

NC eProcurement

E-Bill Express



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:

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I. Submitting Payment through E-Bill Express

1. Visit <https://www.e-billexpress.com/ebpp/ncep/>.
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**’

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

Customer Number e.g., 1234-XX

Confirm Customer Number e.g., 1234-XX

Pay Now

ENROLLMENT

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

RETURN THE TOP PORTION OF THIS FORM WITH PAYMENT

Bill To:
 COMPANY ABC
 HEADQUARTERS
 123 ANY STREET
 RALEIGH, NC 27601

Please make CHECK/MONEY ORDER Payable to:
 State of North Carolina - EProc
 PO Box 752167
 Charlotte, NC 28275-2167

INVOICE DATE:	19-AUG-20
INVOICE NUMBER:	1234562
CUSTOMER NUMBER:	12345-A
AMOUNT DUE:	\$50.00
PAYMENT DUE DATE:	20-SEP-20
AMOUNT ENCLOSED:	\$

- Please include your customer number on your checks -
 - Please do not send any correspondence with your payment -
 - Separate checks for each invoice assist us in processing your payment -

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

Contact Name
John Doe

Contact Telephone
919-321-1234 Mobile


Contact Email
myemail@domain.com

Payment Amount
\$

Select Number of Invoices
Select Option

Payment Method

Pay

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.

Payment Amount
\$

Select Number of Invoices
02-Multiple Invoice(s)

Payment Method [Add A Payment Method](#)

Pay Date
8/27/2020

Vendor Name

[Continue to Payment](#)

- 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 a form titled "Payment Amount". The "INVOICE NUMBER(S)" field is highlighted with a dashed circle and contains the text "1234567, 987654". Below this field is a purple bar with a "Cancel" button and a green "OK" button with a checkmark, also highlighted with a dashed circle. Below the bar is a "Pay Date" field with the date "8/27/2020" and a calendar icon. At the bottom is a "Vendor Name" field and a green "Continue to Payment" button with a right arrow.

- Select **'Add a Payment Method'** to enter bank account information.

The screenshot shows a form titled "Payment Amount". The "Payment Amount" field contains "\$ 100.00". Below it is a "Select Number of Invoices" dropdown menu with "02-Multiple Invoice(s)" selected. The "Payment Method" dropdown menu is highlighted with a dashed circle and contains the text "Add a Payment Method" with a plus icon. Below this is a "Pay Date" field with the date "8/27/2020" and a calendar icon. At the bottom is a "Vendor Name" field and a green "Continue to Payment" button with a right arrow.

- For **'Account Type'**, select **'Personal'** or **'Business'** to determine the type of account that will be making the payment.
- 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'**.
16. Select **'Add'**.

Add A Payment Method

BANK ACCOUNT

Account Type
Personal Business

Banking Type
Checking Account Savings Account

Name on the Account
Company ABC

Routing Number
053000219
WELLS FARGO BANK

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.

By selecting "Agree and Add Account" you agree that the above account to be used for creation of a charge to the account 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.

Agree and Add Account

Add

Using the bottom of a check for the account, locate the Routing Number and Account number to populate on this form.

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'**.

Home Exit

Home

MESSAGES View

Please select the pencil to enter the Invoice Number(s). If paying more than one invoice please separate with a comma.

○ ●

Enter 'Pay Date' and 'Vendor Name' then select 'Continue to Payment'.

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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.

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	Confirmation #	Payment Amount
12345-A	3100145182	\$100.00

[Enroll With Your Current Information](#) [Return to Home](#) [Log Out](#)

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'

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](#)

[Continue to Login & Password](#)

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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.

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 AAAA, 2222 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 **Answer 1**

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

Answer 1 is required.

Question 2 **Answer 2**

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

Answer 2 is required.

Question 3 **Answer 3**

How many brothers and sisters did your mother have?

Answer 3 is required.

Question 4 **Answer 4**

What city was your first job in?

Answer 4 is required.

Question 5 **Answer 5**

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

Answer 5 is required.

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

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'.

Account Setup

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

[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.

[Go Back](#) [Continue To Payment Accounts](#)

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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'.

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
Personal **Business**

Account #
1234567890

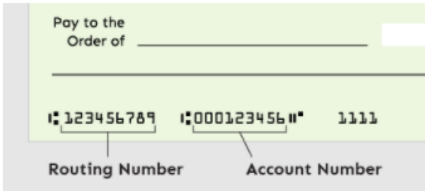
Banking Type
Checking Account Savings Account

Re-enter Account #
1234567890

Give This Account a Nickname
Company ABC Checking

Name on the Account
John Doe

Routing Number
053000219



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.

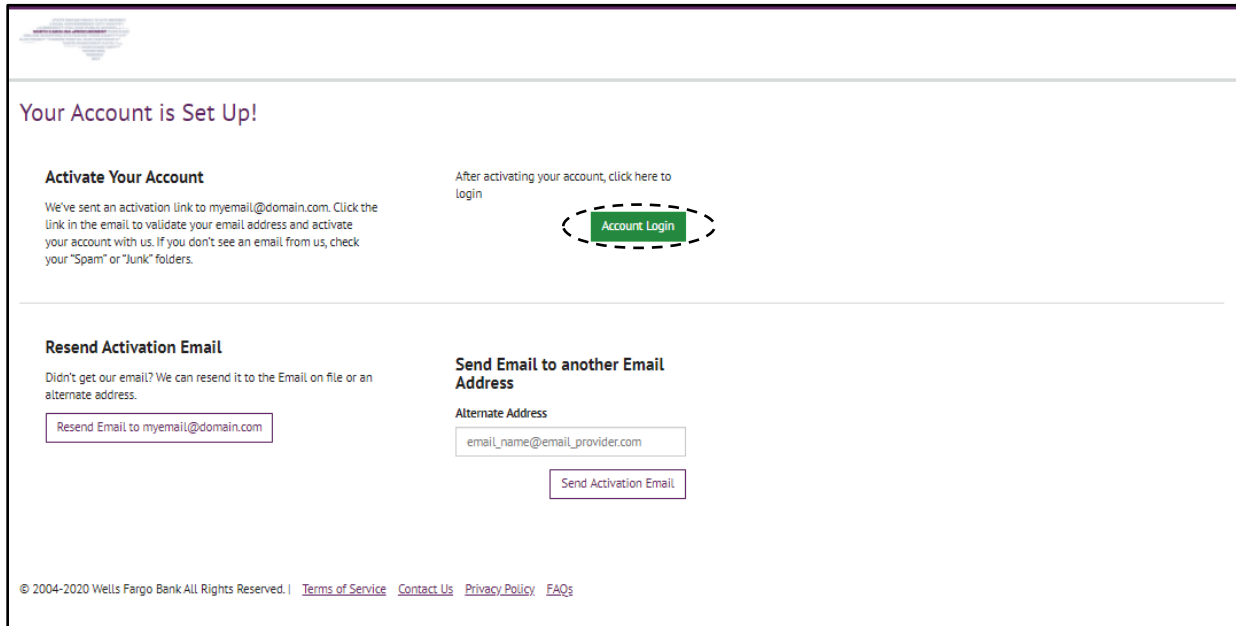
Agree and Add Account

ADD LATER

You can add an account later in your Account Settings.

[Go Back](#) **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.

