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.

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

4. Click Validate.
5. 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.

6. Click **Continue to Login & Password** when you have filled in the required information.
7. 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.

8. Click **Continue to Terms of Service** when you have completed the information.

9. Click the box to indicate that you have read and agree to the E-Bill Express Terms of Service.

10. 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.

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.

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.

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

([Button link])

*Button not working? If so, click here.*