BerkleyNet | a Berkley Company

Auto-Pay

How to turn on Auto-Pay in new portal

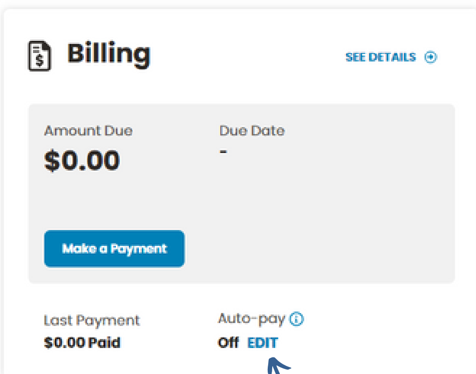
Enroll in auto-pay easily in the BerkleyNet portal. Auto-pay can only be set up by the policyholder with an admin role in the portal. Credit cards cannot be used for auto-pay. It must be set up through ACH/EFT.

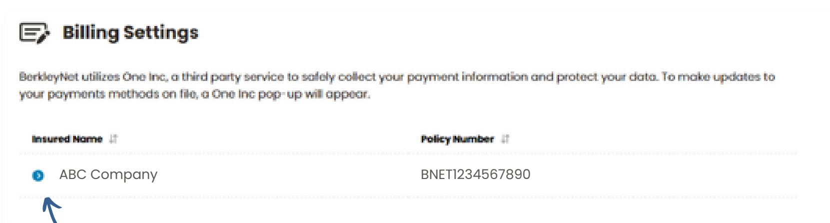
NOTE: If your expiring policy was enrolled in Auto-Pay in the legacy portal, you will need to re-enroll into Auto-Pay through the new portal. Please ensure you enroll as soon as possible to avoid any complications with your policy.

Follow these steps to enroll in auto-pay:

1 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.





Clicking the arrow will expand the drop down menu

EDIT takes you to the Billing tab of Account 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.

Auto-Pay is turned on from the toggle here.

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.