

# Installments, Waivers of Subrogation & Other Fixed Invoices User Manual

Paying your installment, waivers of subrogation, collateral deposit, and deductible deposit invoices is easy. Enroll today using the button below and never mail Berkley Industrial Comp a paper check again.

## Need to Register for the Customer Portal?

If you do not already have a user name and password for the Berkley Industrial Comp Customer Portal, you will need to register in order to have access to the Pay Invoices option.

- 1) Type [portal.berkindcomp.com](http://portal.berkindcomp.com) into your web browser.
- 2) Click on I'M AN INSURED option under REGISTER on the right hand side. This will take you to the Customer Registration page.
- 3) You will be asked for your Policy Number (ex. AMWC123456), policy effective date and company zip code as it is listed on the policy. While registering, you will create a user name and password.

*Note: Due to security concerns, we require the password to be a minimum of 8 characters in length with at least 1 non-alphanumeric character. **Please keep this login information in a safe place. Berkley Industrial Comp does not have access to your password.***

## Already Registered on the Customer Portal?

If you have a user name and password for Berkley Industrial Comp's Customer Portal, you will follow the instructions below to access the Online Bill Site.

- 1) The first step in the process is to register for ACH Authorization. To do this, log in to the Customer Portal by entering your user name and password into the Login Tab on the home page.
- 2) Select PAYMENT SOLUTIONS from the menu on the left of the Customer Portal screen. Once on the Payment Solutions page, you will see several tabs across the page. ACH Authorization will be the first tab, which should already be selected. Read through the information and click NEXT if you agree. The information is captured by our secure third party banking vendor. No information regarding your bank account is stored on the Berkley Industrial Comp website. You will then enter your billing and bank account information followed by clicking the FINISH button.

*Note: Once the ACH Authorization has been approved, all additional users must be enrolled by contacting our Pay As You Go Service Department at 800-448-5621 or [wcpremium@berkindcomp.com](mailto:wcpremium@berkindcomp.com).*

***Please note re-enrollment by another user on the same policy will override the original registration on the entire account.***

- 3) Once ACH Authorized, Click on PAY INVOICES (E-BILL) tab
- 4) Click on the green **ONE BILL SITE** button
- 5) Click the **PAY NOW** tab at the top of the page

The screenshot shows the 'Biller Direct Express' login page for Berkley Industrial Corp. At the top left is the company logo. Below it are two tabs: 'LOGIN' and 'PAY NOW', with 'PAY NOW' being the active tab. To the right of the tabs is a welcome message: 'Welcome to Biller Direct Express from Berkley Industrial Corp!'. The main form area contains two input fields: 'Insured Number' and 'Billing Zip Code'. Below the 'Billing Zip Code' field is a small eye icon for toggling password visibility. A green 'Pay Now' button is positioned below the input fields. To the right of the input fields is a light blue box titled 'Continue as a Guest' which contains the text: 'Make a one-time payment or enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.' Below this text is a blue 'Enroll' button.

- 6) Enter your **Insured Number** XXXX and **Billing Zip Code** XXXXX and click **Pay Now**
- 7) This will bring you to the page with your invoice, check the invoice to be paid and enter your Payment Method to the right and click **Continue to Payment.**

## Contact Information

### Pay As You Go

Phone: 800.448.5621

Email: [wcpremium@berkindcomp.com](mailto:wcpremium@berkindcomp.com)

Fax: 205.870.3245

### Christina Brown

Financial Accountant

Phone: 205-874-8214

Email: [cbrown@berkindcomp.com](mailto:cbrown@berkindcomp.com)

### Leland Walker

Staff Accountant

Phone: 205-874-8240

Email: [lwalker@berkindcomp.com](mailto:lwalker@berkindcomp.com)