

Steps to Register for Recurrent Payments on the BMI Portal (with US Bank Account)



1

Login to 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	John Doe (John.Doe@bmi.com)
Main Insured	John Doe (John.Doe@bmi.com)
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
- INSURED
- 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 **BANK ACCOUNT** and click on **NEXT**

- Recurrent Payment Registration

Registration Owner Name

Important Notice

- You may register for recurring payments to allow charges to a valid credit card, or debits to a good standing saving/checking USA bank account.
- You are the owner of this registry and as such you are the only person who can make changes, cancel or transfer it.
- All notifications regarding this registration will be sent to your email.
- Some policies / contracts allow for changes of the collection day, others will be debited on the pre-assigned day.
- Make sure the account has sufficient funds on the collection day.
- When a payment is declined the system will try again every 5 days until the payment is accepted or until 5 consecutive attempts are declined.
- After the fifth declined charge, the registration will be automatically cancelled. (The frequency of payments could be modified).
- It is the responsibility of the registrant to maintain the information provided current.
- Notifications that are sent and collection attempts are offered as a courtesy, and they are not part of our obligations.
- All new businesses or pending policies to be issued require that the first payment be made manually. The recurring charges system will debit your account with the periodicity requested after the policy has been issued. Avoid making manual payments once the policy has been activated as they could cause duplicate charges.

I want to register using

Credit Card Bank Account

Next **Close**

5

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

- Recurrent Payment Registration

Registration Owner Name

Policies due between the 1st and the 15th will be charged on the 17th of that month; all others will be charged on the 3rd day of the following month. If the 17th or the 3rd falls in a weekend or a holiday, the charge will be applied on the next workday.

Accountholder's Name: Name Last Name

Bank Routing Number: 325082156

Account Number: Watermark Credit Union

Verify Account Number

Account Type: Checking

Payment Frequency: Monthly

Recurrent Effective From: 12/31/2020

Continue **Close**

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Verify that the data is correct. Then click **CHOOSE FILE** to attach proof of account ownership. Click **CONFIRM**

Bank Routing Number: 325082156

Account Number: 123456789098

Account Type: Checking

Name as it appears on the check: NAME LAST NAME

Payment Frequency: Monthly

Recurrent Effective From: 12/31/2020

Choose file

Please attach proof of account ownership:

- Voided check showing routing and account number, or
- Bank printed deposit slip showing routing and account number, or
- One page of your statement showing your full name, routing and full account number

CONFIRM >>

Click on **OK** in the confirmation window

Info!

Your information was registered correctly.

OK

You will receive a confirmation email of your registration