

MLS AUTO PAY POLICY

New MLS Policy Is In Effect

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

Benefits

1. Convenient processing of fees & charges
2. No missed payments
3. Avoid MLS service disruption
4. Time saver, no need to log in to make payments
5. 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

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](#)

A red arrow points to the 'Update Your Member Profile' button.

Contact Information

Sections	First Name
> Main > Home Address > Mailing Address > Personal Information > Communication Preferences > AutoPay Opt-In Form > Payment Information > Portal Account	Stephanie
	Primary Email stephanie@birminghamrealto...
	Preferred Phone [optional] Office Phone
	Home Phone

A red arrow points to the 'Payment Information' section in the 'Sections' list.

My Profile

- > Main
- > Home Address
- > Mailing Address
- > Personal Information
- > Communication Preferences
- > AutoPay Opt-In Form
- > Payment Information**
- > Portal Account

Card Type

Card Number

Expiration Date (MM/YYYY)

Save this card to my profile

Security Code (CVV/CVV2)

First Name

Last Name

TheBarPortal.com

MLS HELP

support@greateralmls.com

