



Bay Area Real Estate Information Services, Inc.  
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**Bay Area Real Estate Information Services, Inc. (BAREIS MLS®)**  
**Accounting Admin Application – No MLS Access**  
*Please email to [membership@norcalmls.com](mailto:membership@norcalmls.com)*

Accounting Admin access will give you access to Membership Admin Portal only where you will manage MLS Service Payments for agents and brokers within the office.

(If you need access to using the MLS Service please go to [www.bareis.com](http://www.bareis.com) for the appropriate application).

*All Fields are required.*

**Accounting Admin Name:** \_\_\_\_\_

**Office Name:** \_\_\_\_\_ **Office ID:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Desired Password** \_\_\_\_\_

*Please allow 2 business days for processing. You will be e-mailed to the address above.*

*Your password must be 7 to 12 characters and must include a minimum of 5 letters or 5 numbers. Mixed Case and Numbers are accepted, but single quote, double quote, percent, and backslash are not.*

**I authorize \_\_\_\_\_ to access a portal for the purpose of managing payments for the participants and subscribers of our office.**

**CONFIDENTIALITY OF BAREIS INFORMATION:**

I further agree and understand that, should the above named person misuse or disclose BAREIS MLS® information to any non-member that I will be in violation of 5.4 of the BAREIS MLS® Rules and Regulations: *“Administrative users may not provide any BAREIS MLS® data to persons other than the Participant or Subscriber under whom the administrative user is registered.”*

**Accounting Admin Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Broker Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Broker Participant Printed Name** \_\_\_\_\_

*Staff Use Only*

Agent ID: \_\_\_\_\_ BT ID: \_\_\_\_\_  
Office ID: \_\_\_\_\_ BT BRE: \_\_\_\_\_