Biller Direct – Enrolled User Setup

Select Enroll	

Enter Billing Account Number and Billing Zip Code	
Validate	

Account Setup	Enter Phone Number and Email Address	
	Continue to Login & Password	
	Create Login ID	
	Create Password (using guidelines) and Re-enter password	
	Select Security Image and Label your image	
	Choose and answer Security Questions	
	Continue to Terms of Service	

Biller Direct – Enrolled User Setup (cont.)

Account Setup (cont.)	Review and accept Terms of Service	**Terms of Service** ☑ By clicking this box, you are enrolling in this service and have read and agree to the Terms of Service for this site.
	Continue to Payment Accounts	Go Back Continue To Payment Accounts
	Add Bank Account or Credit Card *(can opt to add later)*	**Add A Payment Method** You may select a default payment method now. After enrollment you can manage your payment methods. 🏛 BANK ACCOUNT ▶ 💳 CREDIT CARD ▶ ✖ ADD LATER ▶
	Finish Enrollment	Go Back Finish Enrollment
	Confirmed	**Your Account is Set Up!** **Activate Your Account** We've sent an activation link to test_account@gmail.com. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders. After activating your account, click here to login Account Login
Activate Your Account	Click the Activate button in the email complete process *If you don't see an email, check your "Spam" or "Junk" folders.*	Test Account, please activate your Berkley Program Specialists account. 🖨 DoNotReplyBUP@billerdirectexpress.com 6:47 PM (1 minute ago) ☆ ↩ to me ▾ Berkley Program Specialists **Biller Direct** Express My Selected Image:	My Image Label: **Sandy Beach**	My Billing Account Number: **10009005** Please click on the button below to activate your Berkley Program Specialists Account. activate ⊙ Button not working? If so, click here. Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email. To contact us, click here and review the Contact Us section on our web site.
	Activation Complete	**Your Berkley Program Specialists account has been activated!** Your Berkley Program Specialists account has been activated! To log in to your account, click here. Continue