

# HOW TO CREATE A RECURRING PAYMENT THROUGH EBILL EXPRESS

1. LOG INTO THE SYSTEM WITH YOUR SECURE LOG IN AND PASSWORD. CLICK THE ADD BUTTON LOCATED NEXT TO RECURRING PAYMENTS.

The screenshot shows a web browser window with the URL <https://demo.e-billexpress.com/Dashboard>. The browser tabs include 'Enrollment - Confirmation', 'Account Activated', and 'Home'. The website header features the Habitat for Humanity Charlotte logo and navigation links for 'Home', 'Pay My Bills', and 'Recurring Payments'. A user profile 'Jane Homeowner' is visible in the top right. The main content area is titled 'Home' and contains a 'Loan Number' dropdown menu with 'TEST00280' selected. To the right, there are input fields for 'Payment Amount' (\$400.00), 'Over Pay Code' (Select Opt), 'Payment Method' (TESTACCOUNTNICKNAME WELLS FARGO BAN), and 'Pay Date' (6/22/2016). A green 'Continue to Payment' button is located below these fields. On the right side, a 'MESSAGES' section contains a message about payment amounts. Below the messages, the 'RECURRING PAYMENTS' section is highlighted with a red circle, and an 'Add' button is visible next to it. A red line points from the text in the first step to this 'Add' button. At the bottom of the page, there is a copyright notice: '© 2004-2016 Wells Fargo All Rights Reserved. | [Terms of Service](#) [Contact Us](#) [Privacy Policy](#) [FAQs](#) [Logout](#)'. The browser's zoom level is set to 75%.

## 2. READ THE RECURRING PAYMENT MESSAGE. CLICK CREATE NEW RECURRING PAYMENT.

The screenshot shows a web browser window with the URL <https://demo.e-billexpress.com/AutoPay>. The browser tabs include 'Enrollment - Confirmation', 'Account Activated', and 'Recurring Payments'. The page header features the Habitat for Humanity logo and navigation links for 'Home', 'Pay My Bills', and 'Recurring Payments'. A user profile 'Jane Homeowner' is visible in the top right. The main content area is titled 'Recurring Payments' and includes a section for 'Recurring Payment' with a 'Create New Recurring Payment' button circled in red. Below this is a 'Recurring Payment Message' box containing the following text:

**Recurring Payment Message**  
Recurring Payments will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the RecurringPayments are being processed.

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### 3. SETUP YOUR RECURRING PAYMENT

- a. CREATE PAYMENT NAME
- b. CHOOSE AN OPTION UNDER WHEN YOU WOULD LIKE TO MAKE YOUR PAYMENT
- c. CHOOSE PAYMENT AMOUNT
- d. CHOOSE WHEN THE RECURRING PAYMENT WILL END
- e. CHOOSE HOW FAR IN ADVANCE YOU WOULD LIKE TO RECEIVE A REMINDER EMAIL
- f. AGREE TO THE TERMS OF SERVICE

AFTER SELECTING ALL OF YOUR OPTIONS, CLICK AGREE AND SUBMIT



Home

Pay My Bills

Recurring Payments

Jane Homeowner

## Set Up Recurring Payment

Select Loan Number

TEST00280

**Recurring Payment for Loan Number TEST00280**

Recurring Payments will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the RecurringPayments are being processed.

Payment Name

MYTESTRECURRINGPAYMENT

a - create payment name

When would you like to make your payment?

On Due Date

Upon Bill Receipt

Day of the Month

Payment Amount

b

**When would you like to make your payment?**

On Due Date    Upon Bill Receipt    **Day of the Month**

Pay my bill on the 10th of each month.  
Recurring Payment will execute on the specific date of the month that was selected during setup.

choose an option under when you would like to make your payment. Select a day between the 2nd and the 28th as this will give us time to load the bill early if the first of the month falls on a weekend or holiday

c

**Payment Amount**

**Fixed Amount**

Pay \$ 400.00 each time.  
Recurring Payment will pay a specific amount.

choose payment amount

d

**Keep Making This Payment Until**

**I Stop The Payment**    Specific Month

The recurring payment will continue until it is cancelled.

choose when the recurring payment will end

https://demo.e-billexpress.com/RecurringPayments

Enrollment - Confirmation Account Activated Setup Recurring Payment

Convert Select

File Edit View Favorites Tools Help

Payment Method [Add a Payment Method](#)

TESTACCOUNTNICKNAME WELLS FARGO BANK NA (MINNESOTA) \*\*\*\*\*6789

**e**  Send me a reminder  days before a bill is due.

**choose how far in advance you would like to see a reminder email**

**Billing Authorization** [Print Authorization](#)

listed above.

I further authorize the Financial Institution to accept these debit entries as valid debit activities under my account. Proof of the payment will appear on my financial account statement as one charge to Habitat for Humanity Charlotte. My authorization will remain in effect for the length of time stated above or until I cancel it online and give Habitat for Humanity Charlotte a reasonable opportunity to act.

Your recurring payment will be initiated and a payment made either after an invoice is rendered, or on a date selected during setup. In the event that no invoice is rendered or the date you select is prior to the posting of an invoice (except for specific date for a fixed amount, which doesn't need a new invoice rendered), then the recurring payment will not be made. We are not responsible for a recurring payment where no invoice is in the system against which a recurring payment can be processed.

Please print a copy of this authorization and retain for your records.

**f**  By checking this box you agree to the terms stated above.

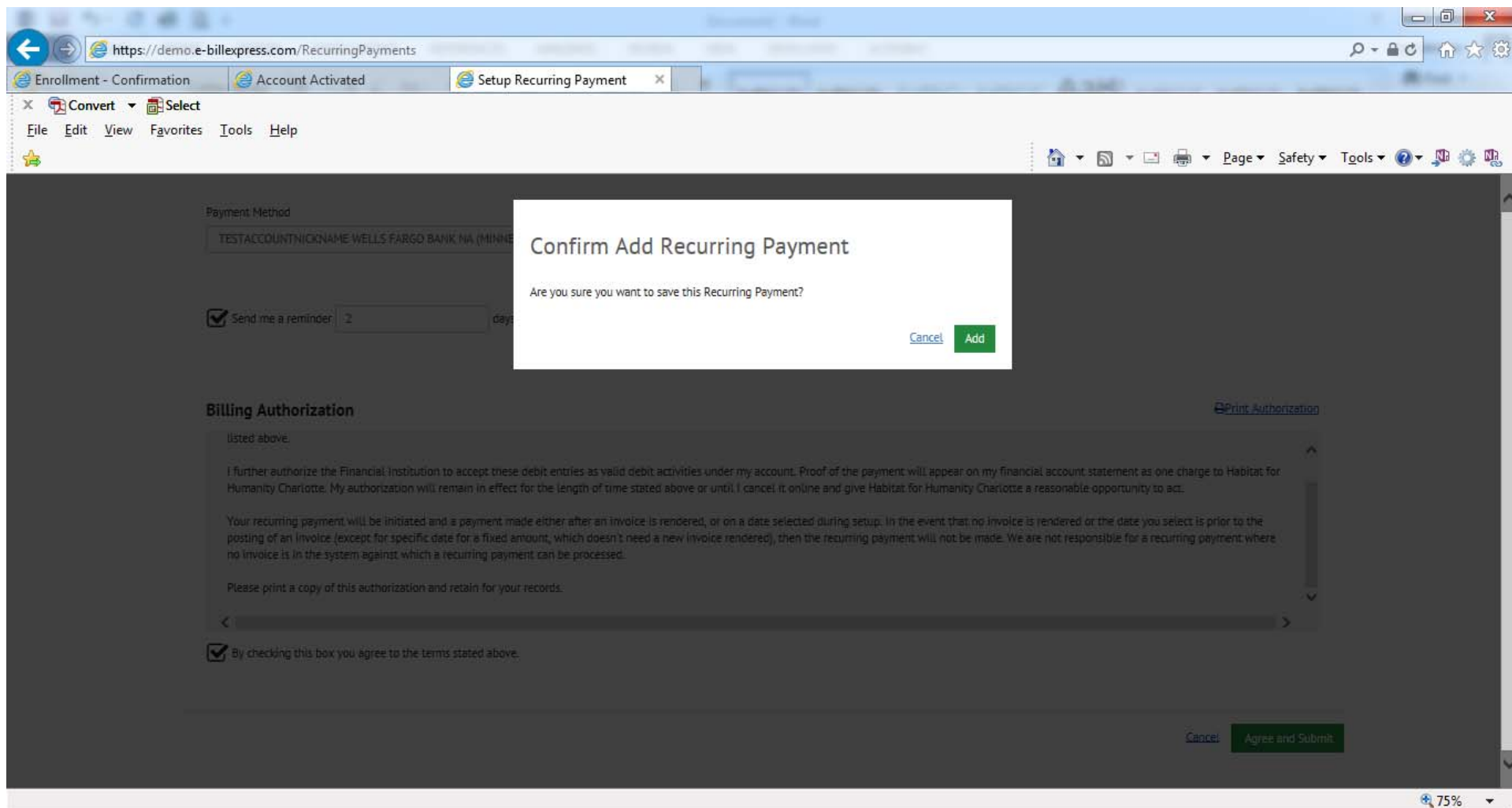
**agree to the terms of service**

[Cancel](#) [Agree and Submit](#)

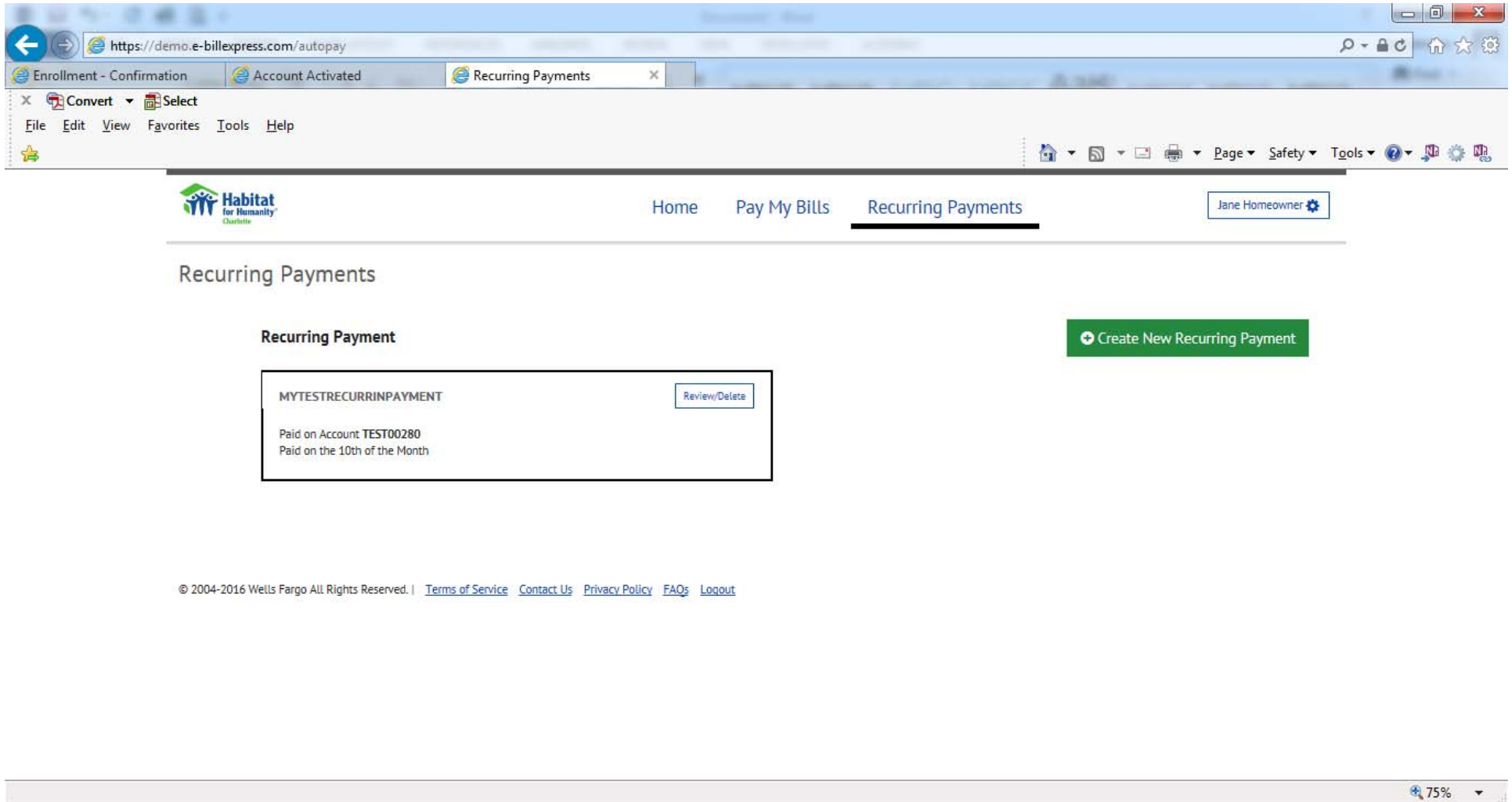
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**WHEN SET UP IS COMPLETE CLICK  
AGREE AND SUBMIT**

## 4. CLICK ADD TO CONFIRM YOUR RECURRING PAYMENT SET UP



5. AFTER CONFIRMING YOUR RECURRING PAYMENT, YOU SHOULD RECEIVE AN EMAIL NOTIFICATION. YOU WILL ALSO SEE A BUTTON WHERE YOU CAN REVIEW OR DELETE YOUR RECURRING PAYMENT





## 6. YOUR RECURRING PAYMENT SET UP SHOULD BE VISIBLE AT THE LOG IN SCREEN

The screenshot shows a web browser window with the URL <https://demo.e-billexpress.com/Dashboard>. The browser tabs include 'Enrollment - Confirmation', 'Account Activated', and 'Home'. The website header features the Habitat for Humanity Charlotte logo, navigation links for 'Home', 'Pay My Bills', and 'Recurring Payments', and a user profile for 'Jane Homeowner'. The main content area is titled 'Home' and contains a 'Loan Number' dropdown menu with 'TEST00280' selected. To the right, there are fields for 'Payment Amount' (\$400.00), 'Over Pay Code' (Select Opt), 'Payment Method' (TESTACCOUNTNICKNAME WELLS FARGO BAN), and 'Pay Date' (6/22/2016). A green 'Continue to Payment' button is located below these fields. On the right side, a 'MESSAGES' section contains a message about the payment amount. Below the messages, a 'RECURRING PAYMENTS' section is circled in red, showing a recurring payment setup for 'MYTESTRECURRINPAYMENT' with a payment amount of \$400.00 due on the 10th. The footer includes copyright information for Wells Fargo and links to 'Terms of Service', 'Contact Us', 'Privacy Policy', 'FAQs', and 'Logout'. The browser zoom level is set to 75%.

Home

Home Pay My Bills Recurring Payments Jane Homeowner

### Home

Loan Number

TEST00280

Bill ID	
Statement Date	6/01/2016
Due Date	6/01/2016
Amount Due	\$400.00

Payment Amount: \$ 400.00

Over Pay Code: Select Opt

Payment Method: TESTACCOUNTNICKNAME WELLS FARGO BAN

Pay Date: 6/22/2016

Continue to Payment

MESSAGES

The payment amount shown below indicates your next regular mortgage payment that is due and does not include any late fees or

RECURRING PAYMENTS

MYTESTRECURRINPAYMENT (Recurring Payment)  
\$400.00 will be paid on the 10th

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IF YOU HAVE ANY ISSUES, PLEASE CALL IVY JOHNSON MONDAY, WEDNESDAY AND FRIDAY BETWEEN 8:00AM AND 1:00PM AT 704-716-5628.

YOU CAN ALSO COME INTO THE OFFICE DURING THIS TIME FOR HELP TO SET UP YOUR RECURRING PAYMENT.