

How to set up a recurring payment

- 1. Go to <u>www.bpm.com</u>
- 2. Click on "Pay Bill" on the top left corner of the page.
- Click on "Setup Recurring Payment".
 You will be directed to a new page to create a login and password to manage recurring payments on your account.

There are 4 steps to the process indicated by the tabs below:

Customer Details	Payment Details	Review	\geq	Thank You

4. Enter all the details requested in the fields under "Customer Details" and click continue.

	BILL TO		
Customer Details			
Enter Your Details			
Client Number(Please locate this 7-digit number on your invoice): *			
	Client Number:	0053331	
	Invoice Number:	139542	
	Invoice Date	April 18, 2024	

5. Under "Payment Details", select the highlight option: Recurring

Customer Detaits	Payment Details		Review		Thank fou
Paym	ent Details				
Pa	yment Type: *	🔿 One Time	Recurri	ing	
Pa	yment Method: *				
	-Select-	~			
Fr	equency: *				
	-Select-	~			
 ✓	I want to fix the number of J	payments that wi	ll be processed		
N	o. of Payments: *				
Pa	ayment Amount: *				
:	ŝ				
Cor	firm Cancol				

- Payment Method: Select NEW BANK ACCOUNT.
 - A pop-up box will appear requesting that you add new bank details. Once details are added, click **SAVE CHANGES**.
- Frequency: Select weekly or monthly payments
 - If you want to limit the recurring payments to an exact number of payments, check the box next to "I want to fix the number of payments that will be processed."
 - o If you do not want to fix the number of payments, skip to payment amount.
- No. of Payments: Enter the number of payments.



- Payment Amount: Amount to be deducted from your account on a weekly or monthly basis.
- 2. Click Confirm.

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Enter the invoice number and amount and click confirm.

- 3. You would be directed to a new page to create a login and password to manage the recurring payments on the account.
 - Login email
 - Password select password as required.
- 4. Review information and submit payment.
- 5. Please remember your login and password. You will need this information to manage your recurring payments.