BMO ◆ **Financial Group**

How to derive my user ID and password for initial sign-in

Your company must first be registered for the biller portal in order to log in.

If you are not the administrator, please refer to your company admin for help with your user ID and password.

If you are the administrator for your billing services, please follow the instructions in the communication you received. Once you've registered, you can then set up user ID's for other users in your company.

If you are having issues with the registration process please email details to:
BMO.BillPaySupport@bmo.com for additional support.

Registration steps:

If you are the Biller Admin user for an existing BMO merchant that previously received remittance reports via fax then you can derive your User ID and password following the steps below.

- · To derive your User ID: use your 8 digits BMO biller ID + "00"
- · To derive your password: use last 5 digits of your BMO Biller ID and last three digits of the credit account number

**Note: You can find the credit account number on the fax slip like below.**

In the example below, User ID is 0123456700 and password is 34567789

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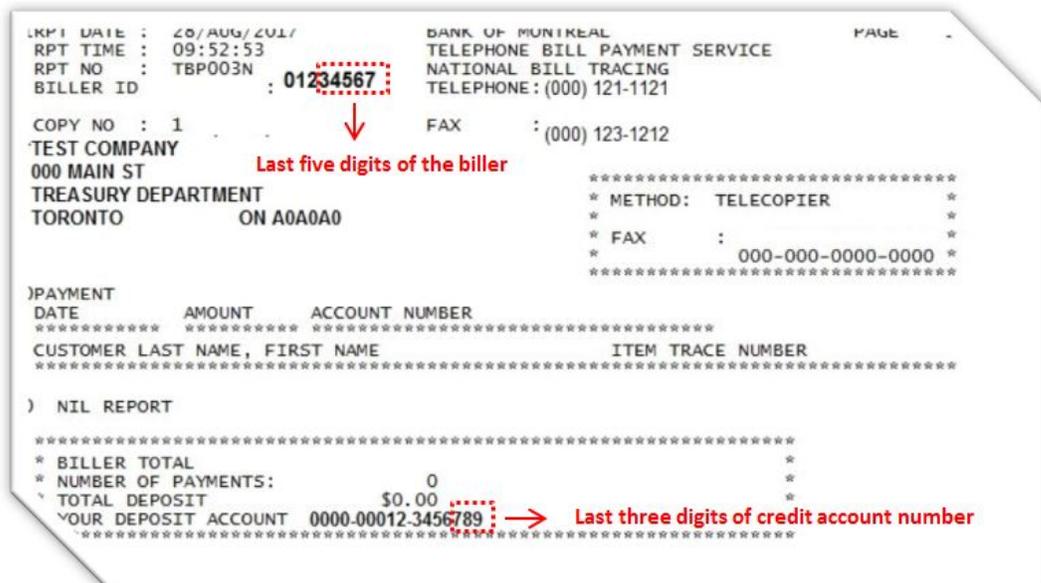
How do I reset my password when I'm locked out?

After four failed attempts to enter a password, you will be locked out. You you can use the Forgot Password function following the steps below.
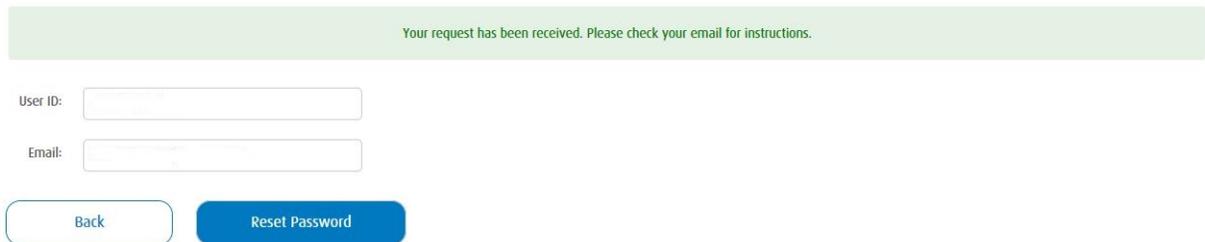
Click 'Forgot Password' button on the login page.
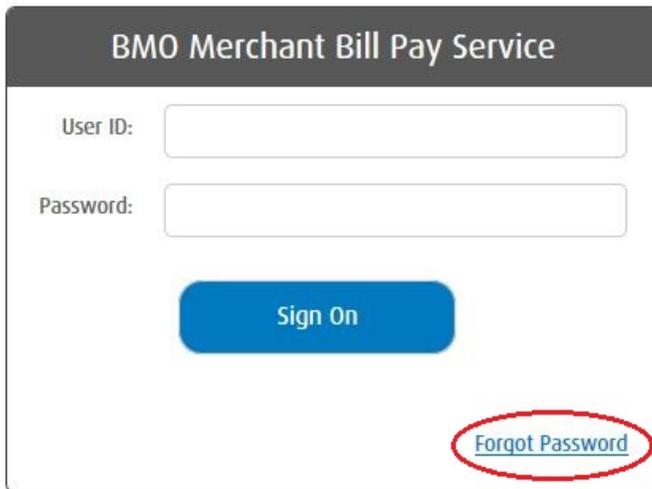
Enter your User ID and the email address which the temporary password will be sent to.

Note: You can find the User ID in the email sent to you after you completed the registration. If your company haven't registered yet please contact your administrator to register first and add users.

Follow the instructions in the Password Reset email. Click the link in the email and enter your User ID, temporary password and new password.

Reset My Password

Your password change has been saved succesfully. Please proceed to login.

User ID:	
Temporary Password:	
New Password:	
Confirm New Password:	

Cancel   Save

You can now login with your new password.

Note: Your temporary password can only be used with the link provided in the Password Reset email and not the login page.

How do I complete registration?

First you need to accept the terms and conditions.
You must scroll down and read the entire terms and conditions before clicking the Accept button. If you select "I do not Accept", you will be re-directed back to the sign in page and unable to access the system until you accept the terms and conditions.

Profile Setup

BMO Financial Group

Business
Pre-Authorized Debit (PAD)

○ I do not accept   ○ Accept

After reviewing the entire PAD agreement in the window, the "Accept" button will be activated.

Profile Setup

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○ I do not accept   ○ Accept

Next, enter the Name, Email address, Challenge questions and new password.

Click the 'Save' button to complete the registration.