

# Managing Office Payments (Admin Account)

Admin users with the appropriate permissions can manage and update office payment information directly in MyStateMLS.

This feature allows administrative staff to securely access billing details, review payment activity, and consult payment history, including generating invoices from the Payment History page.

## Accessing Office Payment Settings

To manage office payments:

- Click the **ADMIN** menu at the top of the navigation bar
- Select **Manage Offices**
- From the **Actions** menu, click **View Office**
- Scroll down to the **Payment Info** section

## Updating Payment Information

Scroll down in the Office View page, to the Payment Info section:

- Click **Update Card Info** within the Payment Info section
- Enter the new payment details
- Click **Save** to update the office billing method

ID	Name	Address	City	State	Zip	Menu
1020	Simon Gray Realty, LTD Corporate Office	69 State Street	Albany	NY	12207	Actions
17073	Simon Gray Realty, FL Branch Office	719 Northlake Blvd	North Palm Beach	FL	33408	

REFERRAL ID: Dawn Pfaff (51414)  
SYSTEM ID: SGRY  
LISTING COOPERATION VISIBILITY: Company Private  
@ ALLOW LISTING LEVEL COOPERATION VISIBILITY?: No  
PUBLIC LEADS?: No  
PUBLIC LEAD EMAIL: No Public Lead Email  
PUBLIC LEAD EMAIL CC AGENT: No  
MEMBER LEADS?: No  
MEMBER LEAD EMAIL: No Member Lead Email  
MEMBER LEAD EMAIL CC AGENT: No  
REPORT PROBLEMS EMAIL: No Report Problem Email  
COMPANY WEBSITE NAME: simongrayrealty.com  
WEBSITE LISTING URL: No Website Listing URL  
STANDARD OPERATING PROCEDURE: No Standard Operating Procedure doc url  
RESERVE LISTING LABEL: No reserve listing label  
LOGO: [Upload Office Logo]

Hash ID: SIMONGRAYREALTYLTD155SUMMERSSETRDSTUVVESANT12173  
The office hash ID is generated from states where we have the ability to lookup an agent's license automatically. This ID string is what we use to match an agent to an office.  
[Refresh Hash ID]

Payment Info  
No Current Office Payment Information.  
NEXT RENEWAL:  
Update Card Info  
Payment History

Company Offices  
Show: 5 entries  
Search: [ ]