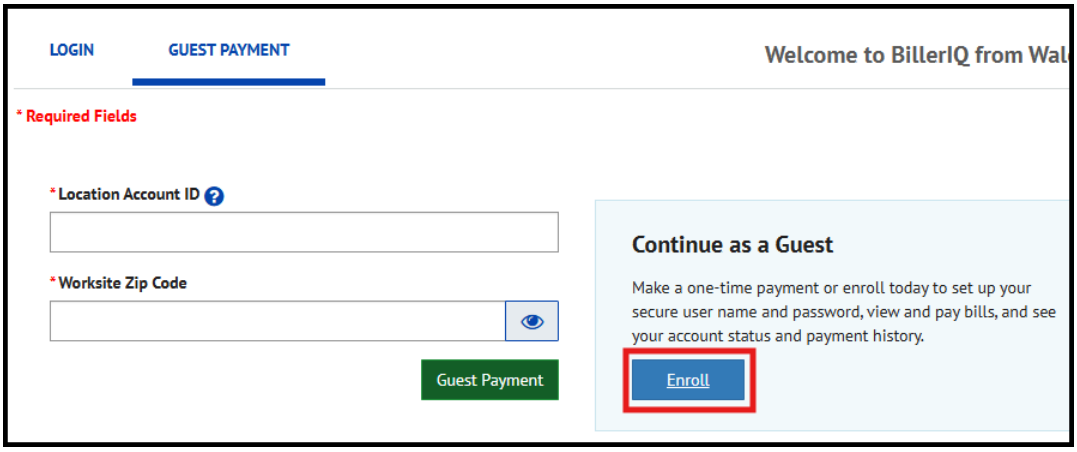
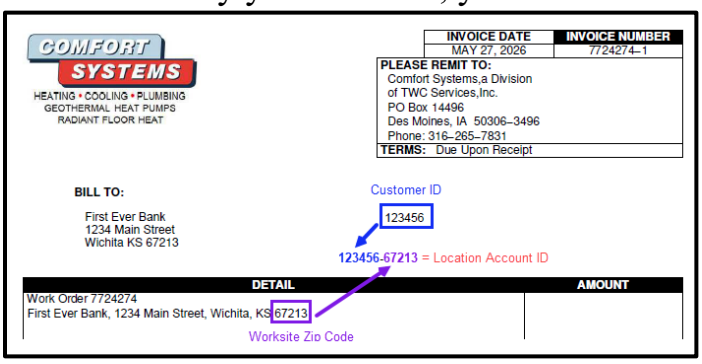
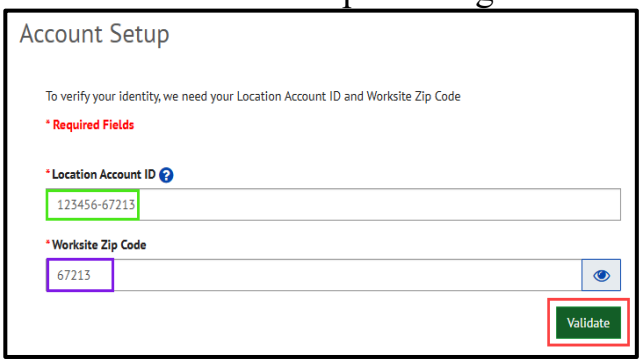
Comfort Systems BillerIQ – Payer Enrollment Quick Guide Enrollment & Account Setup

1. From the landing page, select **Enroll**



2. Enter required authentication details (**Location Account ID + Worksite Zip Code**)
   a. **Location Account ID** is:
      i. (Customer ID) + (hyphen) + (first 5-digits of worksite ZIP code)
      ii. Both can be found on your invoice.
         1. The customer ID is at the top center
         2. ZIP code below the Detail line after the worksite state
   b. To verify your account, you'll be asked to enter the Worksite Zip Code again.





3. Select **Validate**

4. **Complete Profile Setup**
   a. Enter contact and billing information
   b. Create Login ID, Password, & Security Questions

5. **Finalize Enrollment**
   a. Accept Terms of Service
   b. Add a payment method (or choose Add Later)
   c. Select Finish Enrollment