

## Introduction to ePay

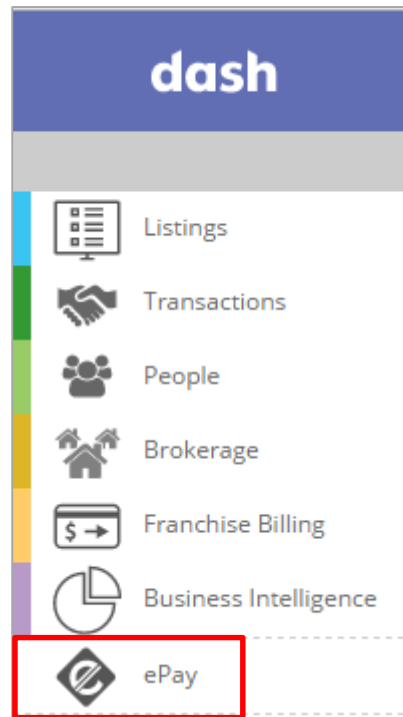
ePay is a feature of dash that allows you to:

- Review your balances and payments online
- Pay bills online
- Set up multiple bank accounts
- Eliminate the need for stamps, envelopes or express services when paying your bills

Follow the steps in this guide to make payments with ePay.

Fields marked with an asterisk (\*) are mandatory.

1. Click **ePay** on the left navigation menu.



If this is the first time you're using ePay, the **Terms & Conditions** screen will display.

2. Review the Terms & Conditions.
3. Click **Accept**.

*Important: To use ePay, you must click **Accept**.*

I hereby acknowledge, understand and agree that by accessing and utilizing transmission of fees and expenses due and owing to your brand directed, to accept monetary transfers from the accounts I, or my company apply the payments according to the transactions indicated; all in accordance with the receivable policies and practices and consistent with the terms and conditions by and between the parties.

I further represent and warrant that I am an authorized representative possess all necessary powers to undertake and complete the transaction understand that your brand expressly relying upon these statements permitting my use of this webpage.

I understand and agree that I alone am responsible for correctly transcribing properly identifying the transactions for which payment is submitted. I will apply payment consistent with my designations (provided same are accurate) and/or held (without interest) as a credit for future payments which are due and owing, said over-payments will be promptly returned.

Finally, I hereby waive, release and relinquish and hold harmless your

If you have multiple offices, you will see the screen on the right.

4. Click the hyperlink for the appropriate office under **View Account Summary**.

If you have access to multiple company numbers, enter the percentage sign (%) in the Search By field and click Go.

### Customers

**Search**

Search By: Customers

Show All Customers  
 **TIP** Used only when coming into the page

Company	Company Number	Office # - Address	View Account Summary
ABC	ABC123456	123456-ABC, 888 Main Street	<input type="button" value="View Account Summary"/>
ABC	ABC123456	123456-ABC, 888 Main Street	<input type="button" value="View Account Summary"/>
ABC	ABC123456	123456-ABC, 888 Main Street	<input type="button" value="View Account Summary"/>
ABC	ABC123456	123456-ABC, 888 Main Street	<input type="button" value="View Account Summary"/>
ABC	ABC123456	123456-ABC, 888 Main Street	<input type="button" value="View Account Summary"/>
ABC	ABC123456	123456-ABC, 888 Main Street	<input type="button" value="View Account Summary"/>

**TIP** Click the icon to view each office's Account Summary.

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The **Account Summary** for the office displays.

5. Click **Proceed to Pay**.

### Account Summary

Currency CAD ▼

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Your Account Balance: **CAD 512.74**

View Past Due Transactions 512.74 ▶ Show Aging

View Total Unpaid Transactions 512.74

View Unapplied Payments 0.00

View Account Balance 512.74

Proceed to Pay
←

The **Account Details** screen displays.

6. Select the transaction(s) to pay by checking the box next to the transaction(s).

7. Click **Select All** to select all transactions.

### Account Details

Account Balance: **13,366.29**

**Search**

Status Unpaid/Unapplied ▼ Currency USD ▼

Transaction Type Pay Transactions ▼

▶ Show More Search Options

Go Clear

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Total Transactions **11**    Total Original Amount **19,629.09**    Total Remaining Amount **13,366.29**

Select Receivables: Pay Add to Transaction List | Export Results

**7** Select All Select None

Select	Transaction #	Description	AGC	Transaction Date	Due Date	Transaction Amount	Balance Due
<input type="checkbox"/>	201510NAF00A	2015-10 Brand Marketing Fee	0	03-Nov-2015	23-Nov-2015	2,960.77	269.51
<input type="checkbox"/>	201511NAF00A	2015-11 Brand Marketing Fee	0	03-Dec-2015	23-Dec-2015	909.72	1,009.02
<input type="checkbox"/>	201512NAF00A	2015-12 Brand Marketing Fee	0	03-Jan-2016	23-Jan-2016	1,426.16	1,715.04
<input type="checkbox"/>	201603NAF00A	National Advertising Fees	0	03-Apr-2016	23-Apr-2016	2,100.21	192.36
<input type="checkbox"/>	201604NAF00A	National Advertising Fees	0	03-May-2016	23-May-2016	3,390.13	788.44
<input type="checkbox"/>	000000003109	766 CROSBY DR	15174	06-Jun-2016	06-Jun-2016	910.44	910.44
<input type="checkbox"/>	000000002986	18861 97th Place N	6897.7	10-Jun-2016	10-Jun-2016	413.86	413.86
<input type="checkbox"/>	000000003013	1199 Villa Court	5877	10-Jun-2016	10-Jun-2016	352.62	352.62
<input type="checkbox"/>	C00000001123	T0004 - 3382 - 51 Danbury CircleBirmingham	0	17-Jun-2016	17-Jun-2016	60.00	60.00
<input type="checkbox"/>	201605NAF00A	2016-05 Brand Marketing Fee	0	03-Jun-2016	23-Jun-2016	5,091.44	5,641.26
<input type="checkbox"/>	201606BMF00A	2016-06 Brand Marketing Fee	0	27-Jun-2016	17-Jul-2016	2,013.74	2,013.74

**6** Select All Select None

Select Receivables: Pay Add to Transaction List | Export Results

8. Click **Pay**.

**Account Details**  
 Account Balance: **13,366.29**

**Search**

Status: Unpaid/Unapplied ▼ Currency: USD ▼  
 Transaction Type: Pay Transactions ▼  
 + Show More Search Options

Go Clear

---

Total Transactions **11** Total Original Amount **19,629.09**

Select Receivables: **Pay** Add to Transaction List Export Results

If this is the first time you are making a payment using ePay, you will see the screen on the right.

9. Enter your bank account information as required on the screen.

*Note: You will only need to do this the first time you make a payment on ePay.*

Select Account  
 Account: New Bank Account ▼

**New Bank Account**  
**Payment Options**

- Click Pay Now to pay the Balance Due in full.
- Enter Payment Amount if payment differs from Balance Due.
- Click Recalculate to view the revised Balance Due.
- Click Reset to Defaults to revert to the original Payment Amount.
- Verify all information before clicking Pay Now.

Enter new bank account information. The routing number and account number usually appear in the lower left corner of your check, as shown in this illustration. If you are unsure of your account information please confirm with your bank before completing this page.

Bank Name \_\_\_\_\_  
 Branch Name \_\_\_\_\_  
 \* EFT Number Preceding with 0 \_\_\_\_\_  
 Account Type: Checking Account ▼  
 \* Account Number \_\_\_\_\_  
 \* Account Holder's Name \_\_\_\_\_

**YOUR NAME** \_\_\_\_\_ 201X  
 555 Main St. East  
 Toronto, Ontario  
 M4B 1B4

Pay to the order of \_\_\_\_\_ \$ \_\_\_\_\_  
 DOLLARS

**YOUR BANK**  
 Bank Info Here \_\_\_\_\_ Authorized Signature \_\_\_\_\_

408 (cheque #) 10202 (5-digit branch transit #) 003 (3-digit institution ID #) 06940236821 (account #)

**EFT Number Preceding with 0:**  
 0 (Preceding 0) 003 (Institution ID) 10202 (Branch ID)

The **Payment** screen displays.

10. Verify the information on the screen.

11. Click **Pay Now**.

Cancel Advanced Payment Pay Now

**Quick Payment**

**Payment Information**  
 To pay the selected transaction(s) in full using the payment information described below, click Pay Now. To change the payment amount or the payment information, click Advanced Payment.

Account Type: **CHECKING** Remaining Balance: **1,278.53 USD**  
 Account Holder: \_\_\_\_\_ Total Payment Amount: **1,278.53 USD**  
 Routing Number: \_\_\_\_\_ Balance Due: **0.00 USD**  
 Account Number: \_\_\_\_\_

**Invoice Summary**


Transaction #	Description	AGC	Transaction Date	Due Date	Balance Due
201511NAF00A	2015-11 Brand Marketing Fee	0	03-Dec-2015	23-Dec-2015	1,009.02
201510NAF00A	2015-10 Brand Marketing Fee	0	03-Nov-2015	23-Nov-2015	269.51

Cancel Advanced Payment Pay Now


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Your payment **Confirmation** screen displays.

12. Click **View Payment** to view your payment receipt and print or export the information.

 **Confirmation**

Thank you for submitting your request for payment. Your payment number is 80042811; please retain it for your records. Please contact the Realogy Finance team at [rebatesandincentives@realogy.com](mailto:rebatesandincentives@realogy.com) to complete a new Direct Deposit form if you recently updated your bank account information. This helps to ensure any refund is processed accurately and paid in a timely fashion.



[Return to Account Details](#) [View Payment](#)

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Your **Customer Payment** screen displays.

13. Click **Printable Page** to print, or **Export** to export the information to Excel.

[Printable Page](#) [Export](#)

### Customer Payment

Office # - Address		Payment Number		Payment Date	
[Redacted]		80042811		19-Oct-2016	
		Deposit Date		19-Oct-2016	
		Customer Bank		Status	
		[Redacted]		Confirmed	
		Customer Bank Account			
		Customer Number		Customer Location	
		[Redacted]		[Redacted]	

Total Payment Amount	Amount Applied	Amount Unapplied	Amount on Account
USD 788.44	788.44	0.00	0.00

Payment Date	Activity Status	Amount (USD)	Transaction #	Description	AGC	Original Transaction Amount	Transaction Balance	Activity Type
19-Oct-2016	Applied	788.44	201604NAF00A	National Advertising Fees	0	3,390.13	0.00	Invoice
19-Oct-2016	Confirmed	788.44						Payment

[Return to Account Details](#) [Printable Page](#) [Export](#)

For additional information, refer to the ePay Training and FAQs sections and the dash Help page.