

BUDGET INSTALLMENT CORPORATION
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POSTING A PAYMENT AS AN AGENT IN FINANCEPRO

1. Go to: bicfinance.financepro.com
 - Enter: “username” and “password”
 - Click: “Log In”
 - Click: “Accounts”
2. Type in any information to locate a booked account (e.g. account number, name, etc. OR to search all, leave blank)
 - Click: “Find Account”
 - Click the account you’d like to post a payment to
 - Click the “Account Menu” box and select “Enter payment”
 - Select “Insured” or “Agent,” depending on the check’s owner
 - Select “eCheck” and the check number will automatically list as “EC”
 - Enter all of your banking information on the “Enter Payment” page**
 - Click: “Save”
 - Click: “Show/hide payment” (You may print your “receipt for payment” for your records)

You have now successfully posted a payment online.

*Please contact us at (800) 557-3000 with any questions and
thank you for choosing BIC Premium Finance!*

***Please double check the information you’ve provided, as once you click “save,” the payment will be applied.*