

BUDGET INSTALLMENT CORPORATION
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WWW.BICFINANCE.COM



SETTING UP AN ACCOUNT IN FINANCEPRO AS AN INSURED

1. Go to: bicfinance.financepro.com
 - Click: “Register Now”
 - Enter: “Account Number” and “Zip Code” in appropriate fields
 - Click: “Next”
2. Continue registering by completing the fields listed below:
 - Create a “Username” and “Password”
 - Please confirm your “Password”
 - Enter your “E-mail” address, where payment confirmations will be sent
 - Select a “Challenge Question” and enter in an “Answer” to the question
 - Click: “Submit”
3. *You have now successfully created an online account with us and may view your account details, policies, payment schedule, and payment history.*

POSTING A PAYMENT ONLINE

1. Go to: bicfinance.financepro.com
 - Enter: “username” and “password”
 - Click: “Log In”
2. Click: “Make a Payment”
 - Enter all of your banking information on the “Make Account Payment” page
 - Click: “Next”
 - Confirm the information you’ve against your check and after reading the disclaimer, please check off “I agree” if you agree to the terms listed.
 - Click: “Confirm” (You may print your “receipt for payment” for your records)

You have now successfully posted your payment online.