

Steps to Pay Your Policy with Credit Card on the BMI Portal



1

Login to portal.bmicos.com with your username or email + your password and click on **LOGIN**

2

The fastest way to pay is to click on **PAY NOW** below the main view of your policy

3

You will have 10 minutes to complete the **ONLINE PAYMENT FORM ASSISTANT**

As you complete all the fields in each section click on **NEXT**

3.2

You have **09 minutes 32 seconds** to complete this transaction. **3.1**

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3.3 Verify your data and click on **PAY NOW**

3.4 Verify that payment confirmation says **ACCEPTED**

The system will automatically send a copy of the receipt to the email registered in the policy.

If you want to send a copy to another email, you will see a space to type it and then click on **SEND RECEIPT COPY VIA EMAIL**



To finish click on **CLOSE WIZARD**