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STEPS FOR PAYING DUES/GARBAGE/LATE FEES/CITATIONS/ADMIN FEES
WITH A CREDIT CARD OR ELECTRONIC CHECK (ACH)

- (1) ONLY THOSE OWNERS WHO ARE NOT IN COLLECTIONS WITH THE ATTORNEY CAN PAY THEIR DUES/GARBAGE ONLINE WITH A CREDIT CARD AT THIS TIME.
- (2) IN ORDER TO ACCESS THE OWNER PORTAL FOR CREDIT CARD PAYMENTS, GO TO THE BML WEBSITE: www.bmla.us
- (3) YOU WILL SEE THE BUTTON ABOVE THE DRUMS, PA WEATHER – **PAY MY BML BILL NOW**. CLICK ON THIS BUTTON.
- (4) YOU WILL BE DIRECTED TO THE CREDIT CARD PROCESSING CENTER. FOLLOW THE PROMPTS TO REGISTER FOR THE FIRST TIME. YOU WILL NEED A VALID EMAIL ADDRESS TO REGISTER. ONCE REGISTERED, YOU WILL BE ABLE TO LOGIN WITH YOUR ID.
- (5) YOU WILL BE ABLE TO PAY ONLINE WITH EITHER A CREDIT CARD (VISA, MASTERCARD & DISCOVER) OR AN ELECTRONIC CHECK (ACH) TO MAKE YOUR PAYMENT.
- (6) IF PAYING BY CREDIT CARD, A 2.99%- 3.006% CONVENIENCE FEE WILL BE ADDED TO YOUR PAYMENT.
- (7) IF PAYING BY ELECTRONIC CHECK (ACH) A \$2.00 FEE WILL BE ADDED TO YOUR PAYMENT. PLEASE ENSURE THAT YOUR FUNDS ARE AVAILABLE AND YOU ENTER YOUR CORRECT BANK ACCOUNT ROUTING & ACCOUNT NUMBERS. IF YOUR CHECK IS RETURNED FOR NON-SUFFICIENT FUNDS (NSF) OR FOR INVALID ACCOUNT INFORMATION, YOU WILL BE CHARGED A \$60 FEE FOR THE REJECTED CHECK.
- (8) IF YOU DO NOT HAVE A COMPUTER AND WISH TO USE YOUR CREDIT CARD TO PAY YOUR DUES AND/OR GARBAGE, YOU CAN COME INTO THE ADMINISTRATION OFFICE AND THE OFFICE WILL PROCESS YOUR CREDIT CARD PAYMENT FOR YOU.
- (9) IF YOU ENCOUNTER ANY PROBLEMS REGISTERING OR ATTEMPTING TO PAY YOUR ACCOUNT WITH YOUR CREDIT CARD OR ELECTRONIC CHECK (ACH), PLEASE CONTACT THE OFFICE AT (570) 788-1010.