

# BAR AUTO PAY POLICY

Members are required to have a card on file for all charges & fees.

## REMINDER, BAR Auto Pay Policy Is In Effect

*Auto pay runs on Jan 15th. Late fee is applied at noon on Jan 31st.*

### Benefits

1. Convenient processing of fees & charges
2. No missed payments
3. Avoid REALTOR® membership disruption
4. Don't lose your REALTOR® status, benefits, and MLS discount.
5. Time saver, no need to log in to make payments
6. Secure system with verified information

### Setup Via the Portal (Access Options)

1. Direct Login Page - TheBarPortal.com
2. MLS Home Page - After login, greaterALmls.com
3. BAR Website - BirminghamRealtors.com

### Payment Profile Setup in the Portal

1. Login
2. Opens to Home Screen
3. Click "Update Your Member Profile"
4. Click "Payment Information" to add credit card
5. Type over any existing information and click "Save"
6. Complete each section as needed

Click or drop an image here to update your photo.

**Stephanie A Marthens**  
(Stephanie)  
Staff Member  
Birmingham Association of REALTORS  
NRDS ID: 187553515  
COE Cycle End Date: 1/1/2019  
COE Complete: No

Update Your Member Profile

Contact Information

Sections

- Main
- Home Address
- Mailing Address
- Personal Information
- Communication Preferences
- Payment Information
- Portal Account

First Name  
Stephanie

Primary Email  
Stephanie@birminghamrealtors.com

Preferred Phone (optional)  
Direct Dial Phone

Home Phone  
123-123-1234

My Profile

- > Main
- > Home Address
- > Mailing Address
- > Personal Information
- > Communication Preferences
- > Payment Information
- > Portal Account

Card Type  
[Dropdown]

Card Number  
[Text Field]

Expiration Date (MM/YYYY)  
[Dropdown] [Dropdown]

☒ Save this card to my profile

Security Code (CVV/CVV2)  
[Text Field]

First Name  
[Text Field]

Last Name  
[Text Field]

[TheBarPortal.com](http://TheBarPortal.com)

BAR HELP

[membership@birminghamrealtors.com](mailto:membership@birminghamrealtors.com)

**BAR** BIRMINGHAM  
ASSOCIATION  
OF REALTORS®