

E-Payment Instructions

1. Open your internet browser and type in www.njar.com/coepayment.php
2. Log in using your 9-digit NRDS number.
3. If a security warning pops up, please click no
4. Fill in the form with you 9-digit NRDS number
5. Select your primary local board/association from the dropdown menu
6. Select the award level for which you are applying
7. Choose the type of award you wish to receive
8. If you are applying for the NJAR® Distinguished Sales Club, either in addition to the NJAR® Circle of Excellence Sales Award® or as a stand alone award, check off the box marked Distinguished Sales Club
9. Type your name exactly as it should appear on the award (including punctuation)
10. Select a payment method: Either credit card or electronic check.
11. Complete the payment information, including your billing address and contact e-mail address
12. Click Submit
13. After filling in all the fields you will be prompted to verify that the information is correct
14. After you verify and agree that the information you are submitting is correct your payment will be processed and a receipt will appear.
15. Please print TWO copies of your receipt. One **MUST** be attached to your application and one is for your records.