

E-BILL EXPRESS GUIDE: ENROLLMENT

This guide will walk you through enrolling in E-Bill Express, the DGA–Producer Pension and Health Plans’ online bill payment service.

Before you begin, you will need the following:

- Your Participant ID
- Last 4 digits of your social security number
- Your e-mail address
- A bill in the E-Bill Express system

Follow the steps below to complete your enrollment.

1. Go to **<https://ww2.e-billexpress.com/ebpp/DGAPPHP>**
2. On the E-Bill Express home page, find the blue box titled *Don't have a Login ID* and click **Enroll**.

The screenshot shows the E-Bill Express home page. At the top left is the logo "DGA-PRODUCER PENSION & HEALTH". At the top right are links: "How to Enroll", "How to Make a Payment", and "How to Create a Recurring Payment". Below the logo are two tabs: "LOGIN" (selected) and "PAY NOW". The main heading reads "Welcome to E-Bill Express from DGA-Producer Pension and Health Plans!". On the left, there are input fields for "Login ID" and "Password", with links for "Forgot your Login ID?" and "Password Help?". A green "Login" button is below these fields. On the right, a 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." and a white "Enroll" button. A green oval highlights this box, and a green arrow points to the "Enroll" button.

3. Enter your Participant ID and the last four digits of your social security number.

The screenshot shows the "Account Setup" page. It has the same logo at the top left. The heading is "Account Setup". Below it, the text reads "To verify Your identity, we need your Participant ID and Last 4 Digits of SSN". There are two input fields: "Participant ID" and "Last 4 Digits of SSN". A green "Validate" button is at the bottom right. A grey callout box with a white arrow pointing to the "Participant ID" field contains the text: "Your Participant ID is the eight numbers between 'DGA' and 'J' on your Health Plan ID Card." To the right of the callout is a sample of an "Anthem HEALTH PLAN" ID card. The card shows "Your Name Here", "Identification Number DGA12345678J", "Group No: 276945M001", "Plan Code: 040", and "Coverage(s): Medical".

4. Click **Validate**.

- Next, you will begin setting up your account. On the first page, you provide basic information about yourself. All fields on this page are required except for those marked *(optional)*.

Fill in all the required fields.

DGA-PRODUCER
PENSION & HEALTH

[How to Enroll](#) [How to Make a Payment](#) [How to Create a Recurring Payment](#)

Account Setup

PROFILE LOGIN & PASSWORD TERMS OF SERVICE BILLING & PAYMENT

Tell Us About Yourself

Name
Your Name

Primary Telephone Number
5555555555 Mobile

[Add Another Telephone Number](#)

First Name
(optional)

Primary Email Address
email@dgaplans.org

[Add Another Email Address](#)

Middle Name
(optional)

Last Name
(optional)

What's Your Billing Address?

Country
United States

Address
123 Anywhere Avenue

Address Line 2
(optional)

City
Your City

State
CA - California

Zip Code
00000

[Continue to Login & Password](#)

At end of the enrollment process, an activation email will be sent to the address you enter here.

- Click **Continue to Login & Password** when you have filled in the required information.

- Next, you will set up the security features of your account. On this screen you choose your login ID (or username), password, security image and security questions.

Be sure that your answers fit the criteria noted below.

Your Login ID must be at least 6 characters.

Your Password must include at least 8 characters and at least three of these:

- at least one number
- at least one uppercase character
- at least one lowercase character
- at least one special character (such as +_?/{}~!@\$)

Your Image Label must include 6-25 characters.

Account Setup

PROFILE | **LOGIN & PASSWORD** | TERMS OF SERVICE | BILLING & PAYMENT

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.

Grid of 12 images: [Sunset], [Globe], [Sunflowers], [Elephant], [Farm], [Colorful balloons], [Sunset over water], [Dog], [Water glass], [Lighthouse], [Beach], [Lighthouse].

Give your image a label:

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:

Question 2: What is your grandmother's maiden name on your mother's side? Answer 2:

Question 3: How many brothers and sisters did your mother have? Answer 3:

Question 4: What city was your first job in? Answer 4:

Question 5: What was your boss's first name at your first job? Answer 5:

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

- Click **Continue to Terms of Service** when you have completed the information.
- Click the box to indicate that you have read and agree to the E-Bill Express Terms of Service.

Account Setup

PROFILE | LOGIN & PASSWORD | **TERMS OF SERVICE** | BILLING & PAYMENT

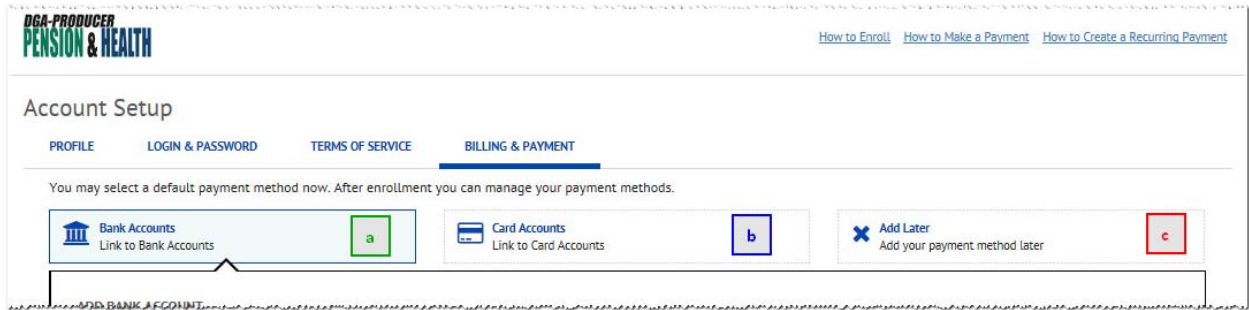
Terms of Service

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

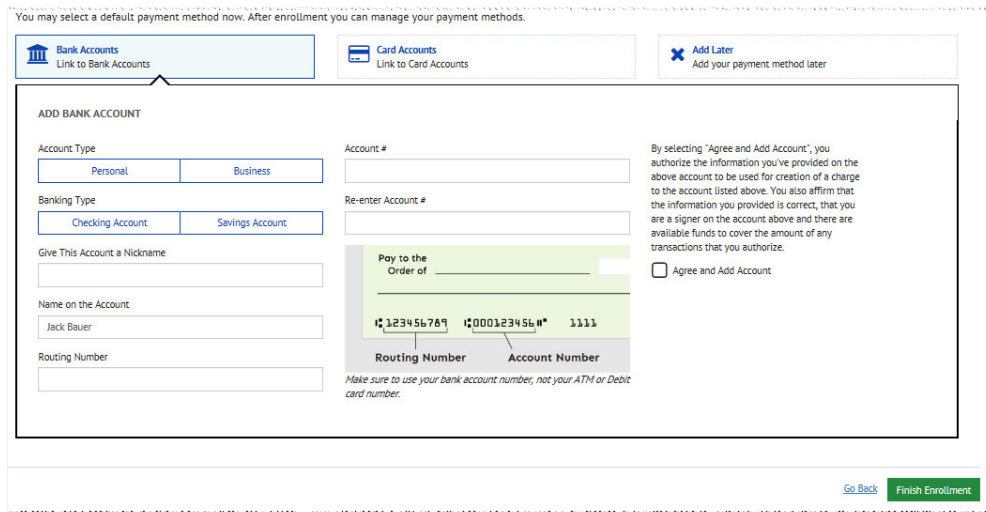
[Go Back](#) [Continue to Billing and Payment](#)

- Click **Continue to Billing and Payment**.

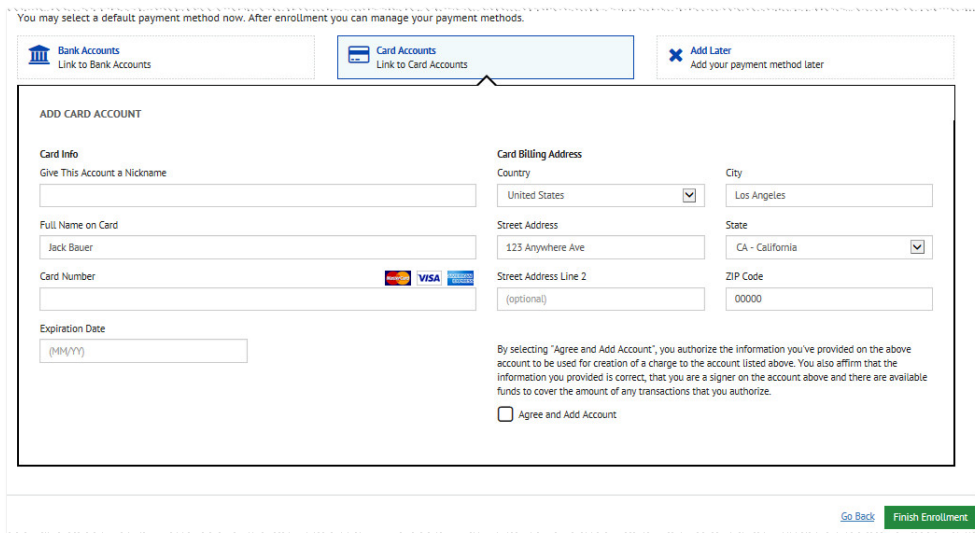
11. Next, you will enter your payment information. Click the type of account you will use for your E-Bill Express payments. Enter the required information for that account type.



a. **Bank Accounts:** Use this option if you would like to pay your premium using your bank account information. This option is chosen by default.



b. **Card Accounts:** Click this option if you would like to pay your premium using your credit or debit card information.



- c. **Add Later:** Click this option if you would like to skip adding your payment information but would like to complete your E-Bill Express enrollment.

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

Bank Accounts
Link to Bank Accounts

Card Accounts
Link to Card Accounts

Add Later
Add your payment method later

ADD LATER

You can add an account later in your Account Settings.

[Go Back](#) [Finish Enrollment](#)

- 12. Click **Finish Enrollment**. The system will confirm that your account is set up and that an activation email has been sent to the email address you provided in Step 5 of this guide. You also have the chance to send your activation email to another email address.

DGA-PRODUCER
PENSION & HEALTH

Your Account is Set Up!

Activate Your Account

We've sent an activation link to delonh@dgaplans.org. 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

[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 delonh@dgaplans.org](#)

Send Email to another Email Address

Alternate Address

email_name@email_provider.com

[Send Activation Email](#)

At this point, your E-Bill Express account is set up but not yet activated. Your account must be activated before it can be used. We recommend keeping the account setup page open until you have completed the final step in the enrollment process.

- 13. You will receive an activation email in your email inbox. It may take several minutes to appear. If it does not appear, be sure to check your spam folder.

Once you receive this email, click on the *activate* button to activate your account. This completes your enrollment in E-Bill Express.



E-Bill Express

My Selected Image:		My Image Label: Image Label	My Account Number: 12345678
--------------------	---	--------------------------------	--------------------------------

Please click on the button below to activate your DGA-Producer Pension and Health Plans Account.



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