

E-Bill Express User Quick Reference Guide

Make a Quick Pay or One Time Payment

1. Enter your account number and re-enter to confirm (Can be found on your invoice or reporting form)
2. Click **'Continue or One-Time Payment'**
3. Enter information in all fields, select a Payment Type to designate the payment and add any helpful comments by clicking 
4. If you selected "Invoices" in Payment Type enter those in the Invoice Number(s) field
5. Add a Payment Method by clicking the "Enter" button and completing the bank account or credit card information and agreeing to the debit authorization – Click **'Enter Account'**
6. Click **'Continue to Payment'**
7. Verify Payment for accuracy
8. Click **'Make Payment'**
9. Click **'Log Out'**

Make a Payment and Enroll in E-Bill Express

1. Access E-Bill Express through a link on the website or enter the URL into a browser.
2. Enter account number and re-enter to confirm
3. Click **'Pay Now'**
4. Enter information in all fields, select a Payment Type to designate the payment and add any helpful comments by clicking 

5. If you selected "Invoices" in Payment Type enter those in the Invoice Number(s) field
6. Add a Payment Method by clicking  **Enter** button and completing the bank account or credit card information and agreeing to the debit authorization – Click **'Enter Account'**
7. Click **'Continue to Payment'**
8. Verify Payment for accuracy
9. Click **'Make Payment'**
10. Click **'Enroll With Your Current Information'** if you like to enroll to be able to set up an AP.
11. Enter information in required fields. Click **'Continue to Login & Payment'**.
12. Choose Login ID, Password, select security image and label, select security questions and fill in answers. Click **'Continue to Terms of Service'**.
13. Click check box to agree to Terms of Service and click **'Continue to Billing and Payment'**.
14. Enter any outstanding required Payment Method information, click checkbox for debit authorization.
15. Click **'Finish Enrollment'**
16. Go to your email account and open the email just sent to you. Click on the **'Activate'** button or hyperlink. NOTE: Your access is not activated until you click on the **'Activate'** button and you will not be able to make payments

Setting up an Automatic Payment or Monthly Contribution

Note: To set up Automatic (AP), you must make an initial payment first by using the 'Pay Now' Link. After the payment has been initiated you have an option to enroll. To set up an RP, you will have to log in as an enrolled user.

1. On the Welcome page, Login Tab, enter your login ID and Password, click **'Login'**
2. Click on the Automatic Payment
3. Click on **"Add Recurring Payment"** button
4. Complete required information and click checkbox agreeing to the terms
5. Click **'Agree and Submit'**

Editing or Deleting an Automatic Payment

1. On the Welcome page, Login Tab, enter your login ID and Password, click **'Login'**
2. Click on the Automatic Payment
3. Click **'Edit'** or **'Delete'**
4. Confirm your request

Locked Out

The password is case sensitive. If you enter your password incorrectly three times, the system will lock you out. Email MAC-AR@MSPMAC.ORG to unlock your account.