

Billers Direct – Auto Pay Setup

Log into your enrolled account*

Select Auto Pay tab (top of the page) or Click Add Auto Pay (beneath messages)

Select Create New Recurring Payment

Recurring Payment Setup

Indicate when you would like to make your payment

Biller Direct – Auto Pay Setup (cont.)

Recurring Payment Setup (cont.)	Payment Amount & duration of Auto Pay are preset	<p>Payment Amount</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Amount Due</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">The payment will be processed for the amount due shown on the bill.</div> <p>Keep Making This Payment Until</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">I Stop The Payment</div> <div style="border: 1px solid #ccc; padding: 5px;">The Recurring Payment will continue until it is cancelled.</div>
	Select number of invoices to pay	<p>Pay All</p> <div style="display: flex; gap: 10px; margin-bottom: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Pay 'ALL' outstanding invoices at the time of your payment.</div> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">OR</p> <div style="display: flex; gap: 10px; margin-bottom: 10px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="border: 1px solid #ccc; padding: 5px;">Do not pay 'ALL' outstanding invoices at the time of your payment.</div>
	Check box and number of days for Payment Reminder (optional)	<p><input checked="" type="checkbox"/> Send me a reminder <input type="text" value="3"/> days before payment is to be processed.</p> <p><small>Disclaimer: We recommend you record this payment schedule as a reminder in the event the email is overlooked or not delivered to your email address.</small></p> <div style="text-align: right;"> Go Back Continue </div>
	Continue	
	Select existing Payment Method or Add New	<p>Payment Method Add A Payment Method</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">Insurance Payment FIRST CHARTER BANK *****2345</div> <div style="text-align: right;"> Go Back Continue </div>
	Continue	
	Review and accept Terms and Conditions	<p>Billing Authorization Print Authorization</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>I authorize Berkley Program Specialists to automatically initiate entries to my financial account listed above in this authorization, for payments to my Berkley Program Specialists account 10009005 at the stated times listed above.</p> <p>I further authorize the Financial Institution to accept these debit entries as valid debit activities under my account. Proof of the payment will appear on my financial account statement as one charge to Berkley Program Specialists. My authorization will remain in effect for the length of time stated above or until I cancel it online and give Berkley Program Specialists a reasonable opportunity to act.</p> <p>Your Recurring Payment will be initiated and a payment made either after an invoice is rendered, or on a date selected during setup. In the event that no invoice is rendered or the date you select is prior to the posting of an invoice (except for specific date for a fixed</p> </div> <p><input checked="" type="checkbox"/> By checking this box you agree to the terms and conditions stated above.</p> <div style="text-align: right;"> Go Back Finish </div>
	Finish	
Confirmation	<div style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2e6; text-align: center;"> <input checked="" type="checkbox"/> Recurring Payment has been created. </div>	

Review, Edit or Delete recurring payment at any time by selecting the Auto Pay tab at the top of the page and then Review/Delete