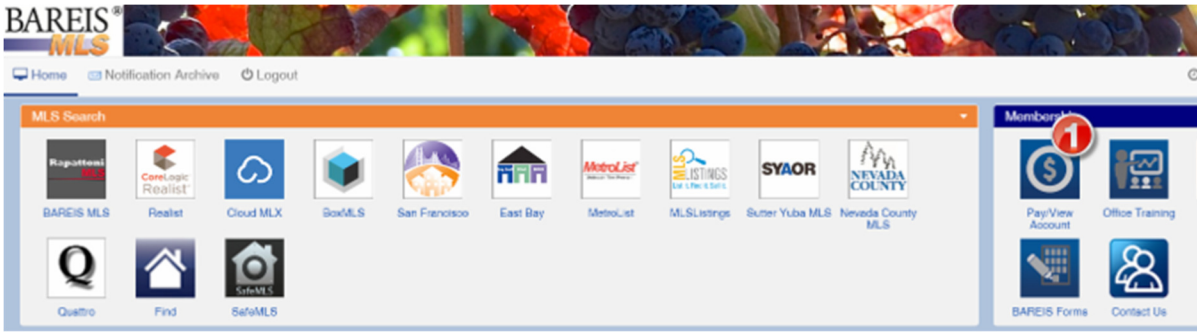
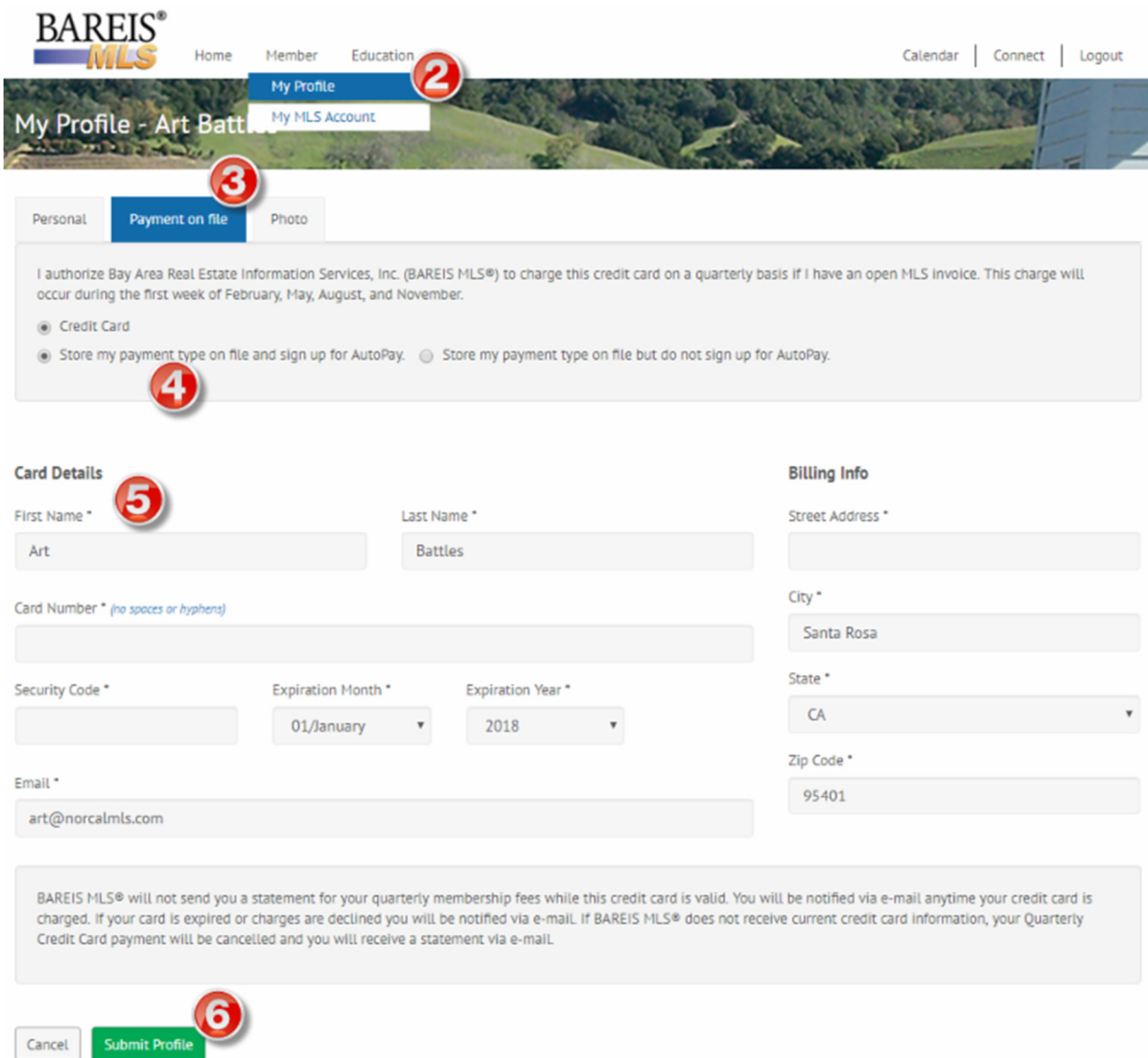


Steps to Enroll in Auto-Pay

1. Click on *Pay/View Account* on your BAREIS Dashboard to open your Member Portal.



2. In the Member Portal, hover your mouse over *Member* at the top, then click *My Profile*.
3. Click the *Payment on File* tab.
4. The default selection is to “*Store my payment type on file and sign up for Auto-Pay.*”
5. Add your debit/credit card details and billing address. **Note: It is very important that the billing address associated with the card is correct. Incorrect address/zip codes will cause your payment to decline.**
6. Click the *Submit Profile* button at the bottom.



Steps to Update Auto-Pay

Follow Steps 1-4 above

5. Click *Edit* to Update your information or *Delete payment type on file* to discontinue Auto-Pay.

Card Number Ending with

3159

City

Santa Rosa

Expiration Month

01

Expiration Year

21

State

CA

Customer Profile ID

1594619448

Customer Payment ID

1604423417

Customer AutoPay Type

Signed up for AutoPay

Zip Code

95401

Email

kris@norcalmls.com

5

Edit

Delete payment type on file

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6. Update your debit/credit card details and billing address. **Note: It is very important that the billing address associated with the card is correct. Incorrect address/zip codes will cause your payment to decline.**

7. Click the *Submit Profile* button at the bottom

Card Number * (no spaces or hyphens)

City *

Santa Rosa

Security Code *

Expiration Month *

01/January



Expiration Year

2019



6

State *

CA

Email *

kris@norcalmls.com

Zip Code *

95401

BAREIS MLS® will not send you a statement for your quarterly membership fees while this credit card is valid. You will be notified via e-mail anytime your credit card is charged. If your card is expired or charges are declined you will be notified via e-mail. If BAREIS MLS® does not receive current credit card information, your Quarterly Credit Card payment will be cancelled and you will receive a statement via e-mail.

Cancel

Submit Profile

7

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