card/Check Number	Applied Amount
PMT-002924-T30ARF	04/01/2015	Check	11841	\$25.00

Total Payments: \$25.00
Order Balance: \$0.00

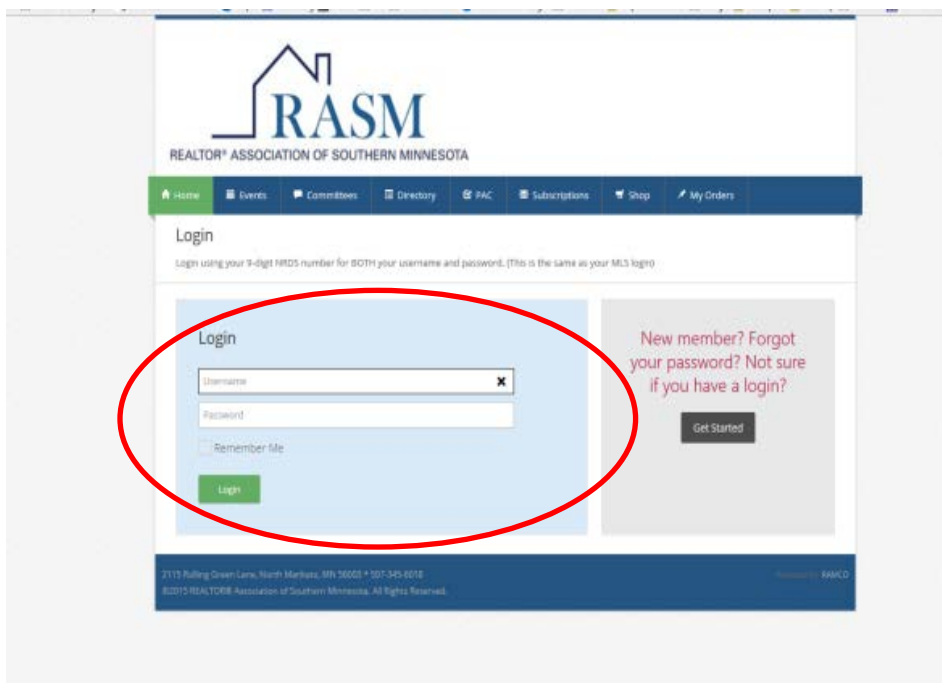
Back **Print**

RAMCO Portal – Paying Invoice (Not MLS Invoices)

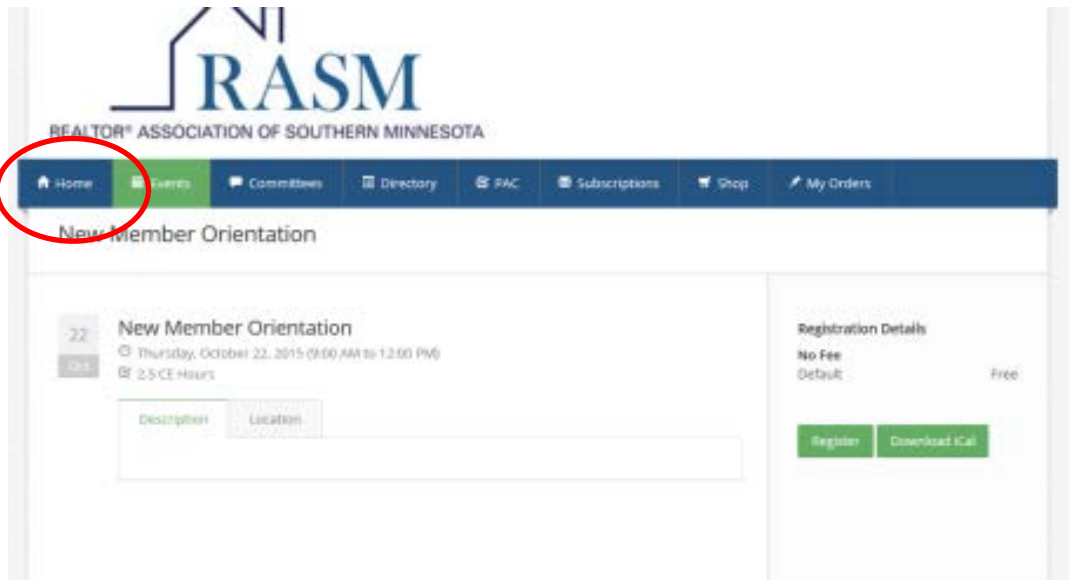
1. www.rasminfo.com – Access Your Account



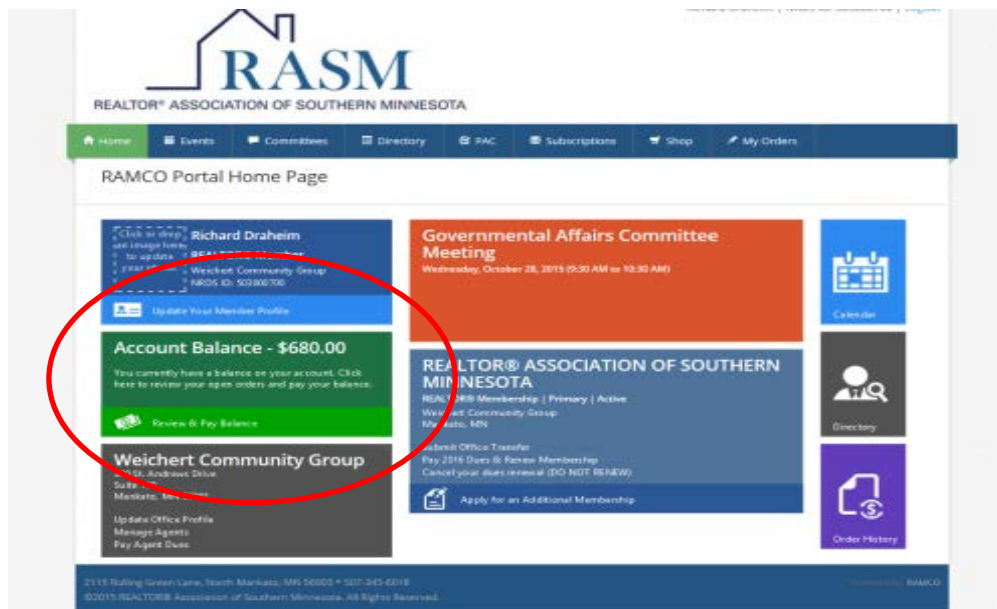
2. Enter your NRDS number for **BOTH** your username and password



If you haven't logged into the RAMCO Portal before it will ask you to verify your account information, click Continue. Your account information will now be shown, verify all is correct and hit Save. A message will appear that your information has been saved. To continue select Home



3. If you have an outstanding balance it will show here. This includes dues invoices and class registrations. To Review and Pay Balance Click Green Box



4. Any outstanding orders will be listed on the top under My Orders

RASM
REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA

Home Events Committees Directory PAC Subscriptions Shop My Orders

My Orders

This page displays your order history. To pay your outstanding balance, please select an order and click the Pay Orders button. You can also view and print any orders for your own records.

Select	Order	Order Date	Total	Source	Status	Balance
<input checked="" type="checkbox"/>	2016 Dues Cycle - 2016 Primary REALTOR Brokers Schedule (ORD-07476-H9P7R2)	09/29/2015	\$680.00	Default Dues Item	Pay Dues	\$680.00

Order Total: \$680.00
Outstanding Balance: \$680.00

Order	Order Date	Status	Total
Richard Draheim - Installation of Officers (No Fee) (ORD-07760-P9M3L1)	09/30/2015	Complete	\$0.00
Richard Draheim - Quadrennial Code of Ethics (ORD-07638-V1X5C1)	09/28/2015	Complete	\$39.00
Richard Draheim - Fair Housing, Agency Law, and Legal Update (ORD-07037-Z6J9B2)	09/28/2015	Complete	\$39.00
Richard Draheim - Lender/Title Presentation () (ORD-06798-V8P8K2)	06/18/2015	Complete	\$0.00
Agency & Fair Housing 4-8-15 (ORD-06781-H7P6L6)	04/30/2015	Complete	\$31.00
Richard Draheim - FIND Webinar (No Fee) (ORD-06180-V8L6Z8)	04/17/2015	Complete	\$0.00

5. To pay : Select the Orders to be paid and hit Pay Orders or Pay Dues

RASM
REALTOR® ASSOCIATION OF SOUTHERN MINNESOTA

Home Events Committees Directory PAC Subscriptions Shop My Orders

My Orders

This page displays your order history. To pay your outstanding balance, please select an order and click the Pay Orders button. You can also view and print any orders for your own records.

Select	Order	Order Date	Total	Source	Status	Balance
<input type="checkbox"/>	2016 Dues Cycle - 2016 Primary REALTOR Agents Schedule (ORD-07553-X9C8W4)	09/29/2015	\$630.00	Default Dues Item	Pay Dues	\$630.00
<input type="checkbox"/>	Bonnie Kruger - Quadrennial Code of Ethics (ORD-06938-V8B4M5)	09/02/2015	\$39.00	Default Class	Open	\$39.00
<input type="checkbox"/>	Bonnie Kruger - Fair Housing, Agency Law, and Legal Update (ORD-06937-V7D5B1)	09/02/2015	\$39.00	Default Class	Open	\$39.00

Order Total: \$708.00
Outstanding Balance: \$708.00

Order	Order Date	Status	Total
Bonnie Kruger - Lender/Title Presentation () (ORD-06817-C2N5H7)	06/24/2015	Complete	\$0.00
Bonnie Kruger - Code of Ethics (ORD-06095-Z8Z0M6)	04/01/2015	Complete	\$25.00
Bonnie Kruger - Agency & Fair Housing (ORD-06094-Q0B0R2)	04/01/2015	Complete	\$25.00
Bonnie Kruger - Understanding Title Insurance (ORD-06071-V6V3R8)	03/31/2015	Complete	\$0.00

6. Enter credit card info and Continue **(Visa & MC are the only credit cards accepted)**

The screenshot shows the RASM REALTOR ASSOCIATION OF SOUTHERN MINNESOTA website. The navigation bar includes Home, Events, Committees, Directory, PAC, Subscriptions, Shop, and My Orders. The main heading is "Credit Card Information". The form contains the following fields:

- Card Type (dropdown menu)
- Card Number (text input)
- Expiration Date (MM/YYYY) (two dropdown menus)
- Security Code (CVV/CVV2) (text input)
- First Name (text input)
- Last Name (text input)
- Same As (radio buttons: None - Enter Address, Home Address, Mailing Address)
- Street Address 1 (text input)
- Street Address 2 (optional) (text input)
- City (text input)
- State/Province (dropdown menu)
- Zip/Postal Code (text input)
- Country (optional) (dropdown menu, currently set to United States)

At the bottom of the form, there are three buttons: "Back", "Cancel", and "Continue". The "Continue" button is circled in red.