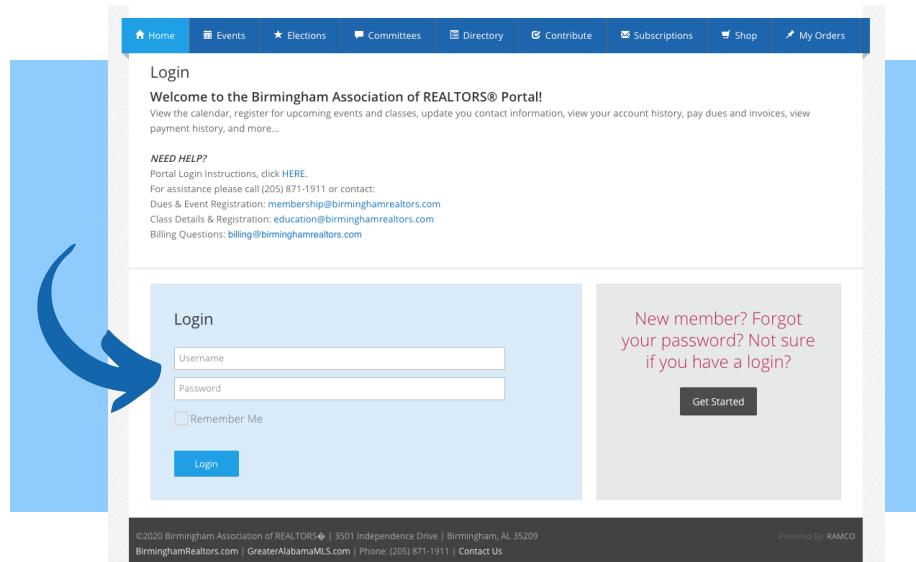


# PORTAL HELP

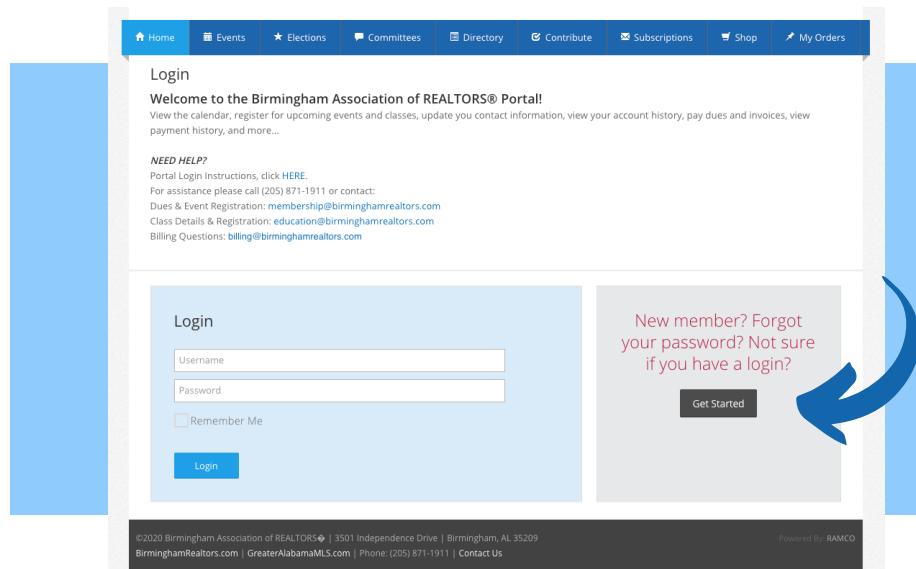
## Login to the Portal

1. Enter your username and password
2. Click "LOGIN"



## Need Login Credentials?

1. Click "Get Started"
2. Fill out needed fields
3. Click "Continue"
4. Check your email for a reset link
5. Follow reset instructions



**TheBarPortal.com**

**HELP**

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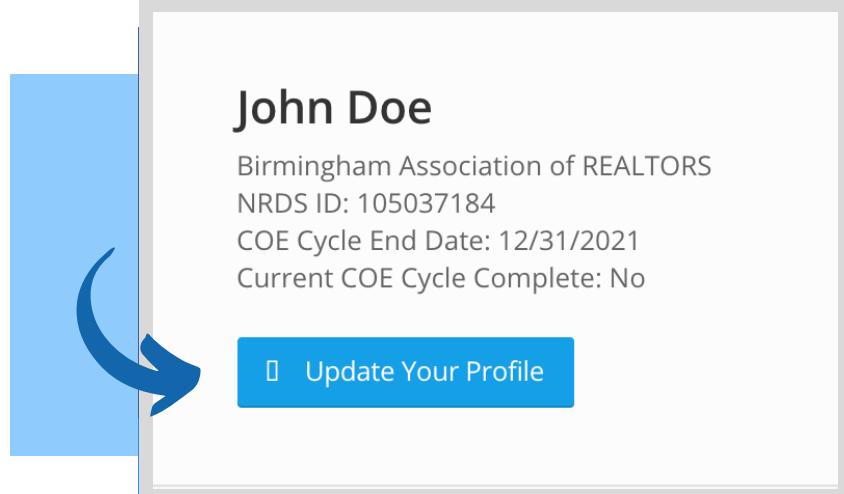
**BAR** BIRMINGHAM  
ASSOCIATION  
OF REALTORS®

**GREATER  
ALABAMA  
MLS**  
SEARCH REAL ESTATE LIKE A PRO®

# PORTAL HELP

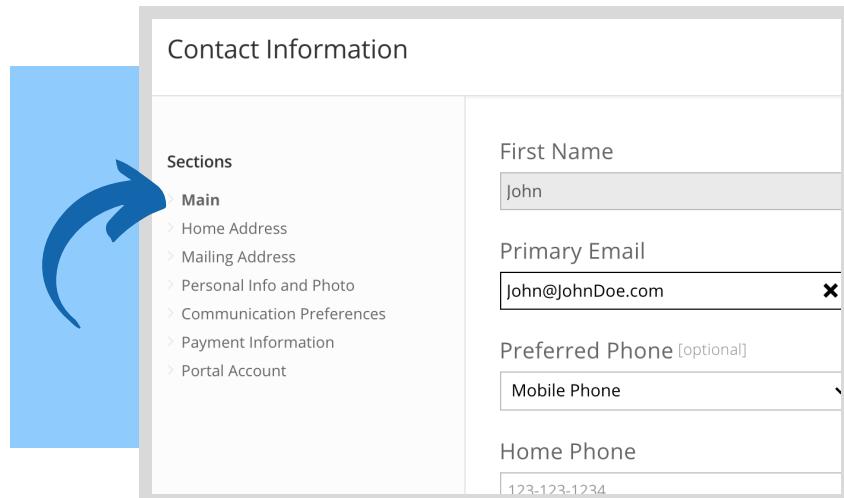
## Updating Your Profile

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



## Sections Available

1. Main
2. Addresses
3. Personal Information
4. Communication Preferences
5. Payment Information
6. Portal Account



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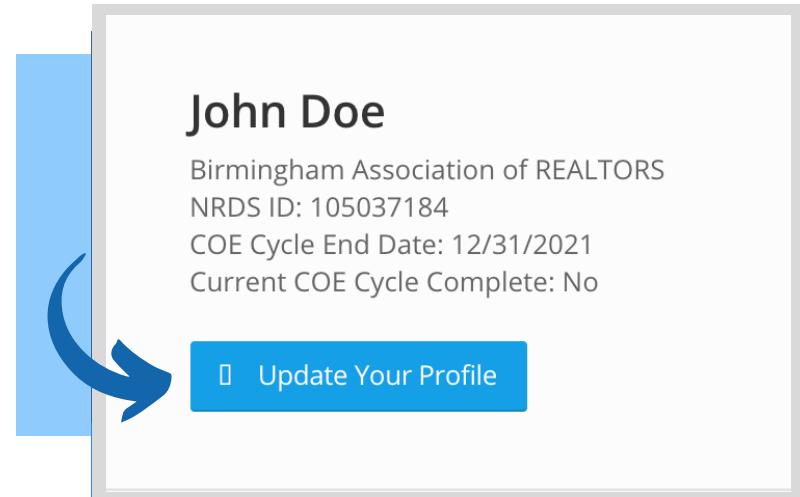
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# PORTAL HELP

## PAYMENT INFORMATION - HOW TO SETUP

### Portal Access Options

1. Direct Login Page - TheBARPortal.com
2. MLS Home Page - after login at GreaterALmls.com
3. BirminghamRealtors.com



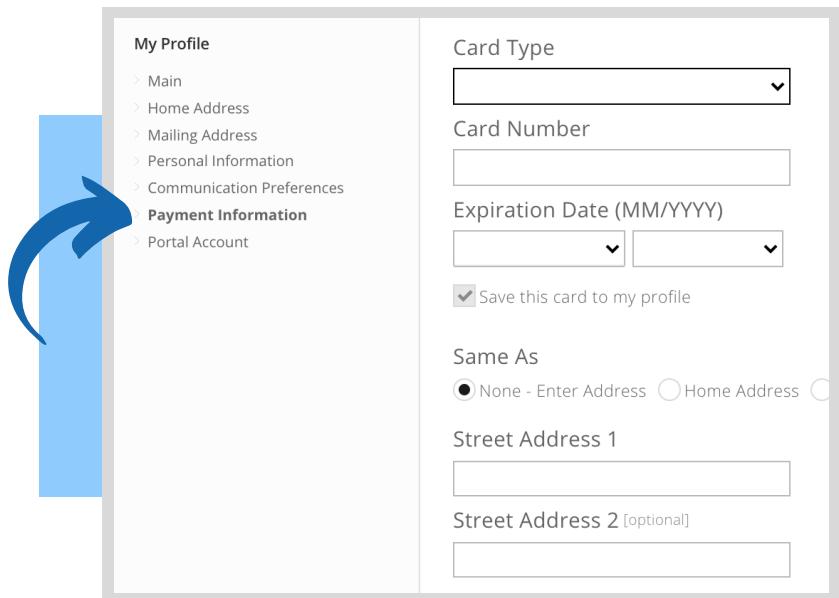
John Doe

Birmingham Association of REALTORS  
NRDS ID: 105037184  
COE Cycle End Date: 12/31/2021  
Current COE Cycle Complete: No

Update Your Profile

### 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, if needed
5. Type over any existing information and click "Update Profile", if needed



My Profile

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

Card Type:

Card Number:

Expiration Date (MM/YYYY):

Save this card to my profile

Same As

None - Enter Address  Home Address

Street Address 1:

Street Address 2 [optional]:

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# 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. Review 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

**BROKERS &  
MANAGERS  
ONLY**

John Doe  
Birmingham Association of REALTORS  
NRDS ID: 105037184  
COE Cycle End Date: 12/31/2021  
Current COE Cycle Complete: No

Update Your Profile

Account Balance - \$64.00  
You have an outstanding balance.  
Please pay your balance.

ABC Realty  
123 MAIN STREET  
ANYTOWN, AL 35242

Update Office Profile  
Manage Agents  
Pay Agent Orders

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