

# PORTAL HELP

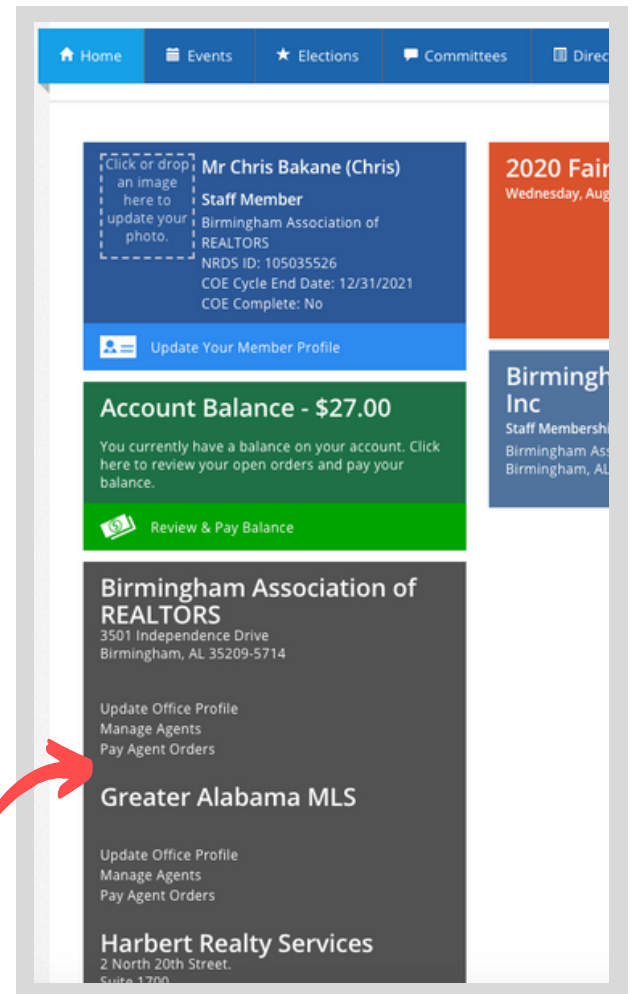
## What can I do in the portal?

### All Member Business Functions

1. Update Personal Information
2. Place a Credit Card on File
3. Elections and Board Nominations
4. Register for Continuing Education (CE) or Code of Ethics (CoE)
5. Register for Events, Webinars, Luncheons, or Meetings
6. Committees – Volunteer/Nominate
7. Contributions – RPAC Investments
8. Orders - Paid and Unpaid

### Additional Broker & Office Manager Functions (See gray box.)

1. Member Roster/Broker Management
2. Pay Agent Orders
3. Review and Print Orders - Paid and Unpaid



**TheBarPortal.com**

**HELP**

Membership@BirminghamRealtors.com



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## Getting Into the Portal

### Portal Access Options

1. Direct Login Page - TheBarPortal.com
2. MLS Home Page - after login (GreaterALmls.com)

### Navigating the Portal

1. Login
2. Opens to Home Screen
3. Click "Update Your Member Profile"
4. Complete Each Section as Needed

### Sections Available

Main, Addresses, Personal Information, Communication Preferences, AutoPay Opt-In Form, Payment Information, Portal Account

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
- > AutoPay Opt-In Form
- > Payment Information
- > Portal Account

**First Name**  
Stephanie

**Primary Email**  
stephanie@birminghamrealto

**Preferred Phone [optional]**  
Office Phone

Home Phone

**TheBarPortal.com**

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