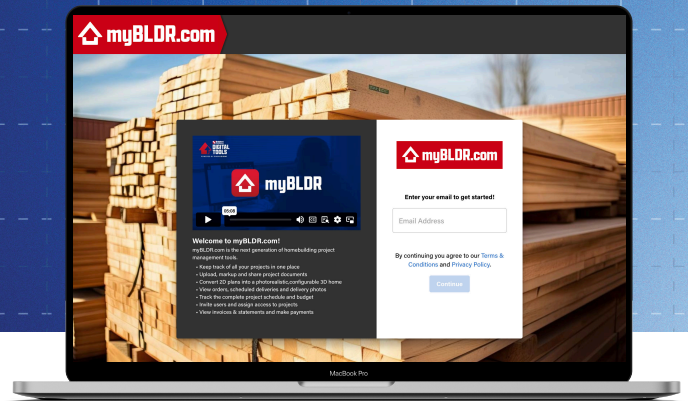


# ONLINE BILL PAY



## HOW TO PAY ONLINE

**01** Go to [myBLDR.com](https://myBLDR.com); and register or login to your account.

**02** Select **Statements** from the top bar.

**03** On the **Statements** screen, [PROCEED TO INVOICES](#) select **Invoices**, [PREPARE PAYMENT](#)

**04** Follow prompts and select [PROCESS PAYMENT](#)

- Make **secure payments** via ACH or Credit Card
- **Payment options include selecting invoices**, auto-selecting all open invoices, or auto-selecting invoices from oldest to newest based on payment amount entered
- Manage multiple payment methods and **save for future use or one-time use only**
- Name payment methods and **set default methods**

## AVAILABLE ON myBLDR.com

Build next-generation project management into your business today for a stronger tomorrow.

- All the tools you need in one solution
- Streamline design and sales processes
- Integrated 3D homebuyer selections
- 24/7 access to quotes, orders and deliveries
- Receive delivery notifications and photos
- View statements and pay invoices
- Manage project schedules and budgets
- Control access to improve collaboration



**spenard builders supply** 

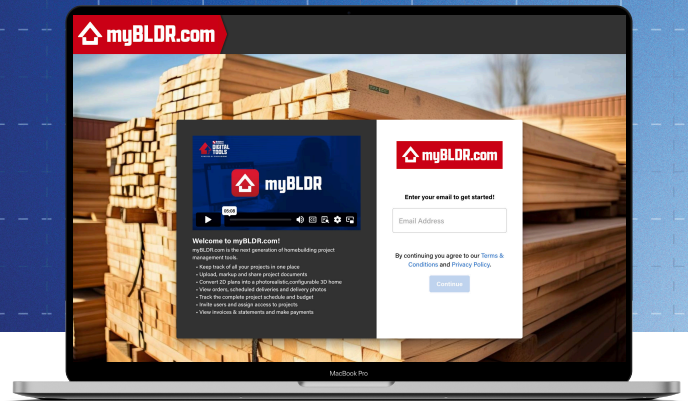
**HAVE QUESTIONS?  
CONTACT US!**



**1-888-444-8399**

Monday-Friday 9:00am - 6:00pm CT

# REGISTRATION



## HOW TO SIGN UP

**01** Go to [myBLDR.com](https://myBLDR.com) to register. **Enter your email** to get started.

If you are a current Builders FirstSource customer:

**02** **Select "Existing BFS Account"**

 Existing BFS account  
Register here

**03** **Create your account** on the registration page by simply filling out your Name, Email, and creating your Password.

**04** **Verify your account** using a recent invoice. You will be asked to provide the Customer #, Invoice #, the Invoice Amount and agree to the "Terms of Service".

If you are NOT a current Builders FirstSource customer:

**05** **Select "New User"**

 New user  
Signup to request access

**06** **Fill out the "Request Access" form** with your Name, Company, Phone Number, Email Address, and Zip.

**07** A Builders FirstSource representative will be in touch with you to complete the customer account.

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