

QUICK START GUIDE FOR CLIENTS

BDO PAYMENT PORTAL

Providing you with an exceptional client experience is our No. 1 priority – and this goes beyond the work we deliver to your organization. At BDO, we are pleased to offer clients the ability to pay invoices via credit card or ACH. Through the online payment portal, BDO offers a fast, secure, and convenient way to pay invoices 24 hours a day, 7 days a week.

Our system boasts several benefits for clients, including:

- View current account balance
- View PDF copies of invoices
- Make payments via ACH or credit card
- Store credit card or bank information for future use
- Schedule recurring payments

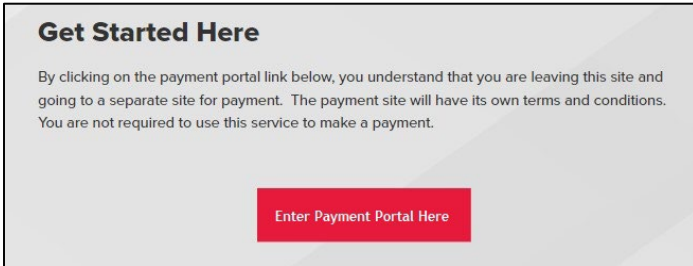
Contact your BDO Credit Analyst with questions related to your account.



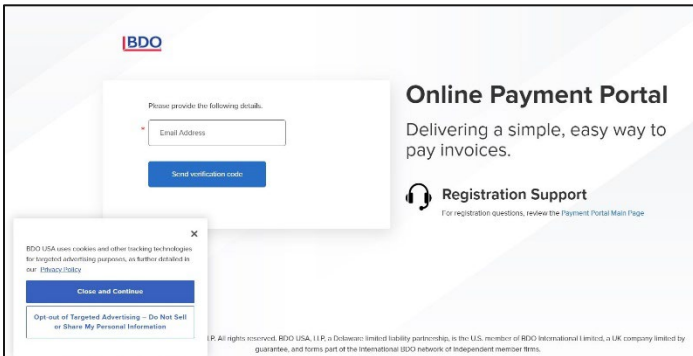
HOW TO LOG IN

1. The BDO Payment Portal can be accessed at www.bdo.com/online-payment-portal.

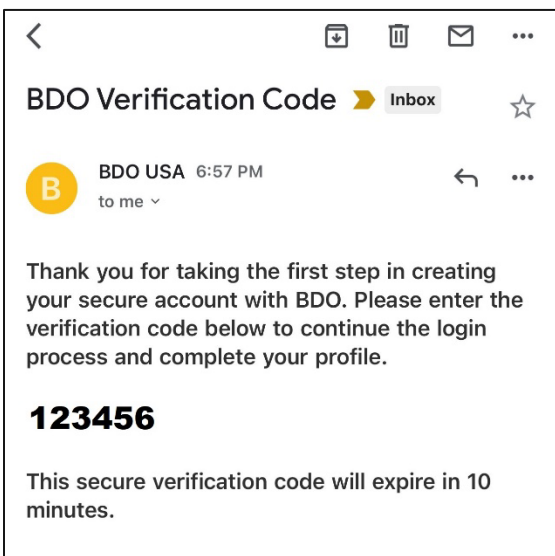
Select “**ENTER PAYMENT PORTAL HERE**” to log into the Payment Portal.



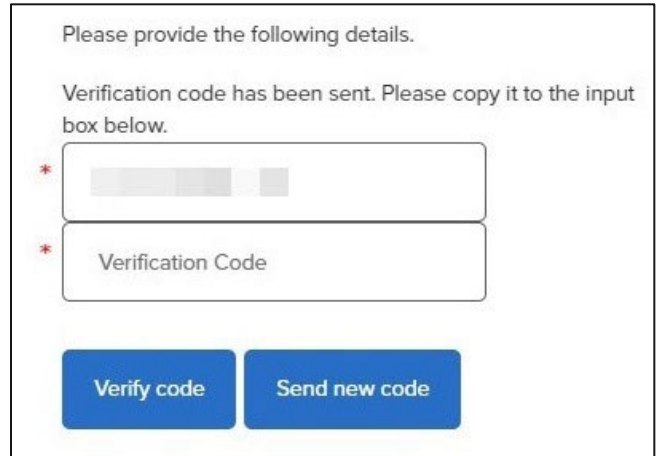
2. Enter your email address, then select **SEND VERIFICATION CODE**.



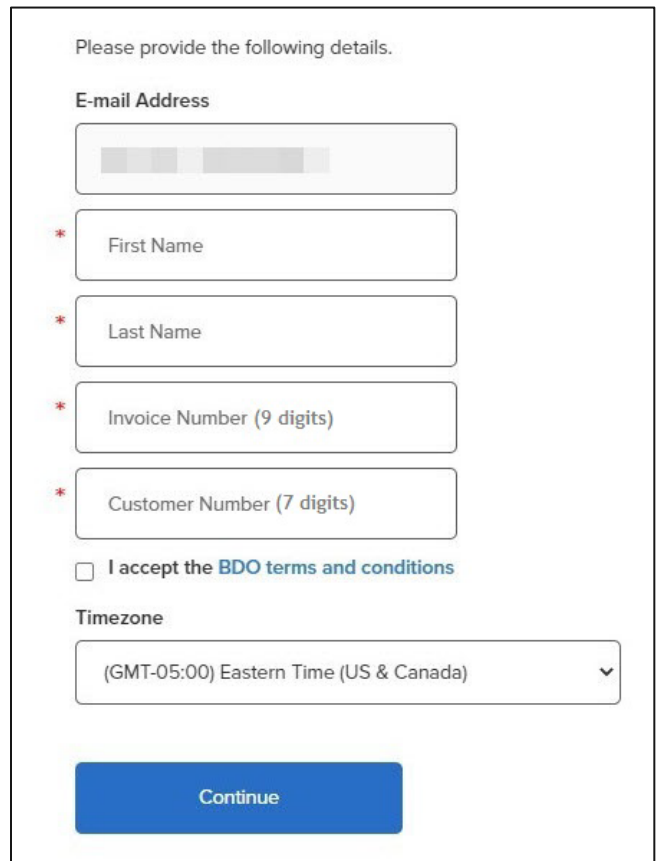
3. A six-digit verification code will be sent from login@bdo.com to your email.



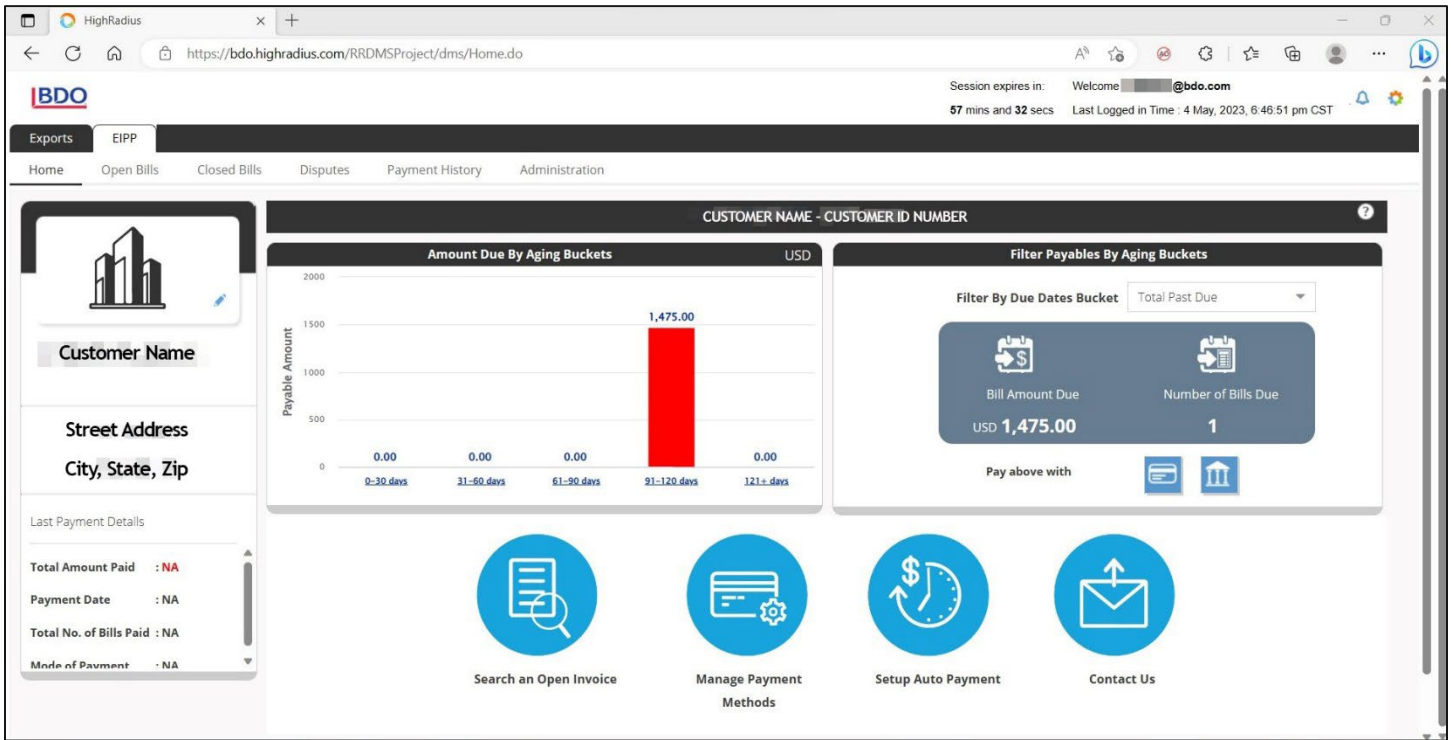
4. Enter the code from the confirmation email into the Verification Code box and select **VERIFY CODE** to proceed.



5. Enter your **FIRST NAME, LAST NAME, INVOICE NUMBER, CUSTOMER NUMBER** on the Payment Portal homepage. **Check the box** to accept the BDO Terms and Conditions, then select **CONTINUE**.



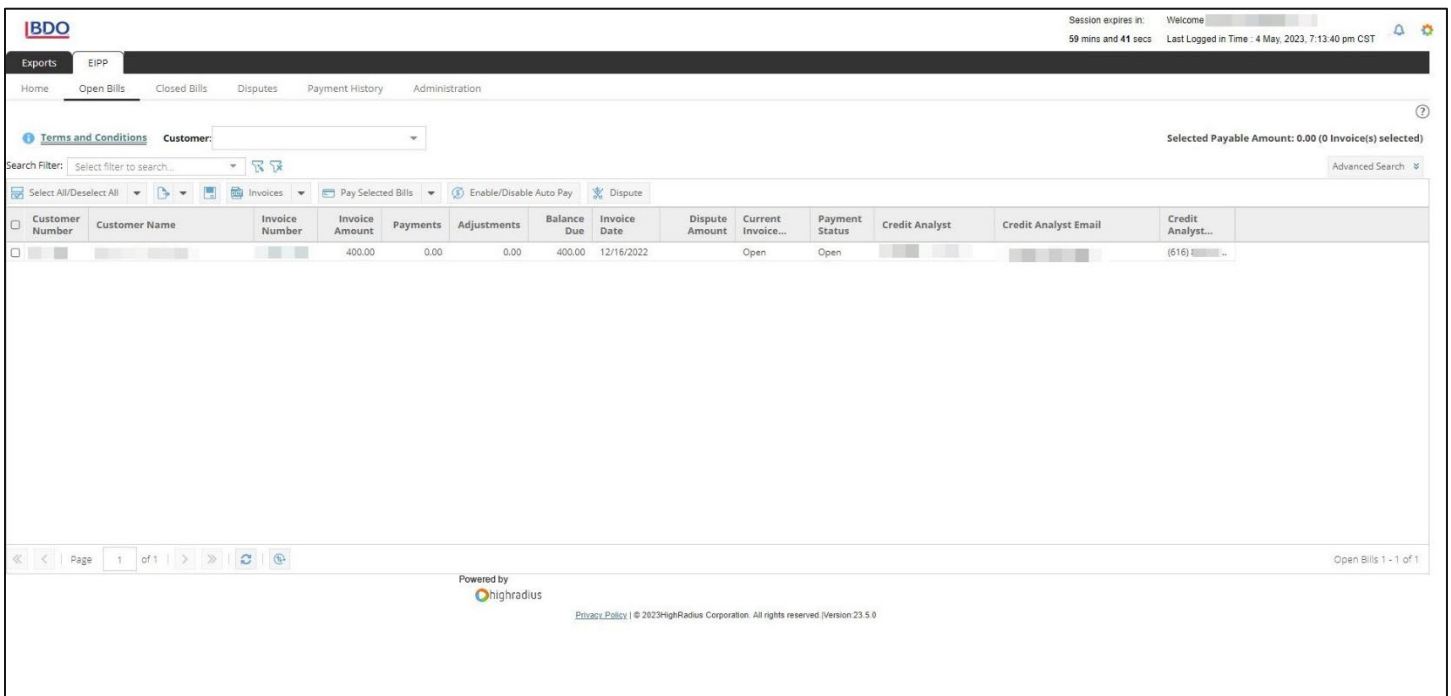
6. After logging in, the Payment Portal homepage dashboard will appear.



HOW TO NAVIGATE THE PAYMENT PORTAL

Your customer and invoice numbers can both be found on the upper right portion of your BDO invoice. Customer numbers are seven-digits, and invoice numbers are nine-digits.

EIPP Open Bills



EIPP Closed Bills

Session expires in: Welcome [Progress Bar] 59 mins and 56 secs Last Logged in Time : 4 May, 2023, 7:13:40 pm CST

Exports EIPP

Home Open Bills Closed Bills Disputes Payment History Administration

Search Filter: Select filter to search... [Filter Icon] [Reset Icon] [Advanced Search]

Customer Number	Customer Name	Invoice Number	Invoice Amount	Payments	Adjustments	Invoice Date	Dispute Amount	Current Invoice...	Credit Analyst	Credit Analyst Email	Credit Analyst...
There are no Records											

Page 0 of 0 [Refresh] [Print] [Withdraw Dispute]

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EIPP Disputes

Session expires in: Welcome [Progress Bar] 59 mins and 49 secs Last Logged in Time : 4 May, 2023, 7:13:40 pm CST

Exports EIPP

Home Open Bills Closed Bills Disputes Payment History Administration

Search Filter: Select filter to search... [Filter Icon] [Reset Icon] [Advanced Search]

Invoice Number	Dispute Amount	Dispute Reason	Status	Creation Comment	Deduction Notes	Attachment	Modified By	Modified On	Credit Analyst Name
There are no Records									

Page 0 of 0 [Refresh] [Print] [Withdraw Dispute]

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EIPP Payment History

Session expires in: 59 mins and 28 secs | Welcome | Last Logged in Time: 4 May, 2023, 7:13:40 pm CST

Exports | EIPP

Home | Open Bills | Closed Bills | Disputes | **Payment History** | Administration

Search Filter: Select filter to search... | Advanced Search

Page 0 of 0 | Cancel scheduled payment | Download Remittance Details | No Records to display

<input checked="" type="checkbox"/>	Payer Number	Payer Name	Transaction ID	Paid Amount	Currency	Payment Status	Payment Initiated On	Payment Method	Payment Account	Card Type	Completed Date	Invoices Paid	Receipt	Paid By	Scheduled Date	EMI Payment	Pr
There are no Records																	

Page 0 of 0 | No Records to display

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EIPP Administration

Session expires in: 59 mins and 46 secs | Welcome | Last Logged in Time: 4 May, 2023, 7:13:40 pm CST

Exports | EIPP

Home | Open Bills | Closed Bills | Disputes | Payment History | **Administration**

Manage Bank Accounts | Manage Credit Cards | Manage Users | Manage Contacts | Preferences

+ Add | Delete | Accessible by Merchant | Select Payer: Gardens By Garth, li

<input type="checkbox"/>	Customer Number	Account Number	Account Holder's Name	Routing Number	Bank Name	Bank Country	Accessible By...	Saved On
<input type="checkbox"/>		XXXX00000X...	*F...	...		US	Yes	12/31/2020 10:20:10

Page 1 of 1 | Bank Details 1 - 1 of 1

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NEED ASSISTANCE?

For login and access support, please contact:

Live Chat support is available **Monday - Friday** during the hours of **8:00 AM to 8:00 PM EST**. Chat support can be accessed by clicking on the chatbot on the [Payment Portal](#) site.

Additional inquiries or questions can be submitted through the [Contact Form](#)

BDO Client Support
800-546-2191
accounthelp@bdo.com

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