

STEPS TO ENROLLING IN EBILL EXPRESS

1. CLICK THE ENROLL BUTTON

The screenshot shows a web browser window with the URL <https://demo.e-billexpress.com/ebpp/HabitatCharl/>. The page features the Habitat for Humanity Charlotte logo and a navigation bar with 'LOGIN' and 'PAY NOW' tabs. A 'Welcome to E-Bill Express!' message is displayed. On the left, there are input fields for 'Login ID' and 'Password', a 'Login' button, and links for 'Forgot your Login ID?' and 'Password Help?'. On the right, a light blue box titled 'Don't have a Login ID?' contains the text: 'Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.' Below this text is an 'Enroll' button, which is circled in red. A red line also points from the instruction '1. CLICK THE ENROLL BUTTON' to this 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. LOG IN WITH YOUR ACCOUNT NUMBER AND THE LAST 4 DIGITS OF YOUR SOCIAL SECURITY NUMBER. THEN CLICK VALIDATE.

Enrollment - Begin

File Edit View Favorites Tools Help

Habitat for Humanity Charlotte

Site Map

Account Setup

To verify Your identity, we need your Loan Number and Last 4 Digits of SSN

Loan Number

Last 4 Digits of SSN

Validate

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75%

3. VERIFY YOUR BILLING INFORMATION AND ADD YOUR PRIMARY TELEPHONE NUMBER AND EMAIL ADDRESS. THEN CLICK CONTINUE TO LOGIN AND PASSWORD

Enrollment

File Edit View Favorites Tools Help

Habitat for Humanity Charlotte

Site Map

Account Setup

PROFILE LOGIN & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS

Mortgagor Name
Jane Homeowner

First Name
(optional)

Middle Name
(optional)

Last Name
(optional)

Primary Telephone Number
704-555-5555 Mobile

[Add Another Telephone Number](#)

Primary Email Address
ijohnson@habitcharlotte.org

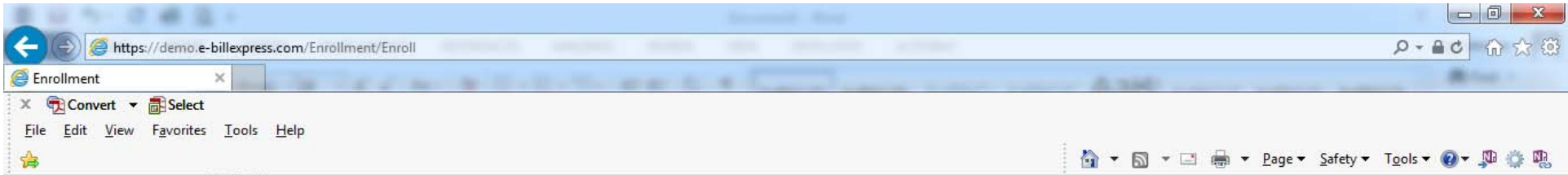
[Add Another Email Address](#)

What's Your Billing Address?

Country
United States

Address

75%



(optional)

What's Your Billing Address?

Country

United States

Address

1234 Main Street

Address 2

(optional)

City

Charlotte

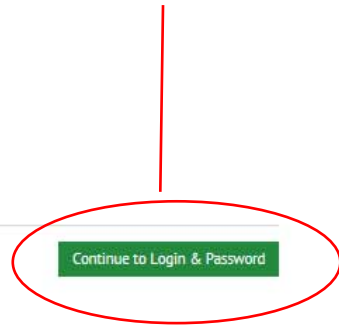
St

NC - North Carolina

Zip Code

28273

After entering and verifying information click continue to login & password



4. CREATE USER NAME, PASSWORD AND CHOOSE YOUR SECURITY IMAGE AND PHRASE.

The screenshot shows a web browser window with the URL <https://demo.e-billexpress.com/Enrollment/Enroll>. The page title is "Enrollment". The browser's address bar shows the URL, and the page content includes the Habitat for Humanity Charities logo and a "Site Map" link.

Account Setup

Navigation tabs: [PROFILE](#) (selected), [LOGIN & PASSWORD](#), [TERMS OF SERVICE](#), [PAYMENT ACCOUNTS](#)

Create a Username and Password

Login ID













Password

Re-enter password, just to be sure

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.

Image selection grid:

Give your image a label

Address bar: <https://demo.e-billexpress.com/Enrollment/Enroll#TabSecurity>

Zoom: 75%

5. CHOOSE AND ANSWER 5 SECURITY QUESTIONS. THEN CLICK CONTINUE TO TERMS OF SERVICE

https://demo.e-billexpress.com/Enrollment/Enroll

Enrollment

File Edit View Favorites Tools Help

insertpersonallablehere

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?	testfathersmaiden
Question 2	Answer 2
What is your grandmother's maiden name on your mother's side?	testmothersmaiden
Question 3	Answer 3
How many brothers and sisters did your mother have?	testbrothersandsisters
Question 4	Answer 4
What city was your first job in?	testcity
Question 5	Answer 5
What was your boss's first name at your first job?	testboss

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

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https://demo.e-billexpress.com/Enrollment/Enroll#TabSecurity 75%

6. AGREE TO THE TERMS OF SERVICE BY CHECKING THE BOX. CLICK CONTINUE TO PAYMENT ACCOUNTS.

The screenshot shows a web browser window with the URL <https://demo.e-billexpress.com/Enrollment/Enroll>. The page title is "Enrollment". The browser's address bar and menu bar are visible. The page content includes the Habitat for Humanity Charities logo and a "Site Map" link. The main heading is "Account Setup", with sub-sections for "PROFILE", "LOGIN & PASSWORD", "TERMS OF SERVICE", and "PAYMENT ACCOUNTS". The "TERMS OF SERVICE" section is highlighted with a red circle and contains a checked checkbox and the text: "By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site." A "Go Back" link and a green "Continue to Payment Accounts" button are located at the bottom right of the form area, with the button also circled in red. The footer contains copyright information: "© 2004-2016 Wells Fargo All Rights Reserved." and links for "Terms of Service", "Contact Us", "Privacy Policy", "FAQs", and "Logout". A zoom level of 75% is shown in the bottom right corner.

7. ENTER BANK ACCOUNT INFORMATION. CHECK THE BOX TO AGREE AND ADD ACCOUNT. THEN CLICK FINISH ENROLLMENT.

The screenshot shows a web browser window with the URL <https://demo.e-billexpress.com/Enrollment/Enroll>. The page has a navigation bar with tabs for PROFILE, LOGIN & PASSWORD, TERMS OF SERVICE, and PAYMENT ACCOUNTS. Below the navigation bar, there is a message: "You may select a default payment method now. After enrollment you can manage your payment methods." There are two buttons: "Bank Accounts Link to Bank Accounts" and "Add Later Add your payment method later".

The main form is titled "ADD BANK ACCOUNT" and contains the following fields:

- Account Type: Personal (selected), Business
- Banking Type: Checking Account (selected), Savings Account
- Give This Account a Nickname: TESTACCOUNTNICKNAME
- Name on the Account: Jane Homeowner
- Routing Number: 091000019
- Account #: 0123456789
- Re-enter Account #: 0123456789

Below the form, there is a "Pay to the Order of" section with a green background and a routing number section with a grey background. The routing number section shows "123456789" and "000123456" with "1111" to the right. Below this, it says "Routing Number" and "Account Number". A note below the routing number section reads: "Make sure to use your bank account number, not your ATM or Debit card number."

On the right side of the form, there is a text block: "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." Below this text is a checkbox labeled "Agree and Add Account" which is checked.

At the bottom of the page, there are two buttons: "Go Back" and "Finish Enrollment". The "Finish Enrollment" button is circled in red. A red arrow points from the instruction text at the top of the page to this button.

The browser's address bar shows the URL <https://demo.e-billexpress.com/Enrollment/Enroll#TabBillingAndPayment> and the page is zoomed to 75%.

8. YOU WILL BE SENT AN EMAIL TO ACTIVATE YOUR ACCOUNT. CLICK ACTIVATE. REMEMBER – IF YOU DO NOT GET AN EMAIL, CHECK YOUR JUNK OR CLUTTER BOX.

Jane Homeowner, please activate your Habitat for Humanity Charlotte account. - Message (HTML)

FILE MESSAGE DEVELOPER

Ignore Delete Reply Reply All Forward More Meeting

ACH Template... To Manager Done Create New

Team Email

Reply & Delete

Move OneNote Actions

Assign Mark Categorize Follow

Policy Unread Tags Up

Translate Find Related Select

Zoom


Wed 6/22/2016 12:58 PM


E-BillExpress@E-billexpress.com

Jane Homeowner, please activate your Habitat for Humanity Charlotte account.

To Ivy Johnson

Action Items + Get more apps



My Selected Image:  My Image Label: insertpersonallablehere My Loan Number: TEST00280

Please click on the button below to activate your Habitat for Humanity Charlotte Account.

activate

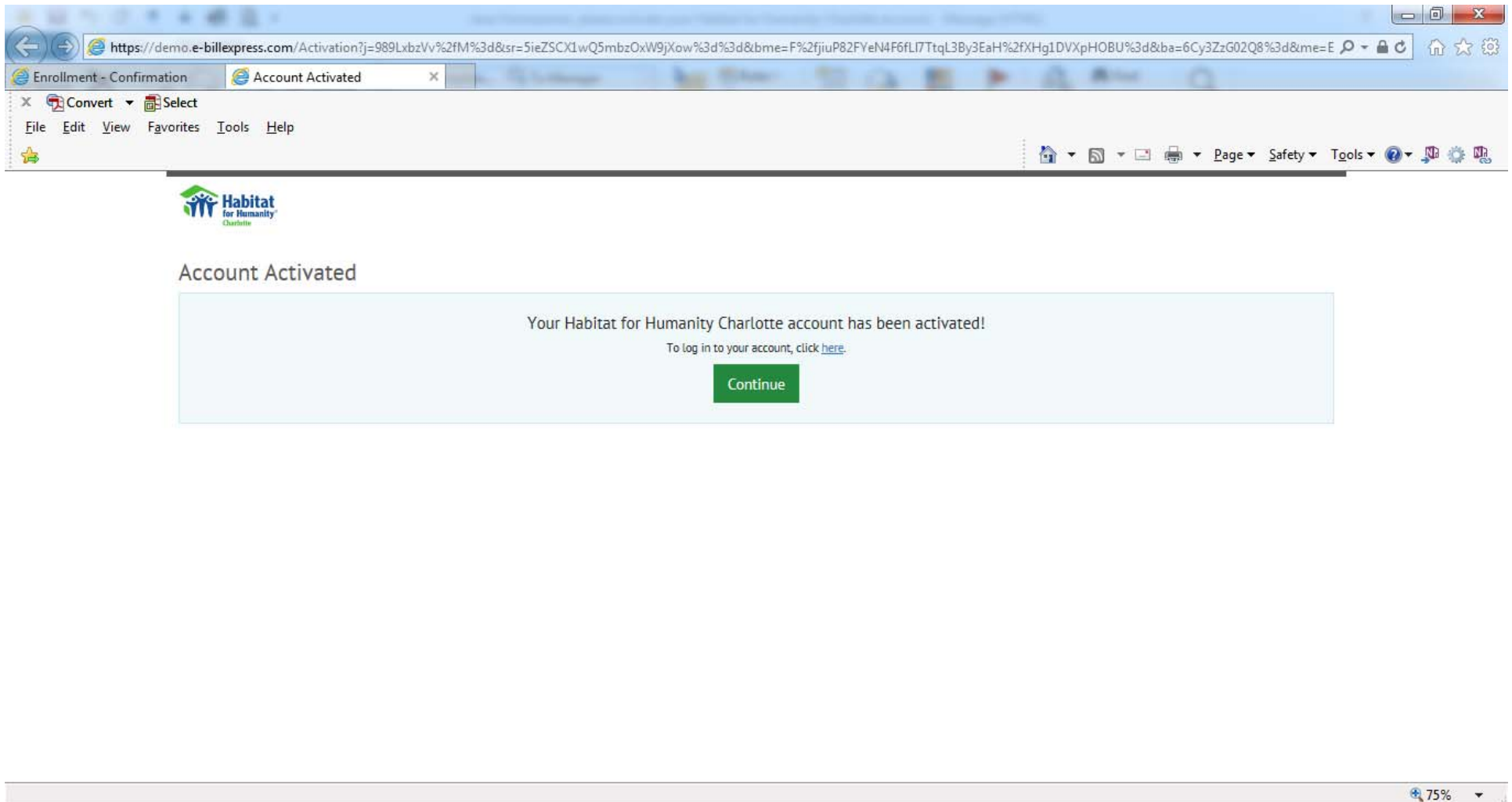
[Button not working? If so, click here.](#)

Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.

See more about E-BillExpress@E-billexpress.com.

9. AFTER YOU CLICK ACTIVATE YOU WILL GET THIS SCREEN. CLICK CONTINUE TO GO BACK TO THE LOG IN SCREEN.



The screenshot shows a web browser window with the URL <https://demo.e-billexpress.com/Activation?j=989LxbzVv%2fM%3d&sr=5ieZSCX1wQ5mbzOxW9jXow%3d%3d&bme=F%2fjuP82FYeN4F6fL17TtqL3By3EaH%2fXHg1DVXpH0BU%3d&ba=6Cy3ZzG02Q8%3d&me=E>. The browser has two tabs: 'Enrollment - Confirmation' and 'Account Activated'. The page content includes the Habitat for Humanity Charlotte logo, the heading 'Account Activated', and a confirmation message: 'Your Habitat for Humanity Charlotte account has been activated!'. Below the message is a link: 'To log in to your account, click [here](#).' and a green 'Continue' button. The browser's status bar at the bottom right shows a zoom level of 75%.

10. ONCE AT THE LOG IN SCREEN, YOU CAN TYPE IN YOUR NEW LOG IN AND PASSWORD THAT YOU CREATED.

https://demo.e-billexpress.com/ebpp/HabitatCharl/

Enrollment - Confirmation Account Activated Login

File Edit View Favorites Tools Help

Habitat for Humanity Charlotte Site Map

LOGIN PAY NOW Welcome to E-Bill Express!

Login ID
Test280@yahoo.com

Password
.....

[Forgot your Login ID?](#)
[Password Help?](#)

Login

Don't have a Login ID?
Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Enroll

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https://demo.e-billexpress.com/Login/Index 75%

11. ONCE YOU LOG IN

a. YOU WILL SEE AN OPTION TO MAKE A ONE TIME PAYMENT THROUGH PAY MY BILLS.

b. YOU WILL SEE AN OPTION TO SET UP A RECURRING PAYMENT.

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 for '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 is a table of bill details:

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

Below the table, there are fields for 'Payment Amount' (set to \$400.00), 'Over Pay Code' (a dropdown menu), 'Payment Method' (set to 'TESTACCOUNTNICKNAME WELLS FARGO BAN'), and 'Pay Date' (set to 6/22/2016). A 'Continue to Payment' button is located at the bottom of this section. On the right side, there is a 'MESSAGES' section with a message about the payment amount. Below the messages, a 'RECURRING PAYMENTS' button is circled in red. 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](#)'.

TO FIND OUT MORE ABOUT RECURRING PAYMENTS
CLICK ON THE RECURRING PAYMENT SETUP LINK
ON THE HABITAT WEBSITE