Set Up BAREIS Auto-Pay

Automatic credit card payments are processed during the first week 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. Go to the [Member Payment Portal](#) and log in with your MLS ID and Password (or 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. The default selection is to "*Store my payment type on file and sign up for AutoPay.*"
4. Complete your credit card details and billing address.
5. Click the *Submit Profile* button at the bottom.

Edit BAREIS Auto-Pay

For BAREIS MLS Members

1. Go to the [Member Payment Portal](#) and log in with your MLS ID and Password (or 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. Click *Edit* at the bottom of the page and enter new credit card details and billing address.
5. Click the *Submit Profile* button at the bottom.