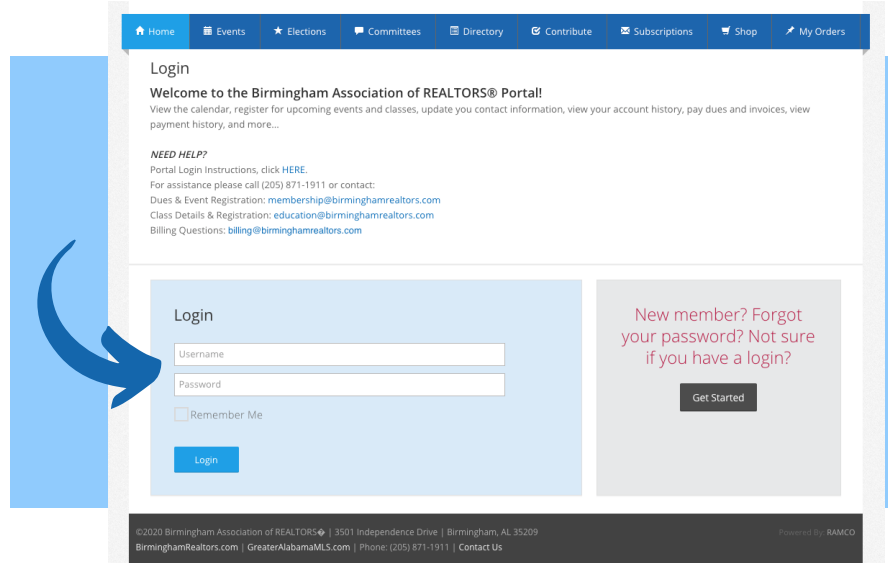


# PORTALHELP

## Login to the Portal

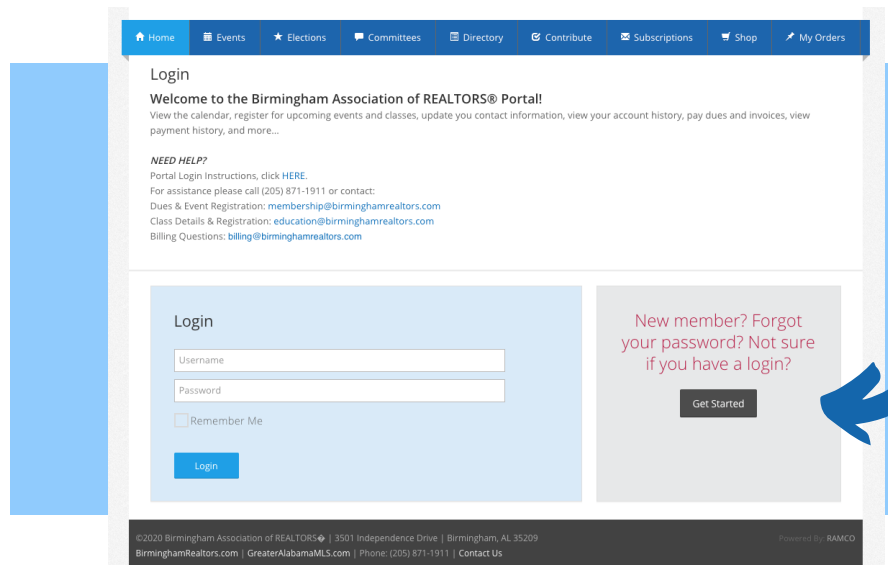
1. Enter your username and password
2. Click "LOGIN"



The screenshot shows the login page of the Birmingham Association of REALTORS® Portal. At the top, there is a navigation bar with links for Home, Events, Elections, Committees, Directory, Contribute, Subscriptions, Shop, and My Orders. Below the navigation bar, the page title is "Login" and the subtitle is "Welcome to the Birmingham Association of REALTORS® Portal!". The main content area includes a "NEED HELP?" section with links for Portal Login Instructions, contact information for assistance, and contact details for Dues & Event Registration, Class Details & Registration, and Billing Questions. Below this is a "Login" form with fields for Username and Password, a "Remember Me" checkbox, and a "Login" button. To the right of the form is a "Get Started" button with the text "New member? Forgot your password? Not sure if you have a login?". A blue arrow points from the "Login" button in the form to the "Get Started" button.

## 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



The screenshot shows the login page of the Birmingham Association of REALTORS® Portal. At the top, there is a navigation bar with links for Home, Events, Elections, Committees, Directory, Contribute, Subscriptions, Shop, and My Orders. Below the navigation bar, the page title is "Login" and the subtitle is "Welcome to the Birmingham Association of REALTORS® Portal!". The main content area includes a "NEED HELP?" section with links for Portal Login Instructions, contact information for assistance, and contact details for Dues & Event Registration, Class Details & Registration, and Billing Questions. Below this is a "Login" form with fields for Username and Password, a "Remember Me" checkbox, and a "Login" button. To the right of the form is a "Get Started" button with the text "New member? Forgot your password? Not sure if you have a login?". A blue arrow points from the "Get Started" button to the "Login" button in the form.

**TheBarPortal.com**

HELP

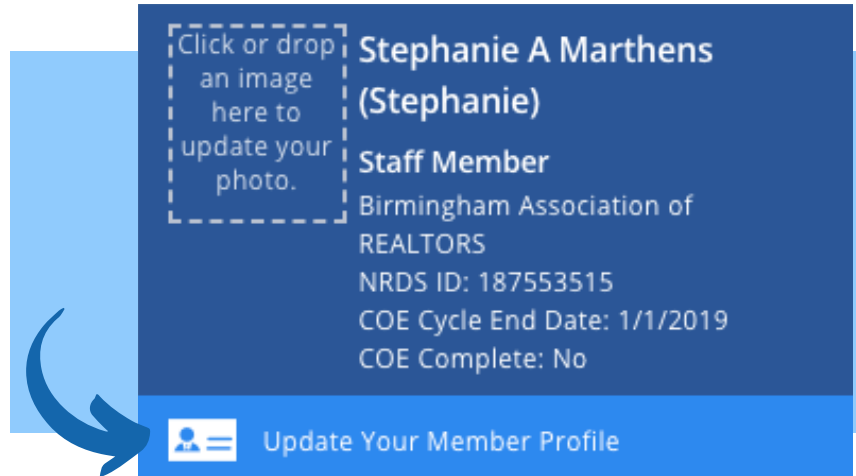
Membership@BirminghamRealtors.com



# PORTAL HELP

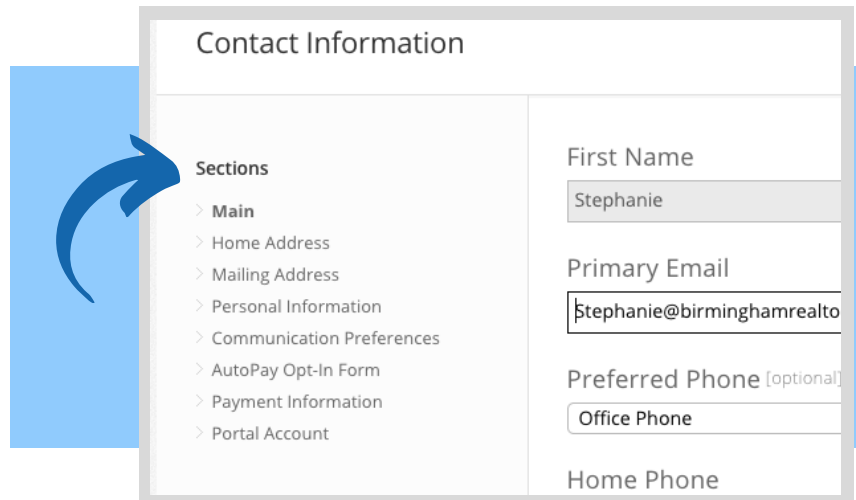
## Updating Your Profile

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. AutoPay Opt-In Form
6. Payment Information
7. Portal Account



[TheBarPortal.com](http://TheBarPortal.com)

HELP

[Membership@BirminghamRealtors.com](mailto:Membership@BirminghamRealtors.com)



# 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

The screenshot shows the top navigation bar with tabs for Home, Events, Elections, and Committees. Below this, a member profile card for Mr. Chris Bakane (Chris) is displayed, including his title as Staff Member, affiliation with the Birmingham Association of REALTORS, NRDS ID, and COE cycle information. A button labeled 'Update Your Member Profile' is visible. Below the profile card, a green box shows the 'Account Balance - \$27.00' with a link to review and pay the balance. At the bottom, a gray box lists functions for 'BROKERS & MANAGERS', such as 'Update Office Profile', 'Manage Agents', and 'Pay Agent Orders', along with office addresses for the Birmingham Association of REALTORS and Harbert Realty Services.

**ALL MEMBERS**

**BROKERS & MANAGERS**

[TheBarPortal.com](http://TheBarPortal.com)

HELP

[Membership@BirminghamRealtors.com](mailto:Membership@BirminghamRealtors.com)

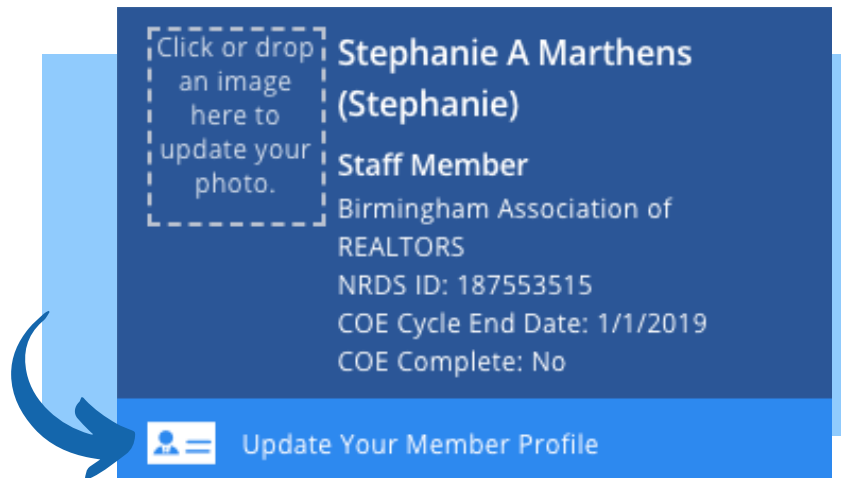


# PORTAL HELP

## PAYMENT INFORMATION - HOW TO SETUP

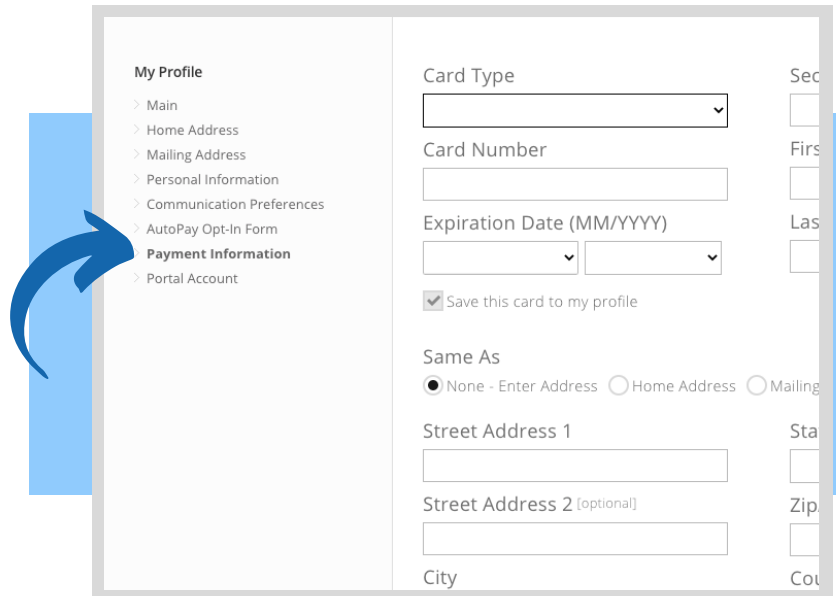
### Portal Access Options

1. Direct Login Page - TheBARPortal.com
2. MLS Home Page - after login (GreaterALmls.com)
3. BirminghamRealtors.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, if needed
5. Type over any existing information and click "Update Profile", if needed



**TheBarPortal.com**

HELP

Membership@BirminghamRealtors.com

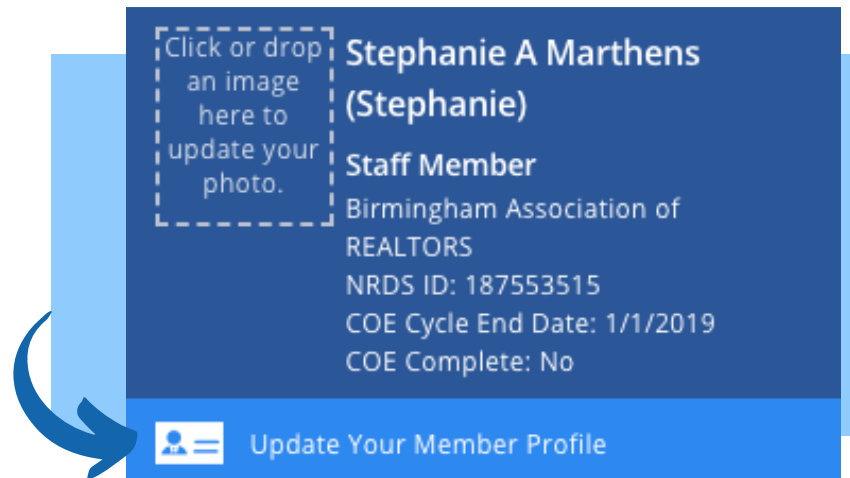


# PORTAL HELP

## AUTO PAYMENT – HOW TO SETUP

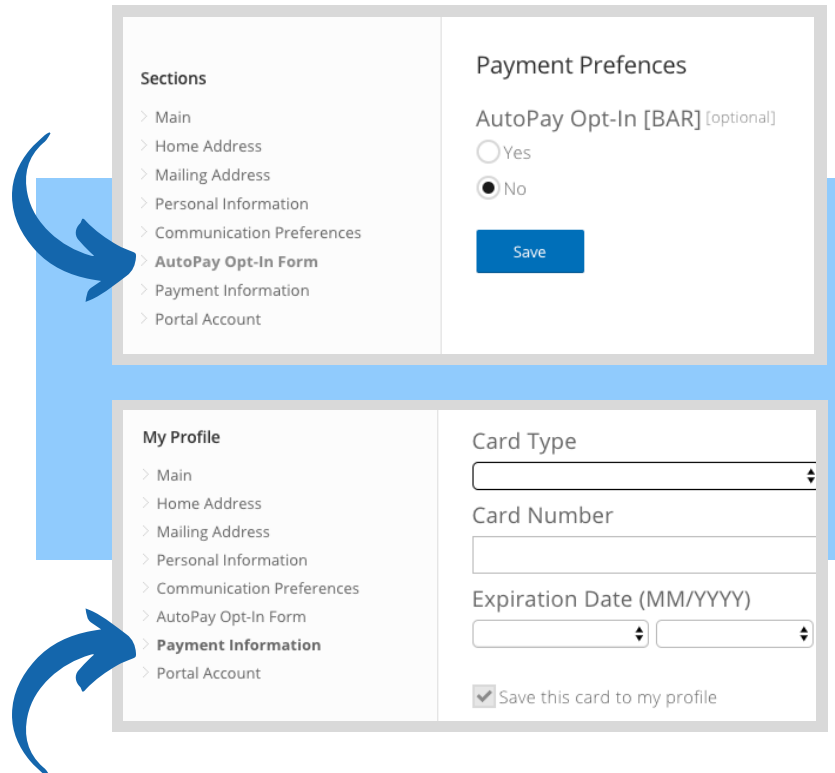
### Portal Access Options

1. Direct Login Page - TheBARPortal.com
2. MLS Home Page - after login (GreaterALmls.com)
3. BirminghamRealtors.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" and "Save"
6. Click "Payment Information" to update credit card profile on portal, if needed
7. Type over any existing information and click "Update Profile", if needed



**TheBarPortal.com**

**HELP**

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