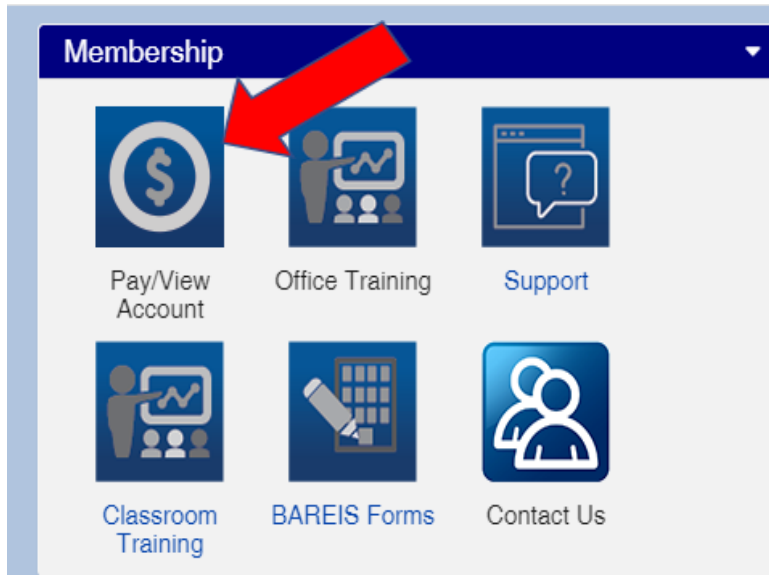


## Instructions for Setting-Up Auto Pay

1. Log in to the BAREIS Dashboard at [www.bareis.com](http://www.bareis.com) with your agent ID and password.
2. Click on **“Pay/View Account”** to open your Member Portal.



3. In the Member Portal, hover your mouse over **“Member”** at the top of the payment portal screen, then select **“My Profile”**.
4. From the Profile screen, select the **“Payment on File”** tab.

Personal **Payment on file** Photo

I authorize Bay Area Real Estate Information Services, Inc. (BAREIS MLS®) to charge this credit card on a quarterly basis if I have an open MLS invoice. This charge will occur during the first week of February, May, August, and November.

Credit Card

Store my payment type on file and sign up for AutoPay.  Store my payment type on file but do not sign up for AutoPay.

5. The default selection is **“Store my payment type on file and sign up for AutoPay”**. Enter your payment information and billing address.
6. Select **“Submit Profile”** at the bottom of the screen.
7. A message will display confirming your payment information has been saved.