

BUDGET INSTALLMENT CORPORATION
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Locating Accounts in FinancePro

1. Go to: bicfinance.financepro.com
 - Enter: “username” and “password”
 - Click: “Log In”
 - Click: “Accounts”
2. Type in any information to locate a booked account (e.g. account number, name, etc. OR to search all, leave blank)
 - Click: “Find Account”
 - This will show you the status of all of your agency’s accounts

Generating Reports in FinancePro

1. Go to: bicfinance.financepro.com
 - Enter: “username” and “password”
 - Click: “Log In”
 - Click: “Reports”
2. Click: “Agent Account Status”
 - Select “filter” type (e.g. current, overdue, cancelled, all accounts) and number of account listing you’d like to “show per page”
 - Click: “Go”
 - This will generate a list of all of accounts falling under the filter type you selected
3. Click: “Print” for a paper copy of the list

*Please contact us at (800) 557-3000 with any questions and
thank you for choosing BIC Premium Finance.*