

E-Bill Express

Introduction

For vendors to use NC eProcurement, there is a transaction fee of 1.75% on purchase orders for material goods. This fee is applied once the vendor receives payment from the buying entity on an issued purchase order. Invoices are sent to vendors via the email address designated as the billing address on the eVP account. The NC eProcurement transaction fee may be paid via check, money order, credit/debit card, or automated clearing house (ACH) through Wells Fargo E-Bill Express. This job aid details the steps to complete payment with a credit/debit card or ACH through Wells Fargo E-Bill Express.



STATE DEPARTMENT STATE BRANCH
LOCAL GOVERNMENT CITY COUNTY
COMMUNITY COLLEGE PUBLIC SCHOOLS
NORTH CAROLINA ePROCUREMENT PURCHASE
ONLINE SHOPPING STATEWIDE TERM CONTRACTS
ELECTRONIC VENDOR PORTAL HUB CERTIFIED V
QUOTE PUNCHOUT CATALOG
PURCHASE ORDER
SOURCING
BIDDING
BUY

Learning Objectives

At the end of this job aid **you will be able to:**



Initiate a Payment through E-Bill Express Pay Now.



Pay with a Credit or Debit Card.



Pay with a Bank Account.

E-Bill Express

Initiating a Payment through E-Bill Express Pay Now

1

- A. Visit <https://www.e-billexpress.com/ebpp/ncep/>.
- B. Enter and confirm the customer number for the account being paid in the **Account Number e.g., 1234-XX** fields and select **Pay Now**. The NC eProcurement Account number can be found in the top right of the NC eProcurement invoice and is also known as the NC eProcurement customer number.

E-BILL EXPRESS LOGIN PAY NOW Welcome to E-Bill Express from North Carolina eProcurement!

* Required Fields

1B AccountNumber

* Confirm AccountNumber

☐ I'm not a robot
reCAPTCHA is changing its terms of service. [Take action.](#) reCAPTCHA

Pay Now

ENROLLMENT

When you confirm your payment on the final page you will be given the opportunity to Enroll. Please look for this on the payment pop-up confirmation if you'd like to Enroll in our site.

Invoice Date: 14-May-26
Invoice Number: INV-171231
Customer Number: 12345-A
Payment Due Date: 20-Jun-26
Amount Enclosed \$

Bill To: ANY VENDOR
123 ANY STREET
CHARLOTTE, NC 28217

Make check or money order payable to:
State of North Carolina - Eproc
PO Box 752167
Charlotte, NC 28275-2167

For electronic payments visit:
<https://www.e-billexpress.com/ebpp/ncep/>

*Please include your customer and invoice numbers with your payment and kindly avoid adding any additional correspondence. Sending a separate check for each invoice will help ensure your payment is processed accurately.

- C. 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

* Contact Name
John Doe

* Contact Telephone
919-321-1234 Mobile

* Contact Email
myemail@domain.com

* Payment Amount
\$

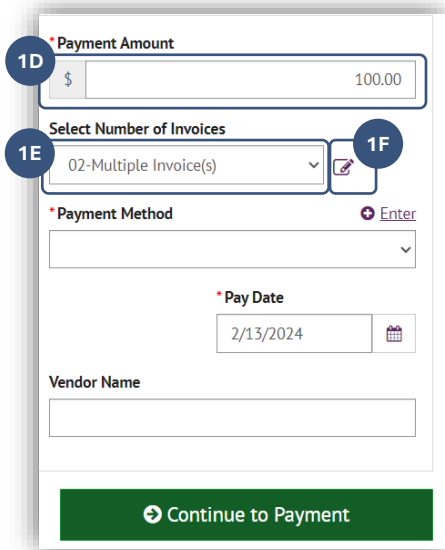
Select Number of Invoices
Select Option Go

* Payment Method Enter

- D. 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.
- E. From the **Select Number of Invoices** dropdown, select **01-Single Invoice** or **02-Multiple Invoice(s)** to indicate whether payment is for one invoice or multiple invoices.

E-Bill Express

F. Select the  icon to list the invoices to be paid.

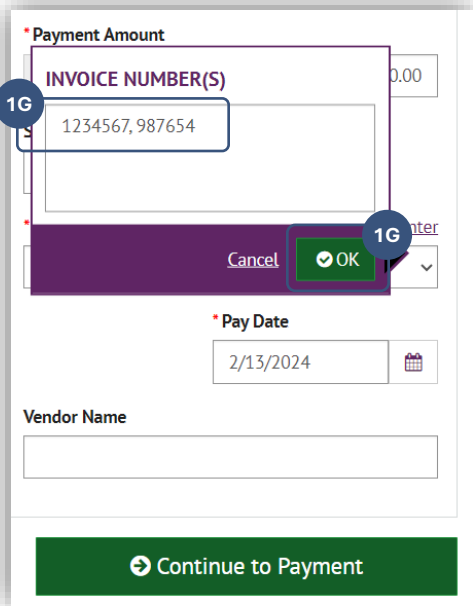


The screenshot shows a payment form with the following fields and callouts:

- 1D** points to the **Payment Amount** field, which contains a dollar sign and the value 100.00.
- 1E** points to the **Select Number of Invoices** dropdown menu, which currently shows "02-Multiple Invoice(s)".
- 1F** points to the **Payment Method** dropdown menu, which has an "Enter" button next to it.

Other fields visible include **Pay Date** (2/13/2024), **Vendor Name**, and a green **Continue to Payment** button at the bottom.

G. 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**.



The screenshot shows the same payment form as before, but with the **Invoice Number(s)** field highlighted. The field contains the text "1234567,987654".

- 1G** points to the **Invoice Number(s)** field.
- 1H** points to the **OK** button in the modal dialog box.

The modal dialog box also has a **Cancel** button. The **Pay Date** is 2/13/2024, and the **Vendor Name** field is empty. The **Continue to Payment** button is at the bottom.

E-Bill Express

H. Select + **Enter** to select the payment method.

* Payment Amount
\$ 100.00

Select Number of Invoices
02-Multiple Invoice(s)

* Payment Method
+ Enter

* Pay Date
2/13/2024

Vendor Name

Continue to Payment

Paying with a Credit or Debit Card

2 A. On the **Enter a Payment Method** page, select **Credit or Debit Card**.

Enter a Payment Method

Choose your preferred payment method to pay your bills.

* Required Fields

BANK ACCOUNT

CREDIT OR DEBIT CARD

B. Complete all required fields on the next page, check the box next to **Agree and Enter Account**, and click the **Enter Account** button to save the payment information.

CREDIT OR DEBIT CARD

* Full Name on Card

* Card Number

* Expiration Date

* Security Code

* Country

* Address

* Address2

* City

* State

* ZIP Code

By selecting "Agree and Enter Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

2B ☐ * Agree and Enter Account

2B Enter Account

E-Bill Express

- C. Upon returning to the Pay Now **Home** page, the **Pay Date** field 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.
- D. In the **Vendor Name** field, enter the name of the company as it is registered in the North Carolina electronic Vendor Portal.
- E. Select **Continue to Payment**.

The screenshot shows the 'Home' page of the E-Bill Express system. It contains several input fields for user information: 'Contact Name' (John Doe), 'Contact Telephone' (919-321-1234), 'Contact Email' (myemail@domain.com), 'Payment Amount' (\$ 1.00), 'Select Number of Invoices' (02-Multiple Invoice(s)), 'Payment Method' (Credit Card), 'Pay Date' (2/13/2024), and 'Vendor Name' (Company ABC). A green 'Continue to Payment' button is at the bottom right. Callouts are present: '2C' points to the 'Pay Date' field, '2D' points to the 'Vendor Name' field, and '2E' points to the 'Continue to Payment' button.

- F. On the subsequent **Verify Payment** page, review the Payment Terms & Conditions and check the box next to **By checking this box you agree to the terms and conditions stated above**.
- G. Select **Make Payment** to complete the process. A Confirmation page will appear, and this information will also be emailed to the address provided.

Credit and Debit Card transactions are subject to a service fee collected by the financial services provider. There is no processing fee for payments made via bank account.

Paying with a Bank Account

- 3
- A. On the **Enter a Payment Method** page, select **Bank Account**

The screenshot shows the 'Enter a Payment Method' page. It has two main options: 'BANK ACCOUNT' and 'CREDIT OR DEBIT CARD'. Callout '3A' points to the 'BANK ACCOUNT' option. The page also includes a 'Home' button on the left and a 'View' button on the right.

E-Bill Express

- B.** For **Account Type**, select **Personal** or **Business** to determine the type of account that will be making the payment.
- C.** Select **Checking Account** or **Savings Account** in the **Banking Type** field to indicate the type of account making payment.
- D.** Enter the bank account name in the **Name on the Account** field.
- In the **Routing Number** field, enter the bank routing number found in the bottom left of a check for the account.
- E.** 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.
- F.** Review the agreement at the bottom of the page and check the box next to **Agree and Enter Account**.
- G.** Select **Enter Account**.

Enter a Payment Method

Choose your preferred payment method to pay your bills.

*** Required Fields**


BANK ACCOUNT

3B

Account Type

Personal
Business

*** Banking Type**

Checking Account
Savings Account

3C

*** Name on the Account**

Company ABC

3D

Routing Number

053000219

WELLS FARGO BANK

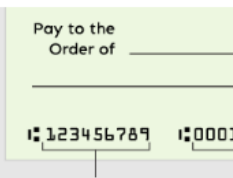
3E

*** Account #**

1234567890

*** Re-enter Account #**

1234567890



Pay to the Order of _____

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

3F

☒ *** Agree and Enter Account**

3G

Enter Account

- H. Upon returning to the Pay Now **Home** page, the **Pay Date** field 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.
- I. In the **Vendor Name** field, enter the name of the company as it is registered in the North Carolina electronic Vendor Portal.
- J. Select **Continue to Payment**.

The screenshot shows the 'Home' page of the E-Bill Express system. The page has a purple header with the 'Home' title and an 'Exit' link. Below the header, there are several input fields for contact information: 'Contact Name' (John Doe), 'Contact Telephone' (919-321-1234), 'Contact Email' (myemail@domain.com), and a 'Mobile' dropdown. To the right, there are fields for 'Payment Amount' (\$100.00), 'Select Number of Invoices' (02-Multiple Invoice(s)), and 'Payment Method' (WELLS FARGO BANK ****7890). Below these, there is a 'Pay Date' field (8/27/2020) and a 'Vendor Name' field (Company ABC). A green 'Continue to Payment' button is at the bottom. A 'MESSAGES' section on the right contains a 'View' button and a message about selecting invoice numbers. Callouts 3H, 3I, and 3J point to the 'Pay Date', 'Vendor Name', and 'Continue to Payment' fields respectively. The footer contains copyright information and links to Terms of Service, Contact Us, Privacy Policy, and FAQs.

- K. On the subsequent **Verify Payment** page, review the Payment Terms & Conditions and check the box next to **By checking this box you agree to the terms and conditions stated above.**
- L. Select **Make Payment** to complete. A Confirmation page will appear, and this information will also be emailed to the address provided.

E-Bill Express

Enrolling in E-Bill Express

4

After making a payment in E-Bill Express, users will have the option to enroll. The benefits of enrolling are that future payments can be streamlined by using saved payment information and users will have the ability to view their E-Bill Express payment history

- A. On the confirmation page that displays after completing a payment, select the **Enroll with Your Current Information** link to establish an account with Wells Fargo E-Bill Express.

Confirmation

Thank You! Your payment has been made.

Print Confirmation Page

Payment Date

8/27/2020

Payment Method

WELLS FARGO BANK *****7890

John Doe

Total Payment

\$100.00

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Thursday, August 27, 2020 8:00 PM ET will be posted on Thursday, August 27, 2020. Payments confirmed after Thursday, August 27, 2020 8:00 PM ET will be posted on Friday, August 28, 2020.

If you have any further questions about payments to North Carolina eProcurement, please contact our office at 888-211-7440 .

Account Number

12345-A

Confirmation #

3100145182

Payment Amount

\$100.00

4A

Enroll With Your Current Information

Return to Home

Log Out

- B. On the subsequent **Account Setup** page, review the **Name** and **Contact Info** auto-populated from the information provided when submitting payment.
- C. Select **Continue to Login & Password**.

Account Setup

✓ PROFILE

LOGIN & PASSWORD

TERMS OF SERVICE

PAYMENT ACCOUNTS

Name

Contact Name

John Doe

Contact Info

Contact Telephone

919-321-1234

Mobile

Add Another Telephone Number

Contact Email

myemail@domain.com

Add Another Email Address

4C

Continue to Login & Password

© 2004-2020 Wells Fargo Bank All Rights Reserved. |

Terms of Service

Contact Us

Privacy Policy

FAQs

- D. Create a **Login ID** and **Password** for the Wells Fargo E-Bill Express site.
- E. Choose a **Security Image** and enter a word or phrase in the **Give your image a label** field.
- F. Select and answer five security questions.
- G. Select **Continue to Terms of Service**.



Account Setup

[✓ PROFILE](#)
[LOGIN & PASSWORD](#)
[TERMS OF SERVICE](#)
[PAYMENT ACCOUNTS](#)

Create an Account

Login ID

Login ID is required.

Password

Passwords must have at least 8 characters and have at least 3 of the following:
 - 1 or more numbers
 - 1 or more uppercase characters
 - 1 or more lowercase characters
 - 1 or more of these special characters "+, -, *, /, %, !, ~, [], _" @ \$
 Passwords cannot include:
 - the last password
 - your name
 - your Login ID
 - more than 3 repeating characters, numbers or special characters, such as AAAAA, 22222 or !!!!
 - more than 3 consecutive characters or numbers, such as aBCD or 4567
 - the zero character at the start or end
 - the word "password" (common dictionary words should be avoided)

Password is required.

Re-enter password, just to be sure

Re-enter password is required.

Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.











Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1

What is your grandmother's maiden name on your father's side?

Answer 1

Answer 1 is required.

Question 2

What is your grandmother's maiden name on your mother's side?

Answer 2

Answer 2 is required.

Question 3

How many brothers and sisters did your mother have?

Answer 3

Answer 3 is required.

Question 4

What city was your first job in?

Answer 4

Answer 4 is required.

Question 5

What was your boss's first name at your first job?

Answer 5

Answer 5 is required.



[Go Back](#)
[Continue to Terms of Service](#)

- H.** Review the **Terms of Service** and check the box to enroll.
I. Select **Continue to Payment Accounts**.

4H

Terms of Service

☒ By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

4I

Go Back

Continue To Payment Accounts

Account Setup

✓ PROFILE

✓ LOGIN & PASSWORD

TERMS OF SERVICE

PAYMENT ACCOUNTS

© 2020 Wells Fargo Bank All Rights Reserved. | [Terms of Service](#) [Contact Us](#) [Privacy Policy](#) [FAQs](#)

- J.** Review all pre-populated information and give the account a nickname.
K. Review the terms of use and check the box next to **Agree and Add Account**.
L. Select **Finish Enrollment**.

Account Setup

✓ PROFILE

✓ LOGIN & PASSWORD

✓ TERMS OF SERVICE

PAYMENT ACCOUNTS

Add A Payment Method

You may select a default payment method now. After enrollment you can manage your payment methods.

BANK ACCOUNT

Account Type

PersonalBusiness

Banking Type

Checking AccountSavings Account

Give This Account a Nickname

Company ABC Checking

Name on the Account

John Doe

Routing Number

053000219

Account #

1234567890

Re-enter Account #

1234567890

4J

Pay to the Order of
⑆ 123456789 ⑆ 000123456 ⑆ 1111
Routing NumberAccount Number

Make sure to use your bank account number, not your ATM or Debit card number.

By selecting "Agree and Add Account," you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

4K

☒ Agree and Add Account

X ADD LATER

You can add an account later in your Account Settings.

- M.** A **Your Account is Set Up!** page appears confirming enrollment completion.
- N.** Select **Account Login** to be taken to the E-Bill Express login page.



Your Account is Set Up!

Activate Your Account

We've sent an activation link to myemail@domain.com. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

After activating your account, click here to login

4N

Account Login

Resend Activation Email

Didn't get our email? We can resend it to the Email on file or an alternate address.

Resend Email to myemail@domain.com

Send Email to another Email Address

Alternate Address

email_name@email_provider.com

Send Activation Email

© 2004-2020 Wells Fargo Bank All Rights Reserved. | [Terms of Service](#) [Contact Us](#) [Privacy Policy](#) [FAQs](#)

- O. Using the Login ID and Password created during the enrollment process, select **E-Bill Express Login** to login to the recently created account.**

E-BILL EXPRESS LOGIN

PAY NOW

Welcome to E-Bill Express from North Carolina eProcurement!

* Required Fields

* Login ID

* Password

[Forgot your Login ID?](#)

[Password Help?](#)

40

E-Bill Express Login