

BAREIS Billing Procedures

BAREIS MLS® service fees are billed quarterly. Statement notices are emailed out and due on the following approximate dates:

1 st Quarter	Emailed November 10 th	Due December 10 th	2 nd Quarter	Emailed February 10 th	Due March 10 th
3 rd Quarter	Emailed May 10 th	Due June 10 th	4 th Quarter	Emailed August 10 th	Due September 10 th

Paper Statements are available by written request and incur an additional fee of \$5.00 per quarter.

Payments can be made online, in person at a BAREIS service center, mailed, emailed, or by autopay.

Online: You can make your Credit Card payment online 2 ways:

1. By going to www.bareis.com, click on the Member Resources drop-down menu, click on View or Pay Statement, log in with your MLS ID and Password (*Only Active and Suspended members will be able to pay this way*); or
2. By logging in to the BAREIS MLS® Dashboard and clicking on Pay/View Account Icon, *click on the Pay Now Button (Only Active and suspended members will be able to pay this way)*

By Mail: You can mail your check or completed Credit Card Authorization Form payment to the following address:

BAREIS MLS®
PO Box 3367
Santa Rosa, CA 95402

By Email: You can scan in your completed Credit Card form and email to accounting@norcalmls.com

In Person: You can make a payment in person at a BAREIS service center. BAREIS service center locations and hours are found on the [Service Center page of BAREIS.com](#).

Credit Card Forms: [Click here](#) for BAREIS Credit Card Authorization Form or visit the [Forms page of www.bareis.com](#)

Auto-Pay: Automatic credit card payments are processed prior to the 6th of February, May, August and November. You can set up automatic payments to be billed directly to your Credit Card by following these steps:

For BAREIS MLS Members

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 AutoPay.*"
5. Complete your credit card details and billing address.
6. Click the *Submit Profile* button at the bottom.

For Co-Op Key Only Members

1. Go to www.bareis.com.
2. Click on the Member Resources drop-down menu.
3. Click on View or Pay Statement.
4. Log in with your MLS ID and Password.
5. In the Member Portal, hover your mouse over *Member* at the top, then click *My Profile*.
6. Click the *Payment on File* tab.
7. The default selection is to "*Store my payment type on file and sign up for AutoPay*"
8. Complete your credit card details and billing address.
9. Click the *Submit Profile* button at the bottom.

By Phone: Active members may call 707-575-8000 to pay current invoices over the phone.

Frequently Asked Questions:

I am doing my taxes. How can I get a printout of the service fees I have paid?

By logging in to the BAREIS MLS® Dashboard and clicking on Pay/View Account Icon, click on the Pay Now Button, Click on the History Tab, click on the Select Year drop-down menu, Click on the appropriate year. You will then be able to see all invoices and payments made for that year.

Why do I pay my BAREIS bill before the quarter starts?

Service fees are billed quarterly, and invoices are sent a month in advance of the due date. The rate that BAREIS is charged by the vendors of the MLS database system is based on the number of members with access. In order to determine what BAREIS is charged, an accurate number of subscribers are needed prior to the beginning of the quarter.