

How to process a one-time credit card payment

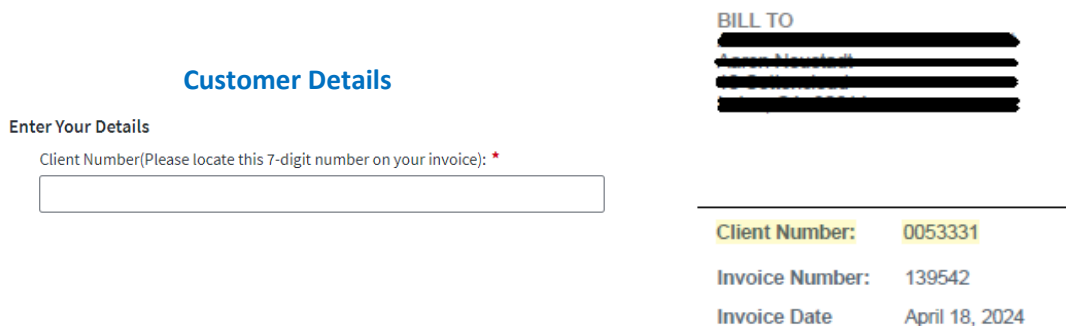
BPM accepts the following payment methods.

- **Credit Card:** there is a 3% surcharge to all credit card payments.
- **ACH:** this payment method is free.

1. Go to www.bpm.com
2. Click on “Pay Bill” on the top left corner of the page.
3. Click on “Make One-time Payment”



4. Enter all the details requested in the fields under “Customer Details” and click **Continue**.



Customer Details

Enter Your Details

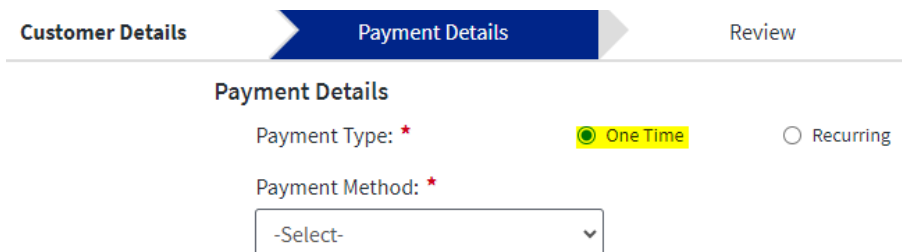
Client Number(Please locate this 7-digit number on your invoice): *

Client Number: 0053331

Invoice Number: 139542

Invoice Date: April 18, 2024

5. Under “Payment Details,” select: **One Time**



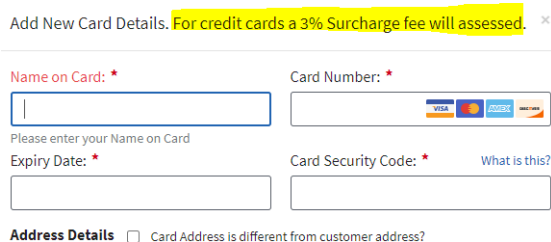
Payment Details

Payment Type: * One Time Recurring

Payment Method: *
-Select-

▪ **Payment Method:** Select **NEW CARD ACCOUNT**

- The below pop-up screen will appear for you to enter credit card details, then click **SAVE CHANGES** to return to the prior screen.



Add New Card Details. For credit cards a 3% Surcharge fee will assessed. ✕

Name on Card: *
Please enter your Name on Card

Card Number: *
VISA MASTERCARD

Expiry Date: *
Card Security Code: * [What is this?](#)

Address Details Card Address is different from customer address?

- **Payment Amount:** Amount deducted from your account.
- **Invoice Number 1:** Enter the Invoice number.
- **Invoice 1 Amount:** Enter the invoice amount.

Note: You may provide information for up to three invoices on the payment form.

6. Click **Confirm**

7. Review information and submit payment.

Payment Amount: *

Enter Additional Payment Details

Invoice Number 1: *

Invoice 1 Amount: