

PORTAL HELP

Member Profile - How To Update

Portal Access Options

1. Direct Login Page - TheBARPortal.com
2. MLS Website, after login (galmls.paragonrels.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

PORTAL HELP

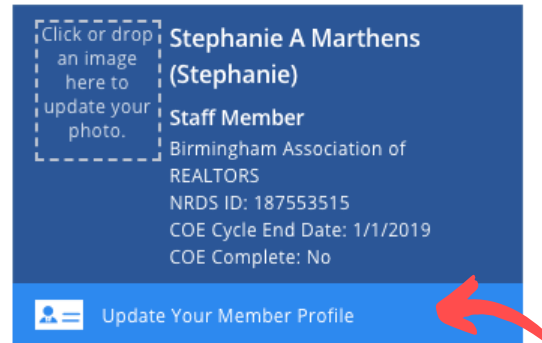
AutoPay – How to Setup

Portal Access Options

1. Direct Login Page - TheBARPortal.com
2. MLS Website, after login (galmls.paragonrels.com)

Navigating the Portal

1. Login
2. Opens to Home Screen
3. Click "Update Your Member Profile"
4. Click "AutoPay Opt-In Form" under Sections
5. Select "Yes" for BAR and/or MLS and "Save"
6. Click "Payment Information" to update credit card profile on portal, if needed
7. Type over any existing information and click save, if needed



Sections	Payment Preferences	
<ul style="list-style-type: none">> Main> Home Address> Mailing Address> Personal Information> Communication Preferences> AutoPay Opt-In Form> Payment Information> Portal Account	AutoPay Opt-In [BAR] [optional] <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="button" value="Save"/>	AutoPay Opt-In [MLS] [optional] <input type="radio"/> Yes <input checked="" type="radio"/> No

My Profile	Card Type	Security Code (CV/CV2)
<ul style="list-style-type: none">> Main> Home Address> Mailing Address> Personal Information> Communication Preferences> AutoPay Opt-In Form> Payment Information> Portal Account	<input type="text"/> Card Number <input type="text"/> Expiration Date (MM/YYYY) <input type="text"/> <input type="text"/> <input checked="" type="checkbox"/> Save this card to my profile	<input type="text"/> First Name <input type="text"/> Last Name <input type="text"/>

PORTAL HELP

Payment Information – How to Setup

Portal Access Options

1. Direct Login Page - TheBARPortal.com
2. MLS Website, after login (galmls.paragonrels.com)

Navigating the Portal

1. Login
2. Opens to Home Screen
3. Click "Update Your Member Profile"
4. Click "Payment Information" to update credit card profile on portal
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.

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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@birminghamrealtor.com

Preferred Phone [optional]
Office Phone

Home Phone

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/CV2)

First Name

Last Name

HELP

Membership@BirminghamRealtors.com

