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## I. Registering / Logging in.

1.) Navigate your browser to **BGV.MyAccountInfo.com** (Note: The Safari browser occasionally experiences issues with this site. Please try an alternate browser if you experience issues using Safari.)

2.) Here you will use either your Owner’s Association or loan account number to log in and/or register.

**NOTE: A previously active loan account, which is now paid in full, will no longer work as your account number for logging in. Please use your Owner’s Association account number instead. Account numbers can be found at the top right-hand section of any billing statement.**

3.) If you have not used this site before then you will need to register an account. Click **Register Account** and complete the required fields using either your loan or Owner’s Association account number. You can also recover the password from a previous registration by clicking **Forgot your password?** below the “Log in” button.

## II. Making a payment / using Reward Dollars.

1.) Select “**Make a Payment**” in the top right-hand section of the screen. Select the payment method you wish to use. **Reward Dollars will be on the bottom right.**



2.) Complete your payment using the appropriate payment details. **NOTE: The amount which populates into the payment amount will always be the total amount due by default. You can click on this amount and change it if you wish to submit payment of a different amount.**

### III. Setting up Easy Pay / automatic loan payments.

**Please Note:** A Loan account must be completely current with no past due balance in order to set up automatic payments.

- 1.) Click the “Options” menu in the very top right-hand corner of the screen and then select “Setup Automatic Payments”.



My Account    Make a Payment    **Options**

- 2.) Complete all required fields and enter the routing and account number from the personal checking from which you want the funds to be pulled every month. If you need changes made to this payment arrangement, then please contact us directly at **888 783 8883 ext. 3048**.

### IV. Viewing statements / changing statement delivery options.

- 1.) Click the “Options” menu in the very top right-hand corner of the screen and then select “E-Statement History”.
- 2.) Here you can access previous statements. Click on the date of the statement you wish to view, and it will open in a new browser window.

**E-Statement History**

Date	Account	Type	Document	Description
9/20/2022	4474000000	M	STMT	BGV HOA STATEMENT
9/20/2022	4474000000	M	STMT	BGV HOA STATEMENT
4/20/2018	4474000000	M	STMT	BGV HOA STATEMENT

- 3.) You can also change your statement delivery options here. You can either elect to receive “E-Statements” via email, or you can have paper statements mailed to the address on file.  
**Note: If opting into E-Statements, please make sure to acknowledge the verification email that will be sent at the time of signup.**

### V. Setting up a monthly Owner’s Association payment or pre-payment plan.

**NOTE:** Monthly Owner’s Association payment plans (not pre-payment) restrict some usage of the ownership. You will be restricted from booking Bonus Time, Partial Stays, and Point Stays until the plan is complete. The restrictions will be lifted if you decide to pay off the balance in full prior to the plan completing. OA payment plans never automatically carry over into the next billing period. You must set up an OA payment plan every year. Please carefully review the terms and conditions before setting up the plan.

- 1.) Make sure you have the correct Owner’s Association account selected on the right-hand side of the page.
- 2.) Select either “Set up a payment plan” or “Set up a prepayment plan” under “My account summary in the center of the screen. Carefully review the terms and conditions, then proceed to construct the plan as you see fit.

## VI. Viewing account history.

- 1.) Make sure you have the correct account currently active. You can see the currently selected account on the right-hand side of the screen.
- 2.) Scroll to the very bottom of the screen and click “View transaction history”.



**Please contact Accounts Receivable Management (BGVARM) for further assistance with use of the financial portal.**

**We are in the office Monday through Friday, 9:00 AM to 4:45 PM MT.**

**(888) 783 – 8883 ext. 3048**

**[BGVARM@BreckGV.com](mailto:BGVARM@BreckGV.com)**

