The NC eProcurement transaction fee may be paid via check, money order or automated clearing house (ACH) through Wells Fargo E-Bill Express. This job aid details the steps to complete payment through Wells Fargo E-Bill Express:

I. Submitting Payment through E-Bill Express

II. Enrolling with E-Bill Express

I. Submitting Payment through E-Bill Express


2. Enter and confirm the customer number for the account being paid in the ‘Customer Number e.g., 1234-XX’ field. The NC eProcurement customer number can be found in the top right of the NC eProcurement invoice.

3. Select ‘Pay Now’
4. Enter the ‘Contact Name’, ‘Contact Telephone’, and ‘Contact Email’ for the individual entering the payment in the system. This contact information will be used to send payment confirmation information and if there are any questions about payment application in the NC eProcurement system.

![Home page screenshot]

5. In the ‘Payment Amount’ field, enter the total amount to be paid. If multiple invoices are being paid, this should be the sum of those invoices.

6. Select ‘01-Single Invoice’ or ‘02-Multiple Invoice(s)’ to indicate whether payment is for one invoice or multiple invoices.

7. Select the icon to list the invoices to be paid.
8. In the ‘Invoice Number(s)’ field, enter the invoice numbers to be paid. If paying multiple invoices, separate each invoice number with a comma (,) and select ‘OK’.

9. Select ‘Add a Payment Method’ to enter bank account information.

10. For ‘Account Type’, select ‘Personal’ or ‘Business’ to determine the type of account that will be making the payment.

11. Select ‘Checking Account’ or ‘Savings Account’ in the ‘Banking Type’ field to indicate the type of account making payment.
12. Enter the bank account name in the ‘Name on the Account’ field.

13. In the ‘Routing Number’ field, enter the bank routing number found in the bottom left of a check for the account.

14. Enter the full bank account number in the ‘Account #’ field which can also be found at the bottom of a check for the account. Confirm the account number in the ‘Re-enter Account #’ field.

15. Review the agreement at the bottom of the page and check the box next to ‘Agree and Add Account’.

17. ‘Payment Date’ will default to today’s date but can be changed to a future date if needed. Payment will not be processed until the date selected.

18. In the ‘Vendor Name’ field, enter the name of the company as it is registered in the North Carolina electronic Vendor Portal.

19. Select ‘Continue to Payment’.

20. Review the Payment Terms & Conditions and check the box next to ‘By checking this box you agree to the terms and conditions stated above’.

21. Select ‘Make Payment’ to complete the process.

22. A Confirmation page will appear. This information will also be emailed to the address provided. To establish an account with Wells Fargo E-Bill Express, select the ‘Enroll with Your Current Information’ link.
II. Enrolling with E-Bill Express

1. After selecting the ‘Enroll with Your Current Information’ link in the previous section, the user is taken to the ‘Account Setup’ page.

2. Review the ‘Name’ and ‘Contact Info’ auto-populated from the information provided when submitting payment.

3. Select ‘Continue to Login & Password’

4. Create a ‘Login ID’ and ‘Password’ for the Wells Fargo E-Bill Express site.

5. Choose a ‘Security Image’ and enter a word or phrase in the ‘Give your image a label’ field.
6. Select and answer five security questions.

7. Select ‘Continue to Terms of Service’.

8. Review the ‘Terms of Service’ and check the box to enroll.

9. Select ‘Continue to Payment Accounts’.
10. Enter a name in the ‘Give this Account a Nickname’ field and review all other pre-populated information.

11. Review the terms of use and check the box next to ‘Agree and Add Account’.

12. Select ‘Finish Enrollment’.
13. A ‘Your Account is Set Up!’ page appears confirming enrollment completion.

14. Select ‘Account Login’ to be taken to the E-Bill Express login page.

15. Select ‘E-Bill Express Login’ to login to the recently created account using the username and password provided during the enrollment process.