

Enroll in auto-pay easily in the BerkleyNet portal. Auto-pay can only be set up by the policyholder with an admin role in the portal. Credit cards cannot be used for auto-pay. It must be set up through ACH/EFT.

NOTE: If your expiring policy was enrolled in Auto-Pay in the legacy portal, you will need to re-enroll into Auto-Pay through the new portal. Please ensure you enroll as soon as possible to avoid any complications with your policy.

Follow these steps to enroll in auto-pay:

- Log in to your BerkleyNet portal account on our website at https://app.berkleynet.com
- **2** Once you've successfully logged in, go to the Billing section and click on "Edit". The Billing settings will open. Click on the drop down to expand.

🕃 Billing		SEE DETAILS ③	Billing Settings	
Amount Due	Due Date		BerkleyNet utilizes One Inc, a third party ser your payments methods on file, a One Inc p	vice to safely collect your payment information and protect your data. To make updates to pop-up will appear.
\$0.00	-		Insured Name 🕴	Policy Number 🕴
			ABC Company	BNET1234567890
Make a Payment			Clicking the	arrow will expand
Last Payment	Auto-pay () the drop down menu		o down menu	
\$0.00 Pala				
		EDIT takes ye	ou to the Billing tab of A	ccount Settings

3 Toggle the Auto-Pay option from off to on. Note that the option will not be available until the user has set up a default bank account.



4 After you read and agree to the Terms & Conditions and Auto-Pay drafting rule, your auto-pay will successfully be set up!

IMPORTANT: If you have a balance due before enrolling in Auto-Pay, you must make that payment manually. Auto-Pay will begin on the next invoice generated.

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