



CUSTOMER PORTAL

User Guide

A simple, step-by-step guide to account balances, online payments, invoices, statements and account access.

GET STARTED

myaccount.berrylumber.com

OCTOBER 2026 | VERSION 10.08.26

Prepared for Berco Building Materials customers

01 / OVERVIEW

Welcome to your portal

Manage your Berco account and retrieve the information you need, whenever you need it.

- Account visibility. Review credit limits, available credit, payment terms, aging and payment history.
- Invoices and statements. View, download, print or email account documents.
- Online payments. Pay by credit card or ACH/e-check.
- Access management. Manage portal users and authorized purchasers for your account or jobs.

IMPORTANT DISTINCTION

Portal Users can access your online portal. Authorized Purchasers are individuals permitted to charge materials or pick up orders on your account. Keep both lists current.

HOW THIS GUIDE IS ORGANIZED

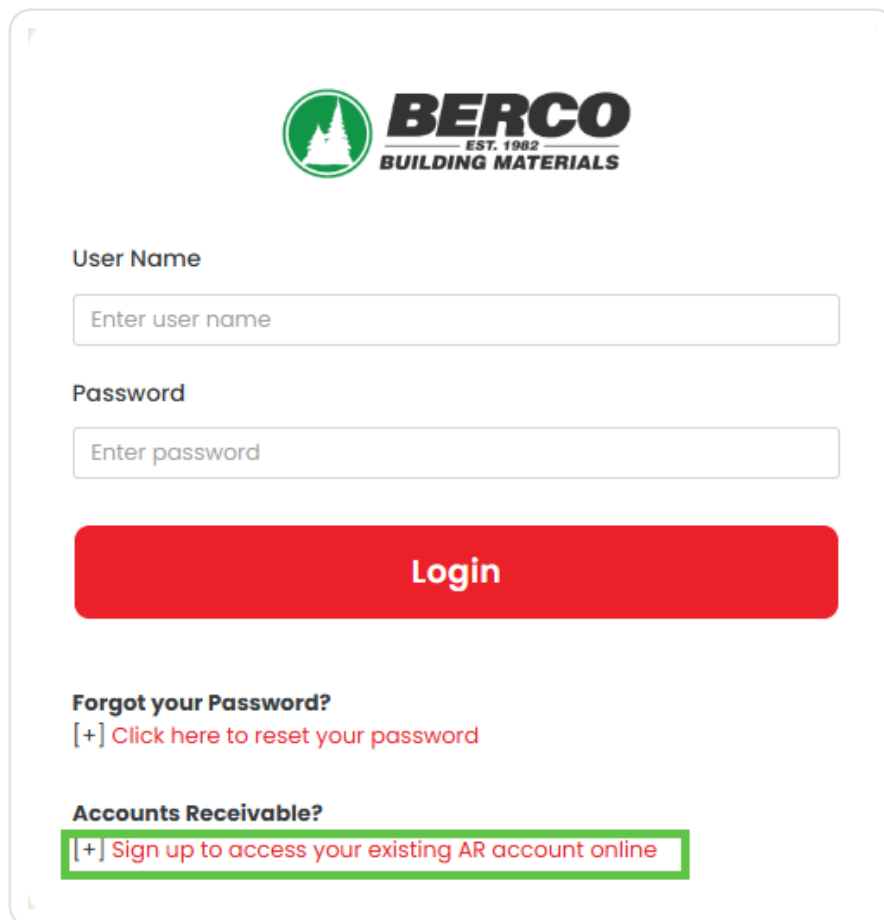
Getting started / Dashboard and balances / Payments / Account records / User and purchasing permissions / Help

02 / GETTING STARTED

Sign up for portal access

Existing Berco charge-account customers can request online access.

- Open the portal. Visit myaccount.berrylumber.com.
- Choose Sign Up. On the sign-in page, select “[+] Sign up to access your existing AR account online.”



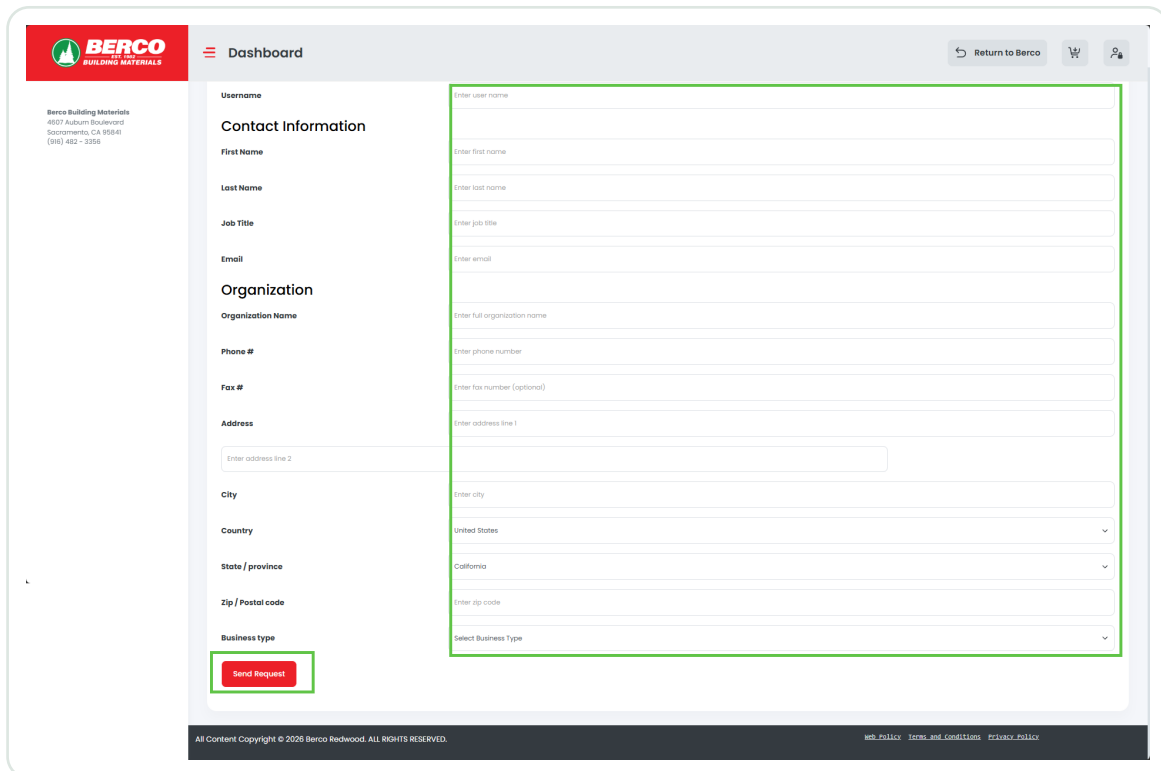
The screenshot shows the Berco login portal interface. At the top is the Berco logo. Below it are two input fields: 'User Name' with the placeholder 'Enter user name' and 'Password' with the placeholder 'Enter password'. A red 'Login' button is positioned below the password field. Under the 'Login' button, there is a link for 'Forgot your Password?' with the text '[+] Click here to reset your password'. At the bottom, there is a link for 'Accounts Receivable?' with the text '[+] Sign up to access your existing AR account online', which is highlighted with a green border.

02 / GETTING STARTED

Submit your access request

Registration requests are reviewed by the Berco Credit/AR team.

- Complete the form. Enter the requested contact and company information.
- Send your request. Select Send Request when finished.



The screenshot shows the Berco Building Materials registration form. The form is titled "Dashboard" and includes a "Return to Berco" button. The form is divided into two main sections: "Contact Information" and "Organization". The "Contact Information" section includes fields for Username, First Name, Last Name, Job Title, Email, and Organization Name. The "Organization" section includes fields for Phone #, Fax #, Address (line 1 and line 2), City, Country, State/province, Zip/postal code, and Business type. A red "Send Request" button is located at the bottom of the form. The form is highlighted with a green border.

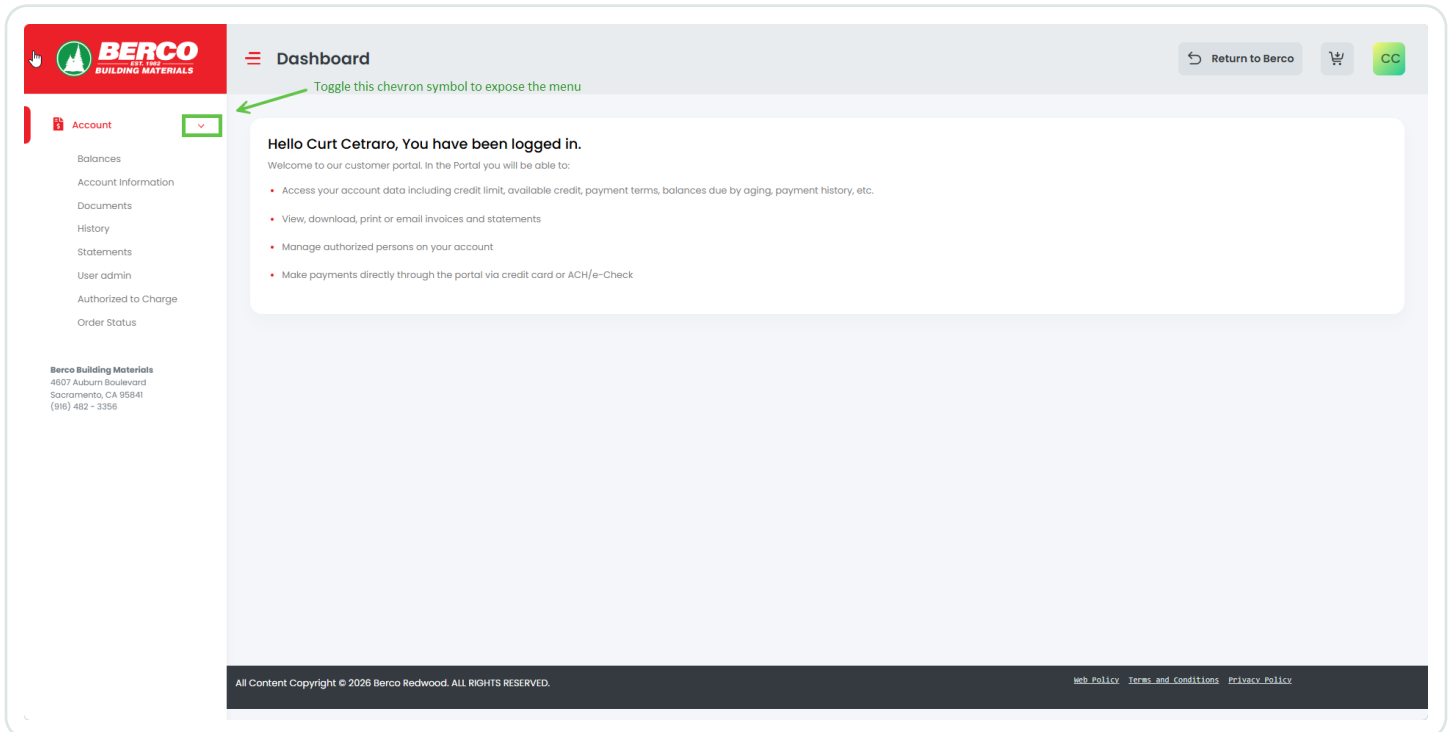
Our Credit/AR team will activate your account within 24 hours. For sooner access, contact Michael Hammett at (916) 891-5351 or mhammett@bercoredwood.com.

Already registered? Enter the username and password provided by the Credit/AR team and select Login. You will be prompted to change your password at first login.

03 / NAVIGATION

Dashboard and portal menu

Use the account menu on the left to move between portal features.



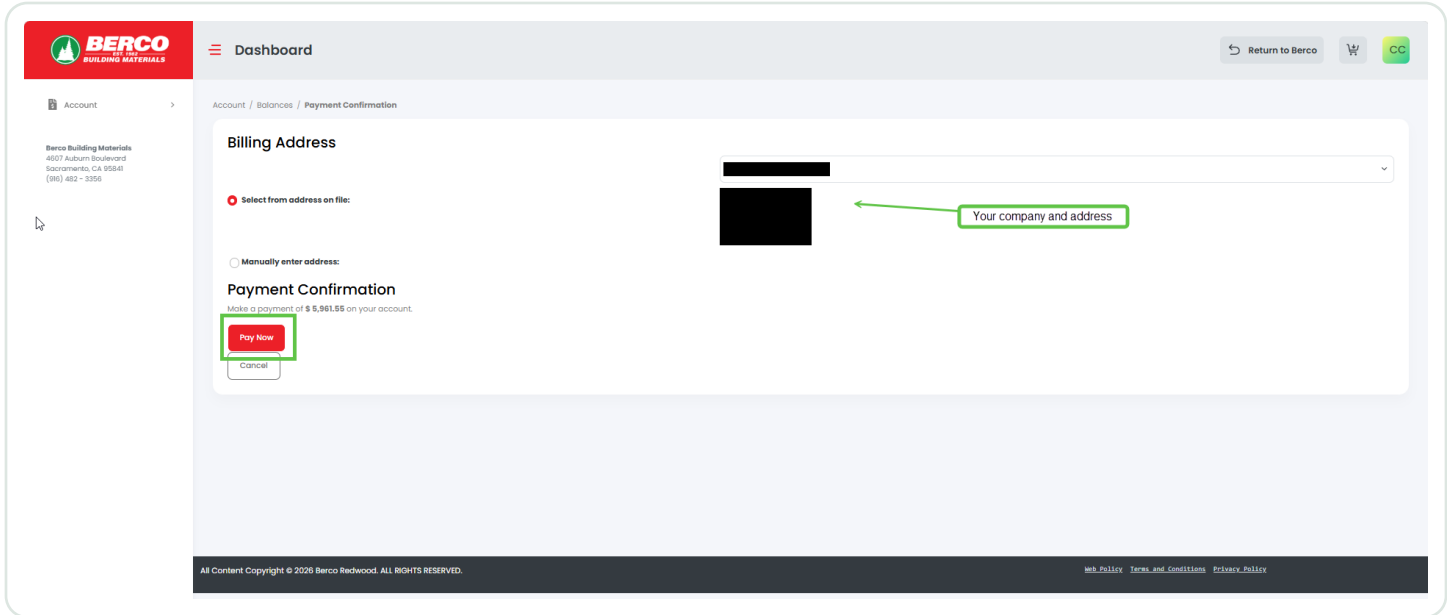
The Welcome screen appears after login. Expand the Account menu or use the chevron to reveal the available pages.

Menu options: Balances · Account Information · Documents · History · Statements · User Admin · Authorized to Charge · Order Status.

05 / PAYMENTS

Confirm the billing information

Follow the payment screens before providing a payment method.



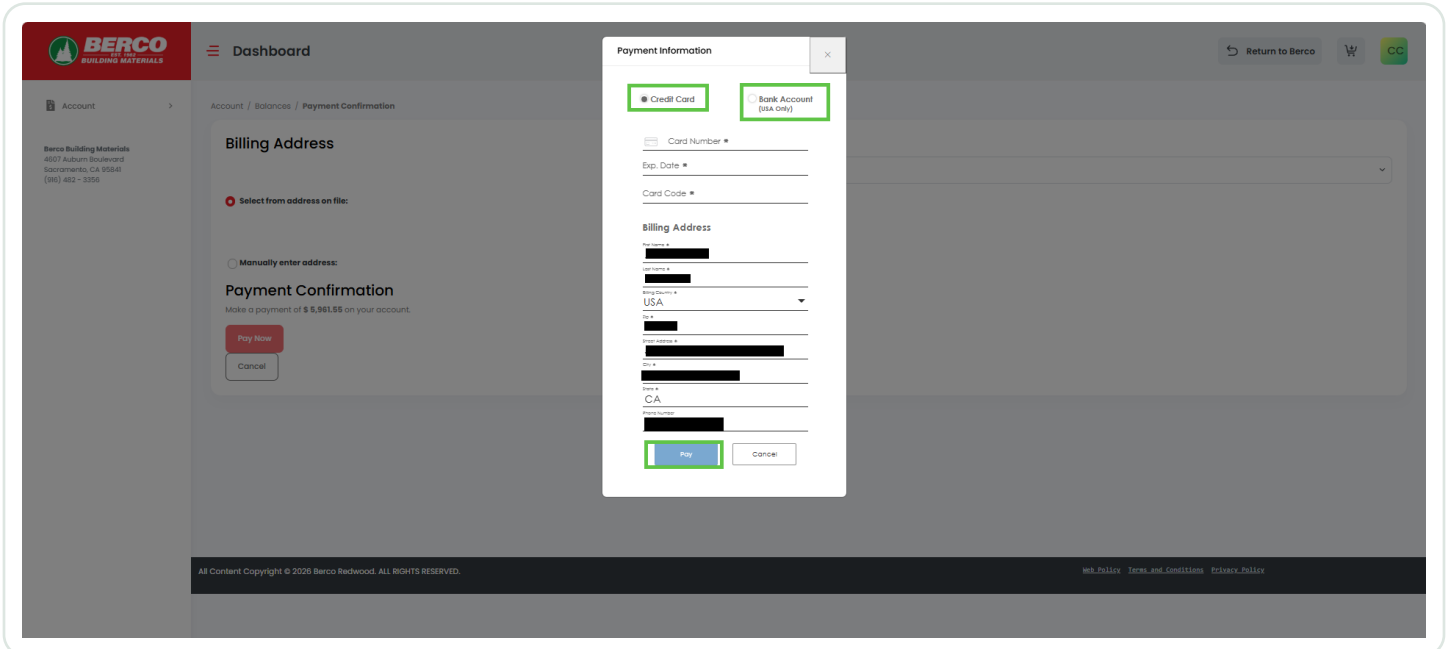
The screenshot shows the BERCO Customer Portal interface. The top navigation bar includes the BERCO logo, a 'Dashboard' link, and a 'Return to Berco' button. The left sidebar contains an 'Account' link and the company address: Berco Building Materials, 4507 Auburn Boulevard, Sacramento, CA 95841, (916) 452-3256. The main content area is titled 'Account / Balances / Payment Confirmation'. It features a 'Billing Address' section with a dropdown menu and a 'Select from address on file' option. A green box highlights the 'Pay Now' button in the 'Payment Confirmation' section, which states 'Make a payment of \$ 5,961.55 on your account.' A green arrow points to the dropdown menu with the label 'Your company and address'. The footer contains copyright information and links to 'Web Policy', 'Terms and Conditions', and 'Privacy Policy'.

After selecting an amount and clicking Continue, verify your company name and billing address. Use the address on file or enter another address, as offered by the portal.

05 / PAYMENTS

Choose how to pay

The portal supports credit card and bank-account payments.



The screenshot displays the Berco Building Materials Customer Portal. The main content area shows a 'Payment Confirmation' screen with a 'Pay Now' button. A modal window titled 'Payment Information' is open, allowing the user to select between 'Credit Card' and 'Bank Account (ACH Only)'. The 'Credit Card' option is selected. The modal contains fields for Card Number, Exp. Date, Card Code, Billing Address (Name, Address, City, State, Zip), and Phone Number. The 'Pay' button is highlighted in green.

Select Credit Card or Bank Account (ACH/e-check), enter the requested payment information, review it and select Pay.

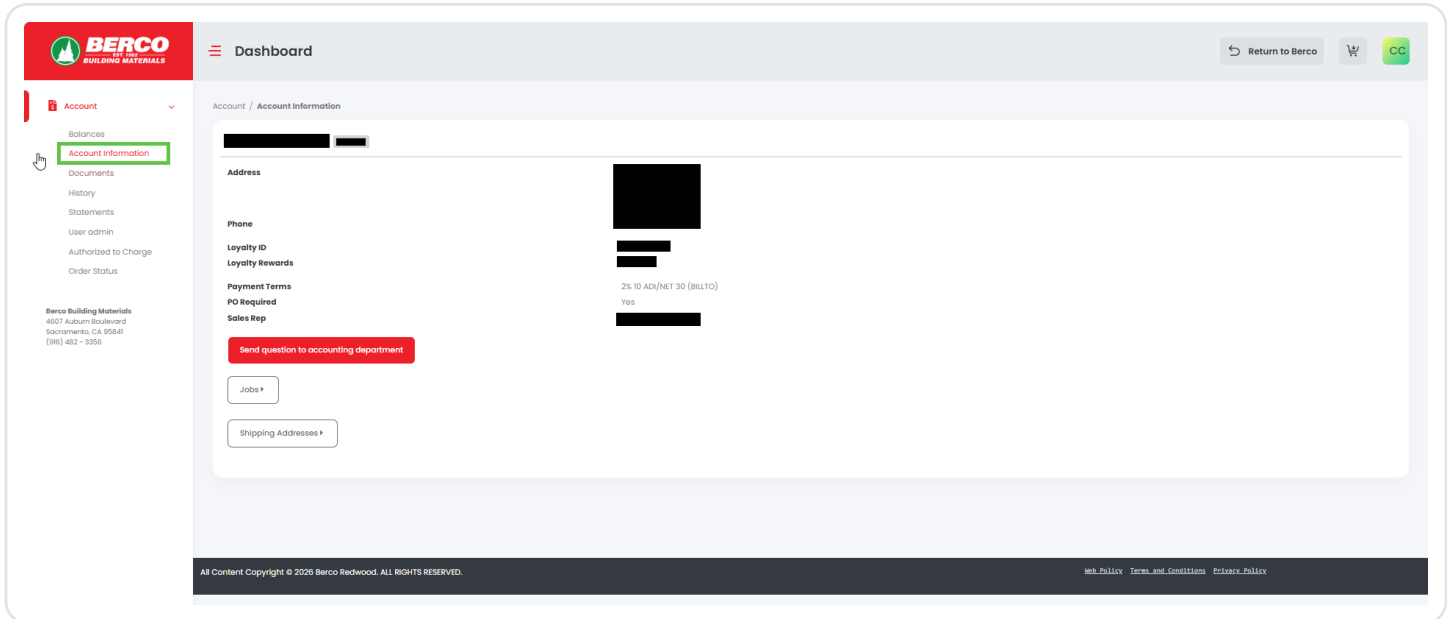
PAYMENT FEES

Credit card payments are subject to a fee. Bank-account payments have no fee.

06 / ACCOUNT RECORDS

Account Information

Your customer profile, credit settings and sales contact in one place.



The screenshot displays the 'Account Information' page within the BERCO Customer Portal. The page is divided into a left sidebar, a top navigation bar, and a main content area. The sidebar contains a list of account-related links, with 'Account Information' highlighted. The top navigation bar includes the BERCO logo, a 'Dashboard' link, and a 'Return to Berco' button. The main content area displays the following information:

- Address:** [Redacted]
- Phone:** [Redacted]
- Loyalty ID:** [Redacted]
- Loyalty Rewards:** [Redacted]
- Payment Terms:** 2% 10 ACH/NET 30 (BILTYO)
- PO Required:** Yes
- Sales Rep:** [Redacted]

Below the information, there are three buttons: 'Send question to accounting department', 'Jobs', and 'Shipping Addresses'.

At the bottom of the page, there is a footer with the text: 'All Content Copyright © 2020 Berco Redwood. ALL RIGHTS RESERVED.' and links to 'Web Policy', 'Terms and Conditions', and 'Privacy Policy'.

This page shows company information, payment terms, credit limit, purchase-order requirement and assigned sales representative.

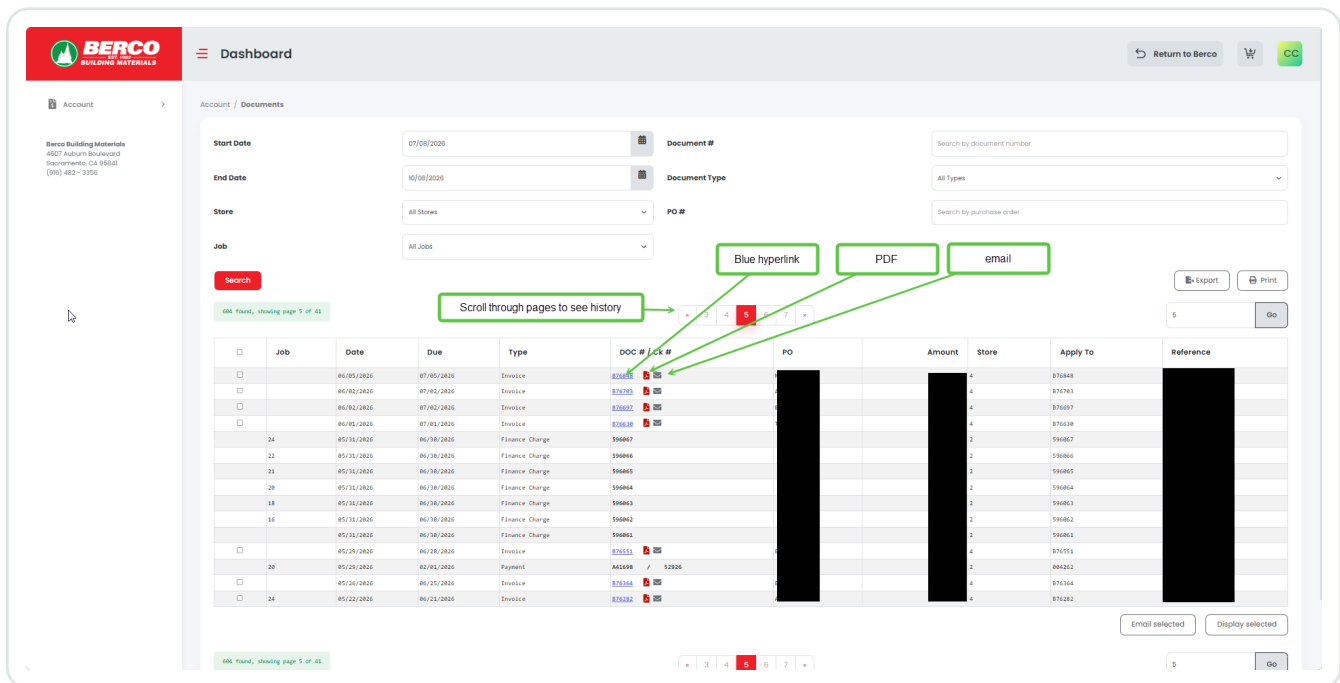
Job and shipping-address functionality is still being developed, as noted in the current guide.

06 / ACCOUNT RECORDS

Documents and invoices

Find, view, print, email and export account documents.

- Blue Doc# link. Opens a standard invoice copy quickly.
- PDF icon. Opens the original invoice for saving or printing; typically 15–20 seconds.
- Email icon. Sends the original-format invoice; allow approximately one minute.
- Export. Downloads account data in CSV format.



BERCO Building Materials
 4507 Auburn Boulevard
 Sacramento, CA 95841
 (916) 462-3206

Dashboard / Documents

Start Date: 07/06/2025 | End Date: 10/06/2025 | Store: All Stores | Job: All Jobs

Document #: Search by document number | Document Type: All Types | PO #: Search by purchase order

Search | Export | Print

OK found, showing page 5 of 41

Scroll through pages to see history

Job	Date	Due	Type	DOC # / Job #	PO	Amount	Store	Apply To	Reference
	06/05/2025	07/05/2025	Invoice	876255					876048
	06/02/2025	07/02/2025	Invoice	876293					876793
	06/02/2025	07/02/2025	Invoice	876337					876697
	06/02/2025	07/02/2025	Invoice	876338					876638
24	05/15/2025	06/30/2025	Finance Charge	590867					590867
22	05/15/2025	06/30/2025	Finance Charge	590866					590866
21	05/15/2025	06/30/2025	Finance Charge	590865					590865
20	05/15/2025	06/30/2025	Finance Charge	590864					590864
19	05/15/2025	06/30/2025	Finance Charge	590863					590863
18	05/15/2025	06/30/2025	Finance Charge	590862					590862
16	05/15/2025	06/30/2025	Finance Charge	590861					590861
	05/29/2025	06/28/2025	Invoice	876331					876551
20	05/29/2025	02/01/2026	Payment	A64698 / 52326					004262
	05/29/2025	06/25/2025	Invoice	876356					876364
24	05/22/2025	06/21/2025	Invoice	876392					876282

OK found, showing page 5 of 41

Email selected | Display selected

If an invoice is unavailable in the document archive, the Credit/AR team can provide a copy. Payments also appear in this section.

06 / ACCOUNT RECORDS

Transaction History

Search prior activity and related documents.


Dashboard
Return to Berco
W
CC

Account

- Balances
- Account Information
- Documents
- History**
- Statements
- User admin
- Authorized to Charge
- Order Status

Berco Building Materials
 4807 Auburn Boulevard
 Sacramento, CA 95841
 (916) 482-3355

Account / Sales History

Start Date

End Date

Job

Store

Document#

Order #

PO #

Item Code

☐ Display line item details

4 found, showing page 1 of 1

☐	Date	Store	Type	Doc #	Job	Total	PO #	Reference
☐	03/31/2026	4	Sale	873624				
☐	03/31/2026	2	Sale	151797	22			
☐	03/31/2026	5	Sale	005456	22			
☐	03/31/2026	5	Sale	K05459	22			

4 found, showing page 1 of 1

All Content Copyright © 2026 Berco Redwood. ALL RIGHTS RESERVED.
 [Web Policy](#)
[Terms and Conditions](#)
[Privacy Policy](#)

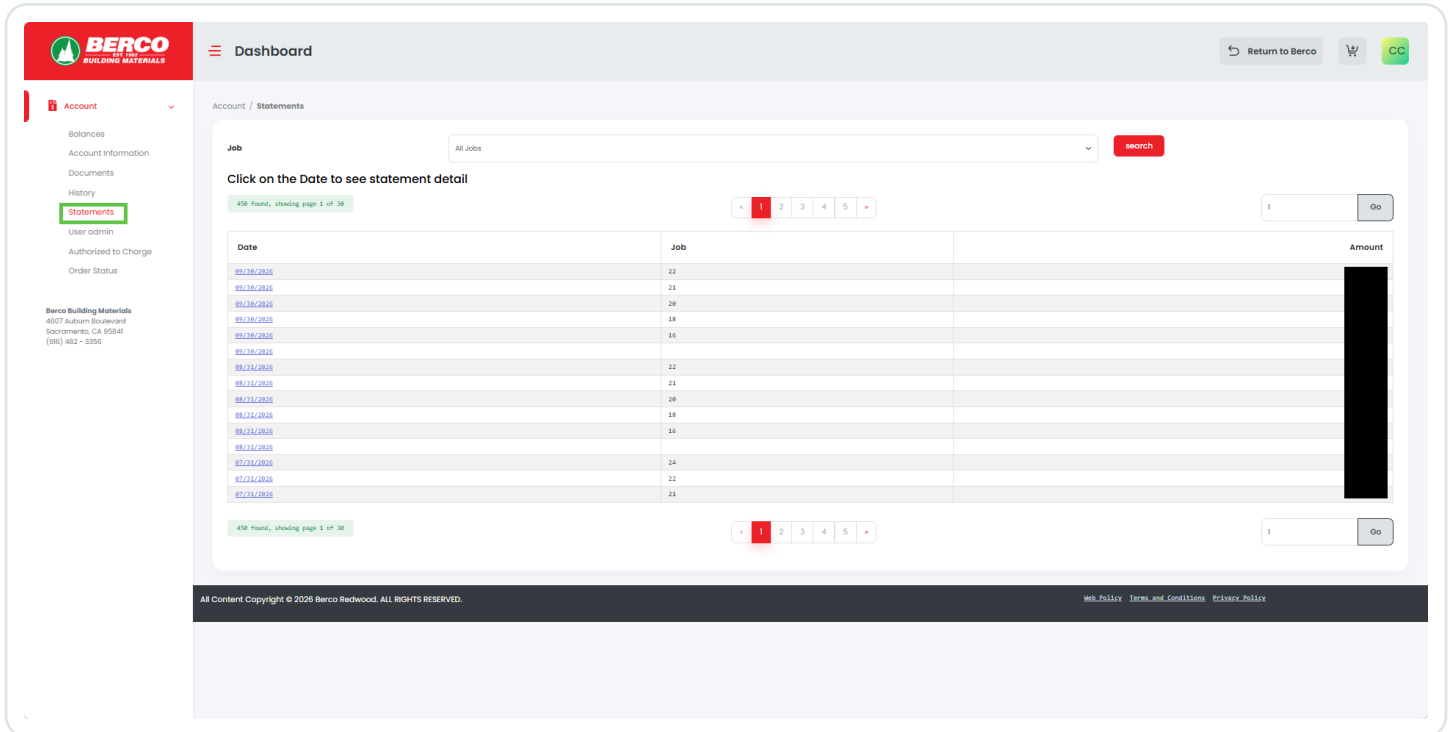
Enter the date range or other search criteria, such as job, document number, order number, purchase order number or item code. Select Search to locate matching transactions.

Use the available Export or Print controls to keep a record of the results.

06 / ACCOUNT RECORDS

Statements

Retrieve statements by date or job.



BERCO BUILDING MATERIALS

Dashboard

Return to Berco

Account

- Balances
- Account Information
- Documents
- History
- Statements**
- User admin
- Authorized to Charge
- Order Status

Berco Building Materials
4807 Auburn Boulevard
Sacramento, CA 95841
(916) 482-3355

Account / Statements

Job: All Jobs **SEARCH**

Click on the Date to see statement detail

458 found, showing page 1 of 38

Date	Job	Amount
08/28/2025	22	
08/28/2025	21	
08/28/2025	20	
08/28/2025	18	
08/28/2025	16	
08/28/2025	22	
08/28/2025	21	
08/28/2025	20	
08/28/2025	18	
08/28/2025	16	
08/28/2025	24	
07/23/2025	22	
07/23/2025	23	

458 found, showing page 1 of 38

All Content Copyright © 2025 Berco Redwood. ALL RIGHTS RESERVED.

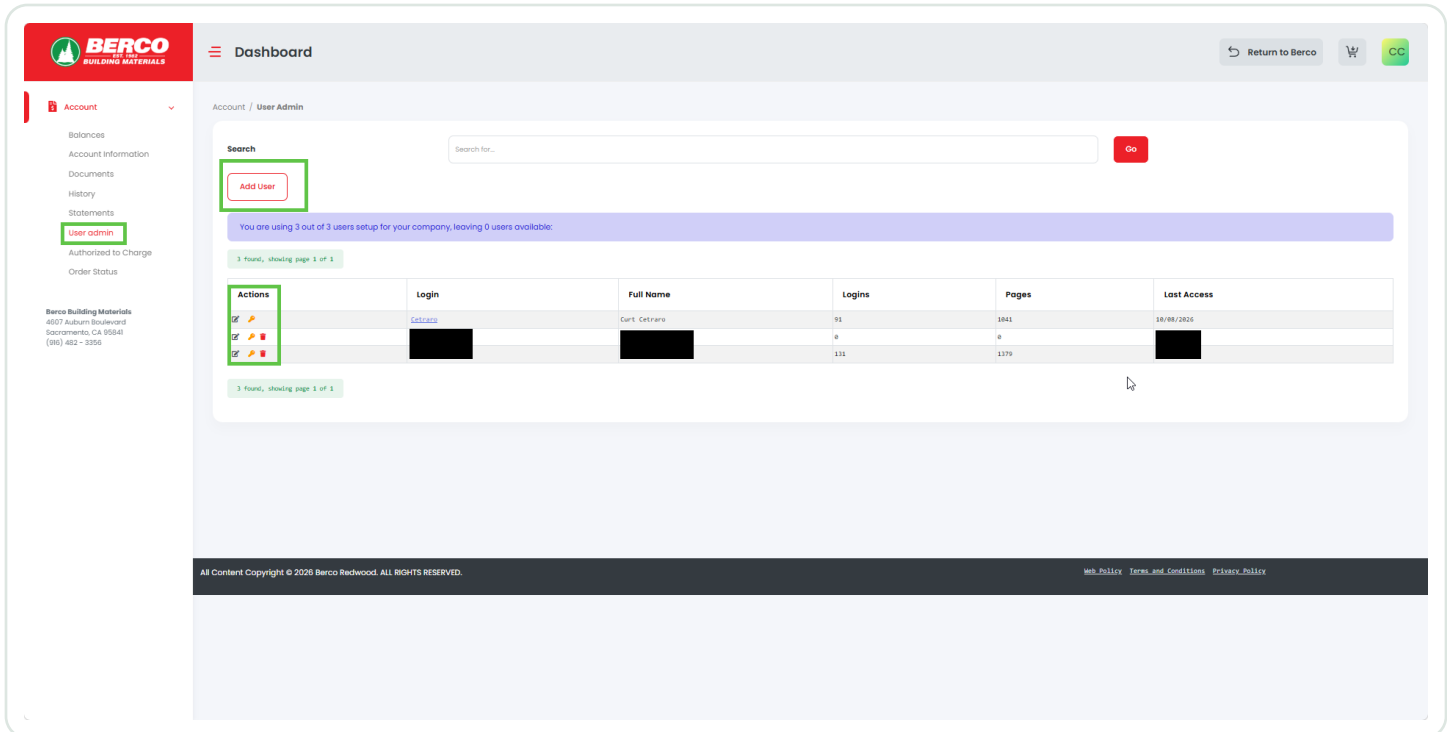
[Web Policy](#) [Terms and Conditions](#) [Privacy Policy](#)

Open Statements, choose a job if applicable, then select a statement date to view the corresponding statement.

07 / ACCOUNT ACCESS

User Administration

Manage who can log in and view information through the Customer Portal.



Dashboard [Return to Berco](#) [W](#) [CC](#)

Account [Balances](#) [Account Information](#) [Documents](#) [History](#) [Statements](#) **User Admin** [Authorized to Charge](#) [Order Status](#)

Berco Building Materials
4507 Auburn Boulevard
Sacramento, CA 95841
(916) 482-3356

Account / User Admin

Search [Go](#)

[Add User](#)

You are using 3 out of 3 users setup for your company, leaving 0 users available.

3 found, showing page 1 of 1

Actions	Login	Full Name	Logins	Pages	Last Access
Edit Delete	Gert, Cecily	Gert, Cecily	51	1841	10/09/2024
Edit Delete	[REDACTED]	[REDACTED]	0	0	[REDACTED]
Edit Delete	[REDACTED]	[REDACTED]	131	1379	[REDACTED]

3 found, showing page 1 of 1

All Content Copyright © 2020 Berco Redwood. ALL RIGHTS RESERVED. [Web Policy](#) [Terms and Conditions](#) [Privacy Policy](#)

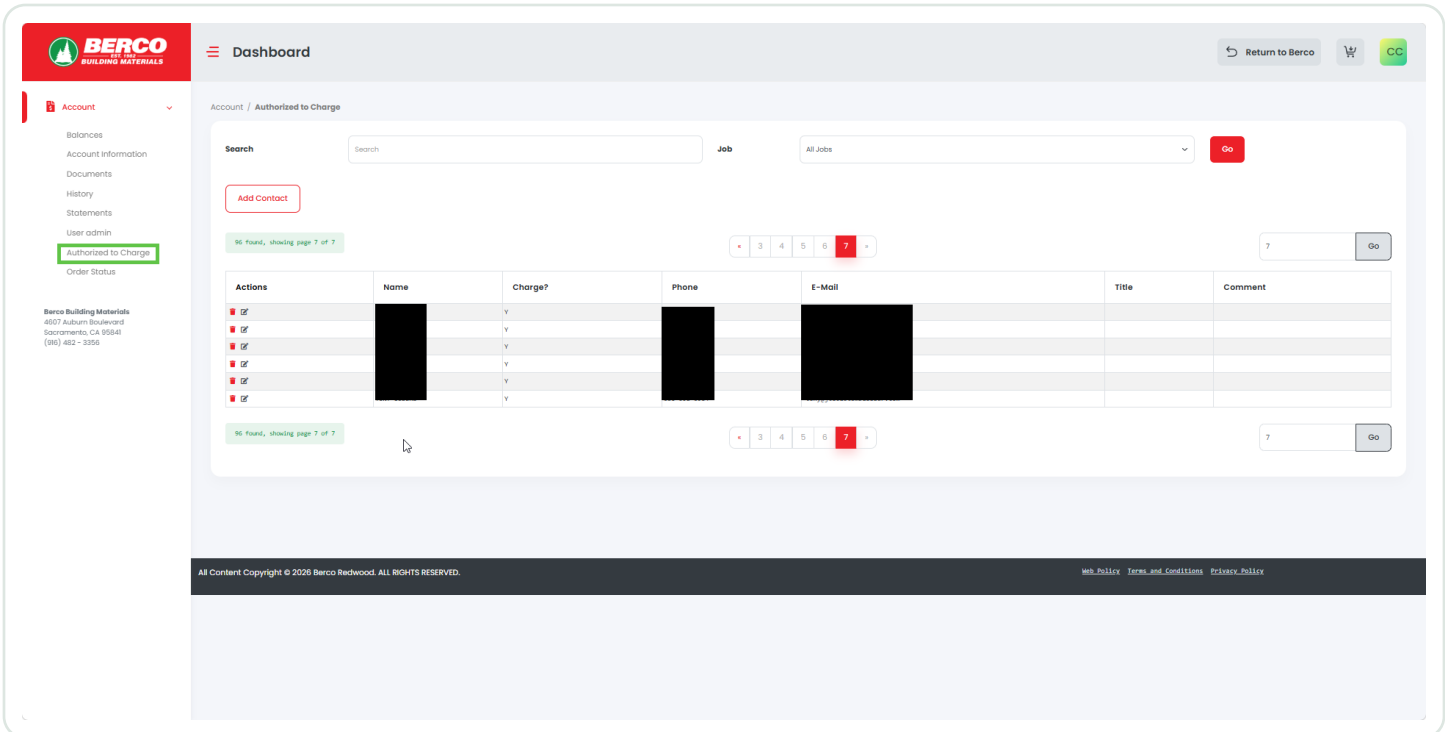
Select Add User to create a new portal user. Use the icons in the Actions column to edit user details, change passwords or delete access.

Security reminder: Remove portal access promptly when someone no longer needs it.

08 / PURCHASING ACCESS

Authorized Purchasers

Control who may charge materials or pick up orders on your account.



BERCO BUILDING MATERIALS

Dashboard

[Return to Berco](#) [W](#) [CC](#)

Account

- Balances
- Account Information
- Documents
- History
- Statements
- User admin
- Authorized to Charge**
- Order Status

Berco Building Materials
4507 Auburn Boulevard
Sacramento, CA 95841
(916) 482-3356

Account / Authorized to Charge

Search Job [Go](#)

[Add Contact](#)

96 found, showing page 7 of 7

Actions	Name	Charge?	Phone	E-Mail	Title	Comment
☒		Y				
☒		Y				
☒		Y				
☒		Y				
☒		Y				
☒		Y				

96 found, showing page 7 of 7

All Content Copyright © 2020 Berco Redwood. ALL RIGHTS RESERVED. [Web Policy](#) [Terms and Conditions](#) [Privacy Policy](#)

In Authorized to Charge, add, update or remove purchasers. Maintain one list for the full account or separate lists for individual jobs.

For each person, provide their name, phone number, email address, title and relevant notes to help verify identity.

09 / ASSISTANCE

We are here to help

Contact our team for account activation, document assistance or portal troubleshooting.

Michael Hammett

Credit/AR Manager

mhammett@bercoredwood.com

(916) 891-5351

Curt Cetraro

Chief Financial Officer

ccetraro@bercoredwood.com

(916) 891-5346

ACCESS THE PORTAL

myaccount.berrylumber.com