



Greater Albuquerque
Association of REALTORS®
1635 University Blvd. NE
Albuquerque, NM 87102

How to make the switch to e-Billing.

1. Go to <https://ims.gaar.com> and login with your Rapattoni credentials. (You can also click on “Manage Account” on the top bar of gaar.com).

Member Services

For members only: Please enter your login information

Logon ID

Password

Use your Rapattoni login information (without "abc") for this site. Need help? Call 842-1433

[Forgot your password!](#)

Powered by
Rapattoni WebSite

Greater Albuquerque Association of REALTORS
E-mail: support@gaar.com

2. Click on “View/Update Personal Information”

Personal Services

- » [Pay My Bill](#)
- » [View/Update Personal Information](#)

Education/Events

- » [Education Calendar](#)
- » [My Education History](#)
- » [Upcoming Events](#)
- » [My Event History](#)

505-842-1433
PHONE

505-842-0448
FAX

gaar.com
WEB

3. Scroll down to the “Preferences” section.

Personal Fax

Contact Phone 505 842-1433 [Select Contact Phone](#) [Additional Phone Info](#)

(Your Contact Phone Number will appear on various rosters and displays)

Preferences

Preferred Billing Method **E mail** ▼

Preferred Address Office ▼

Preferred Fax Office ▼

Mail Publications to Office Mail ▼

Include my phone on rosters Yes ▼

Include my address on rosters No ▼

Include on E-mail mailing list Yes ▼

Field of Business

Primary Field of Business [Add a new code](#)

Secondary Field of Business 1 [Add a new code](#)

Secondary Field of Business 2 [Add a new code](#)

Secondary Field of Business 3 [Add a new code](#)

Languages Comment Status Date Amount

[Add Item](#)

[Members/Offices](#) | [Main Menu](#) | [Log Off](#) | [Home](#)

4. Under “Preferred Billing Method” make sure “Email” is selected in the drop down.

Preferences

Preferred Billing Method

E mail ▼

Include my phone on rosters

Yes ▼

5. Click “Submit” at the bottom of the page to save your changes.

Languages Comment Status Date Amount

[Add Item](#)

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If you need any assistance, please contact support@gaar.com