

Online Post Box Payments Instructions

<http://www.shop.bpo.bm>

1. In order to pay your post box renewal fee online you must have your customer ID number and your box number both of which can be found on your invoice.
2. On the Account lookup page.
 - please input your PO Box Number e.g. DV 1439 and your Customer ID e.g 87695
 - Click the Submit button.
3. On the Account Verification Page.
 - You should confirm this is the PO Box Holder Name and Box number you wish to pay. To confirm please click the "PROCEED" Button.
4. On the Product Selection page
 - Verify the box size and amount with your invoice
 - Click the Submit button.
5. On the Payment Info page please input:
 - The Name as it appears on the Credit/Debit Card,
 - An email address for the payment receipt to be sent as your payment records.
 - The Credit/Debit Card Number with no spaces
 - Credit or Debit Card type. The Post Office current only accept Mastercard or Visa online. To use other credit/debit cards please visit your nearest Post Office.
 - The CVV Code (which is the last three digits on the back of the credit/debit card)
 - The Card expiration Month and Year.
 - Click the Submit button.
6. On the Submit Payment page
 - Verify all the information displayed is correct.
 - Correct any information accordingly.
 - When information is correct - Click the "PAY NOW" button.
7. A Payment Receipt page will be displayed with
 - your confirmation number
 - and details of your payment.
 - This page will be emailed to the email address you provided.
 - This page can also be printed for your records.