How to set up a recurring payment

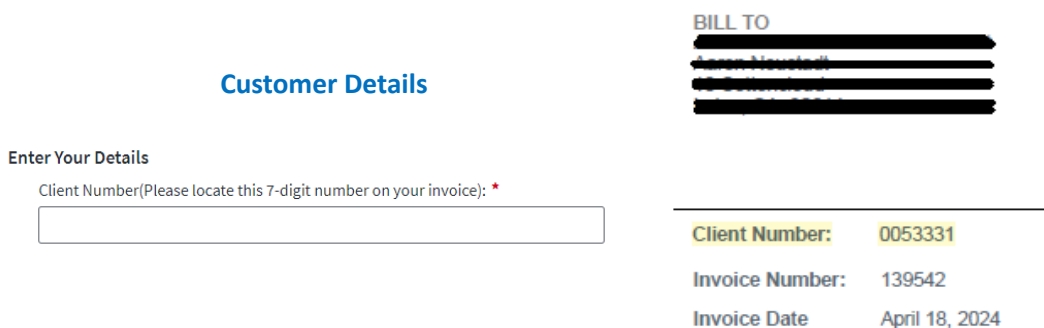1. Go to www.bpm.com
2. Click on "Pay Bill" on the top left corner of the page.
3. Click on "Setup Recurring Payment".
   You will be directed to a new page to create a login and password to manage recurring payments on your account.
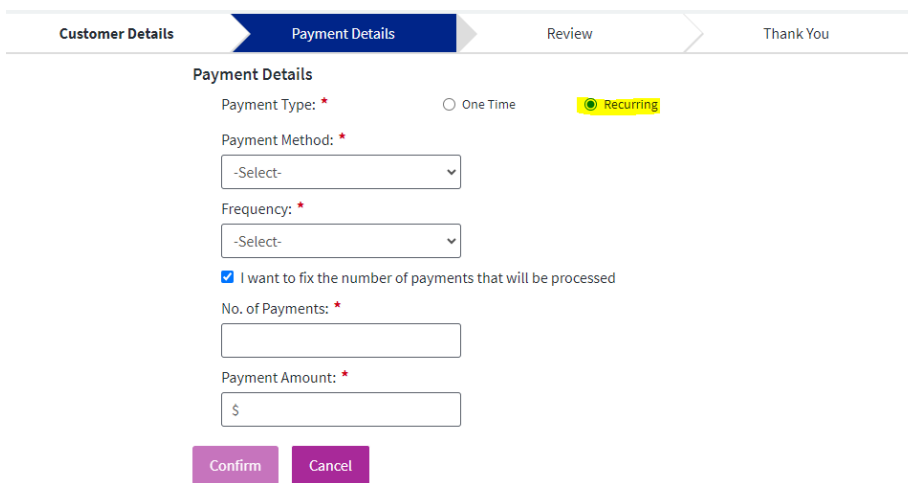
There are 4 steps to the process indicated by the tabs below:

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

5. Under "Payment Details", select the highlight option: <mark>Recurring</mark>

- **Payment Method**: Select NEW BANK ACCOUNT.
  - o 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
  - o 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.**

Enter Additional Payment Details

Invoice Number 1: *

[   ]

Invoice 1 Amount:

[$]   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.*