

# 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

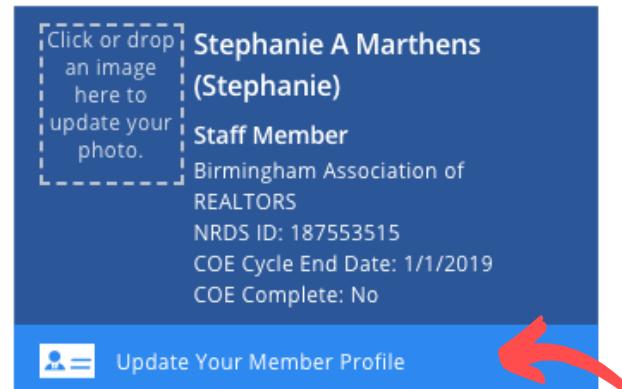
1. Convenient processing of fees & charges
2. No missed payments
3. Avoid REALTOR® membership disruption
4. Don't lose your REALTOR® status, benefits, and MLS discount.
5. Time saver, no need to log in to make payments
6. Secure system with verified information

### 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



Contact Information

Sections	<input type="text" value="Stephanie"/>
> Main	<input type="text" value="Stephanie@birminghamrealtors.com"/>
> Home Address	<input type="text" value="Direct Dial Phone"/>
> Mailing Address	<input type="text" value="123-123-1234"/>
> Personal Information	
> Communication Preferences	
> Payment Information	
> Portal Account	

My Profile

Card Type

Card Number

Expiration Date (MM/YYYY)

Save this card to my profile

Security Code (CVV/CVV2)

First Name

Last Name

**TheBarPortal.com**

**BAR HELP**

membership@birminghamrealtors.com

**BAR** BIRMINGHAM  
ASSOCIATION  
OF REALTORS®