

# Steps to Register for Recurrent Payments on the BMI Portal (with Credit Card)



1

Login to [portal.bmicos.com](http://portal.bmicos.com) with your username or email + your password and click on **LOGIN**

User Name Or Email

Your Password

Remember Me

**LOGIN**

Lost Password?

2

Click on **VIEW DETAILS** in the main view of your policy

Policy Holder	XXXXXX XXXX XXXX XXXX
Main Insured	XXXXXX XXXX XXXX XXXX
Issue Date	Sep 15, 2014
Product	Meridian Preferred Plus 1000 (1150)
Bill up to	Apr 15, 2020
Annual Premium	2,671.00
Modal Premium	239.56
Policy Status	In Force

**View Details** **Schedule Payments**

Pay Now

3

Click on section **INTERNET PAYMENTS**

Agent Information

- INSUREDS
- PLANS
- ADDRESSES
- TELEPHONES
- PENDING PREMIUMS
- TRANSACTIONS
- INTERNET PAYMENTS**
- CLAIMS
- DOCUMENTS

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Click on  
**REGISTER FOR  
RECURRENT  
PAYMENTS**

INTERNET PAYMENTS

**Register for Recurrent Payments**

You will see a window with information that you should read. Then select **CREDIT CARD** and click on **NEXT**

5

Complete all the requested information and click on **CONTINUE**

### Tip:

#### "CHARGE DAY"

It refers to the specific day you want your credit card to be charged automatically.

Note that the system always selects by default the Issue Date of your policy (recommended option) but you will have the option to modify it to any of the following 15 days.

Note: this field is not available for all plans

#### "RECURRENT EFFECTIVE FROM"

It is the specific date from which you want automatic charges to be **activated** to the credit card that you are registering in the system

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Verify your data and click on **CONFIRM**

Click on **OK** in the confirmation window

You will receive a confirmation email of your registration