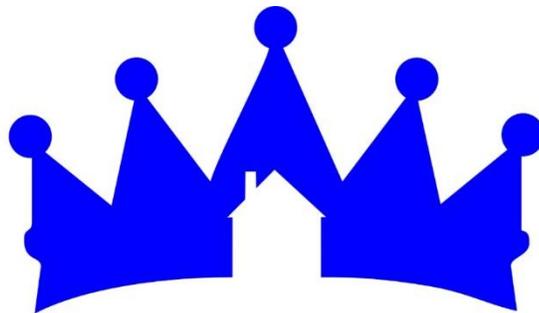


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# **AVOID LATE FEES!**

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**Automatically charge your Semi-Annual MLS Dues and/or Annual SentiKey Dues payments to your credit card.**



**Kings County**

**Board of REALTORS®**

**MAY 23, 2025**

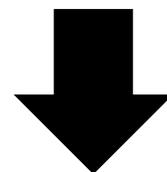
**KINGS COUNTY BOARD OF REALTORS®**

**880 N Irwin Street, Hanford, CA 93230**

# INSTRUCTIONS TO SET-UP AUTO PAYMENT OF SEMI-ANNUAL MLS DUES AND/OR ANNUAL SENTRIKEY ACCESS DUES

Open up an internet browser such as (Google Chrome, Microsoft Edge, Firefox, Safari) and type in: [www.kcbor.com](http://www.kcbor.com)

In the upper right corner: Select **PAYMENTS**



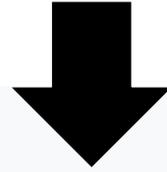
ABOUT ▾ MEMBERS ▾ RESOURCES ▾ COMMUNITY ▾ CONTACT US RAPATTONI MLS PAYMENTS



Welcome to the Kings County Board of REALTORS®

# KCBOR PAYMENTS PORTAL HOME PAGE

Enter Login ID (Same as Login for Rapattoni MLS)  
Enter Password (Same as Login for Rapattoni MLS)  
Select: **Sign In**



Kings County Board of Realtors®

For members only: Please enter your login information.

Please sign in

Login ID

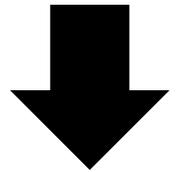
Password

Sign In

[Forgot your password?](#)

# OFFICE MAIN SCREEN

Select **Menu** on the Right side of the Screen.

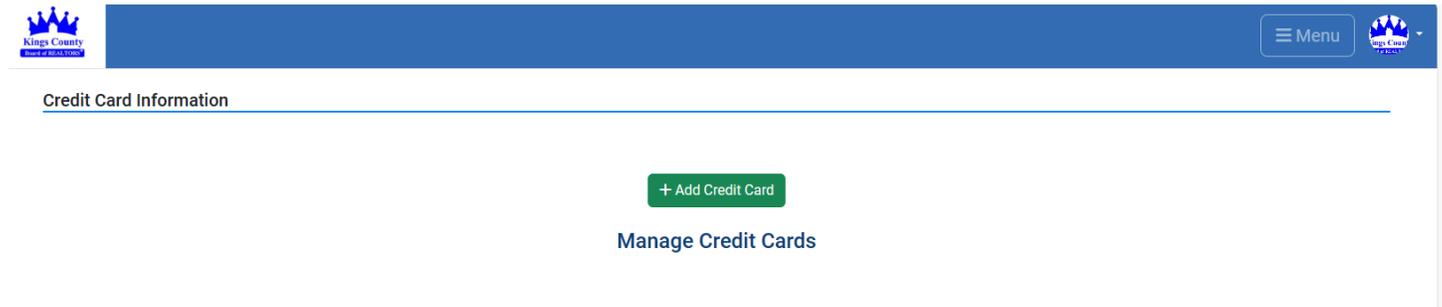


Select **Member Services** on the Right side of the Screen.

Select: **Manage Credit Cards**

# ADDING CREDIT CARD INFORMATION

Select: **Add Credit Card**



## **PLEASE NOTE:**

**It is your responsibility to ensure your credit card information is up to date in the PAYMENT Portal system.**

# CREDIT CARD INFORMATION

Please enter your credit card information below

Name on Credit Card

Credit Card Billing Address

Credit Card Type

Credit Card Number



Menu



## Credit Card Information

Please enter your credit card information below.

Card Information					Autopayment Choices	
<b>Name on Credit Card</b> <input type="text"/>				Checking one or more items below will enable auto payment.		
Full name as displayed on card				<input checked="" type="checkbox"/> Allow association to use this credit card for automated dues payments		
<b>Address</b> <input type="text"/>			<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>			
880 N Irwin St			<input type="checkbox"/> MLS Dues			
<b>City</b> <input type="text"/>			<input type="checkbox"/> SentiKey Annual FEE			
Hanford			<b>Keep On File</b>			
<b>Credit Card Type</b> <input type="text"/>		<b>Credit Card Number</b> <input type="text"/>		<input type="text" value="Yes"/>		
Choose...		<b>Card Security ID</b> <input type="text"/>				
		CA				
		<b>Zip/Postal Code</b> <input type="text"/>				
		93230				
		<b>Expiration Month</b> <input type="text"/>				
		Choose...				
		<b>Expiration Year</b> <input type="text"/>				
		Choose...				

# AUTOPAYMENT CHOICES

**Disclaimer:**

**Allow association to use this credit card for automated dues payment.**

**Checking one or more items below will enable auto payment.**

**Choices:**

**Select All**

**Deselect All**

**MLS Dues**

**SentriKey Annual Fee**

**Keep on File**

**Select:**

**Yes**

**No**

**MLS Dues are billed on a Semi-Annual Basis.**

- **Billed September (9/01/25) and AutoPay will run to process the Payment after 1<sup>st</sup> of October.**
- **Billed March (3/01/26) and AutoPay will run to process the Payment after 1<sup>st</sup> of April.**

**Select: **Submit****

### Autopayment Choices

Checking one or more items below will enable auto payment.

*Allow association to use this credit card for automated dues payments*

**Select All** **Deselect All**

**MLS Dues**

**SentriKey Annual FEE**

**Keep On File**

Yes

## **IMPORTANT NOTICE:**

If you set your account to automatically charge your credit card through the AutoPay Option:

- 2 attempts will be made to charge the credit card on file.

We will process the MLS Semi-Annual Dues payments on or after the 1<sup>st</sup> of April and on or after the 1<sup>st</sup> of October when they are due.

If the 1<sup>st</sup> attempt is unsuccessful, another attempt will be made on the 10<sup>th</sup> of April and October.

A 10% late fee assessment will be assessed to your invoice on April 2<sup>nd</sup> and October 2<sup>nd</sup>.

If payment is not received by April 15<sup>th</sup> and October 15<sup>th</sup>, the account will be suspended and a \$125 Reactivation Fee will be assessed.

We will process the Annual SentiKey Access Dues payment for our MLS Only members after July 1<sup>st</sup>.

If the 1<sup>st</sup> attempt is unsuccessful, another attempt will be made on the 10<sup>th</sup> of July.

A 10% late fee assessment will be assessed to your invoice on July 2<sup>nd</sup>. If payment is not received by July 15<sup>th</sup> the account will be suspended and a \$125 Reactivation Fee will be assessed.

{If these dates fall on a weekend or Holiday, the dues payments will be processed the next business day.}

## **PLEASE NOTE:**

**If you have any questions, please don't hesitate to contact our office at 559-582-2591. Our office hours are Monday – Friday from 8-5pm. Our office is closed on weekends and holidays.**