



E-Bill Express Quick Reference

Enrolling in E-Bill Express

1. Access E-Bill Express through a link on the website.
2. Enter your account number and Federal Tax ID # and click **Enroll**.

3. Enter name, address, phone number and email address and click **Go to Step 2**.
4. Enter User Name, Password, select security image and label, select security questions and fill in answers, check on terms of service and click **Go to Step 3**.
5. Select business bank account from payment method, enter the account description and click **Go to Step 3b**.
6. Enter business bank account information associated with liquor license, check the I Agree box and click **Complete Enrollment**.
7. On the Activate Your Account Now! Page, enter your email address and click **Activate My Account!**

Responding to Your Email Activation Invitation

1. When you receive an email inviting you to activate the E-Bill Express service, click **Activate**.
2. Your access is not activated until you click on the Activate button and you will not be able to make any payments until your account is activated.

Go Green – Pay Online
It's fast, easy and convenient!

Logging into E-Bill Express

1. After you activate, you may login to pay your bill.
2. Enter your User Name into the Login ID field, enter your password and click **Login**.

3. On the Main Menu, select Search and Pay My Bills.

4. Select the bill you want to pay and click **Pay Now**.
5. Select business bank account as the payment method and click **Pay Now**.
6. Confirm payment details and click **Pay Now**.