

E-BILL EXPRESS GUIDE: MAKING A PAYMENT

The DGA–Producer Pension and Health Plans’ E-Bill Express site allows you to send us payments online using your credit card or bank account. You can make a one-time payment or even set up automatic recurring payments.

This guide walks you through making a payment in E-Bill Express.

Go to <https://ww2.e-billexpress.com/ebpp/DGAPPHP> and follow the steps below.

1. Enter the Login ID and Password you created when you enrolled in E-Bill Express, then click the **Login** button.

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LOGIN PAY NOW

Login ID

Password

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

Login

Do
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2. You'll be logged into your account *Home* page. From there, click **Pay My Bills**.

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Home Pay My Bills Payment Plans TeriBauer

Home

Participant ID

17311

View Invoice

Invoice Number

Invoice Date

Due Date 2/28/2016

Amount Due \$471.60

Invoice details and payment actions are available on the Pay My Bills screen.

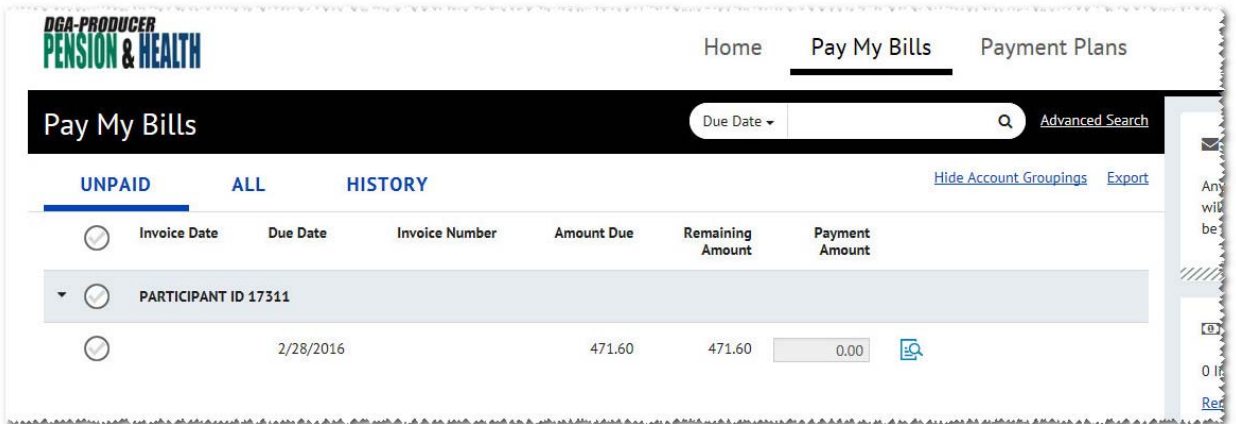
Pay My Bills

MESSAGES

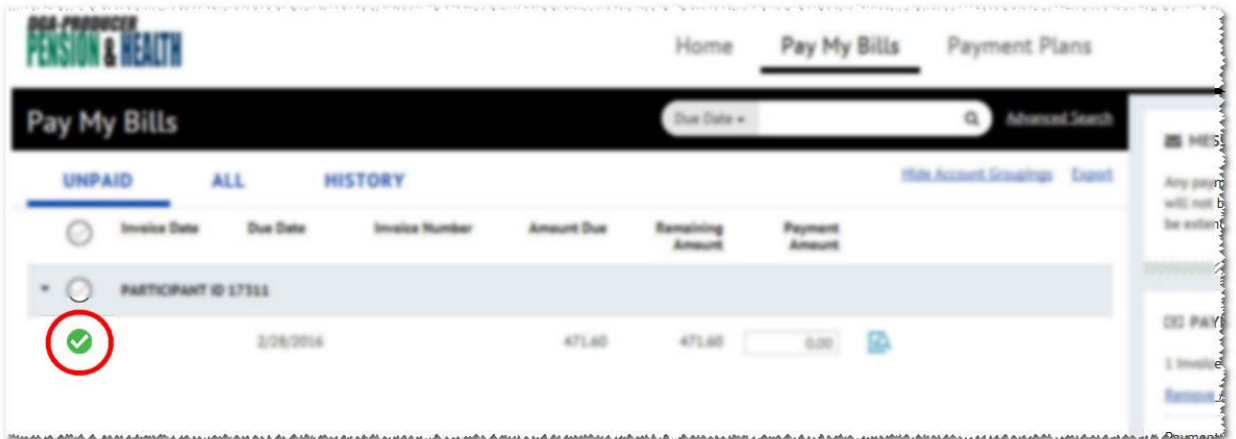
Any payment made outside of E-Bill Express will not be reflected here. Coverage will not be extended until payment is received by the...

PAYMENT PLANS Add

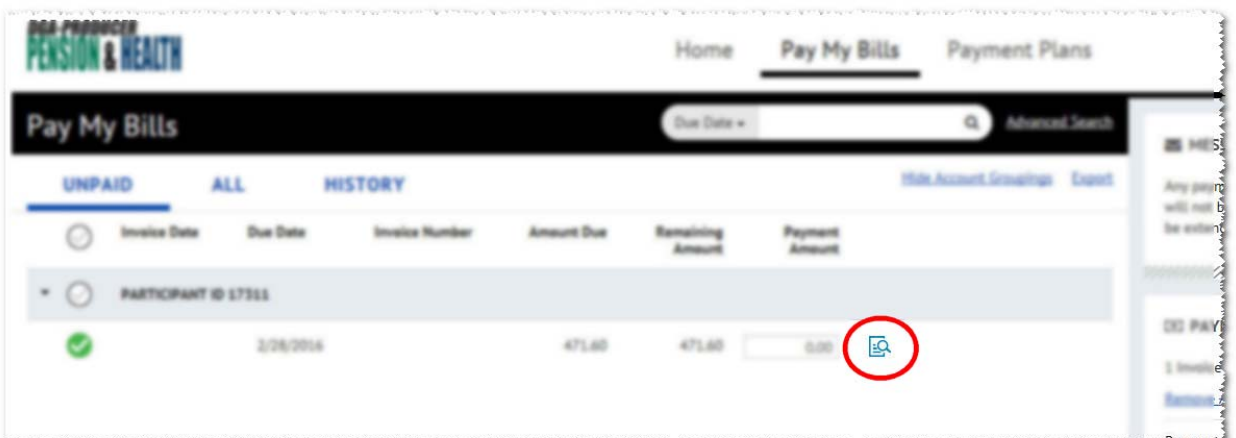
- This will take you to a page that shows any outstanding invoices you have in E-Bill Express.



- Click the checkmark beside the invoice(s) you would like to pay. As you select the invoices, their checkmarks will turn green.



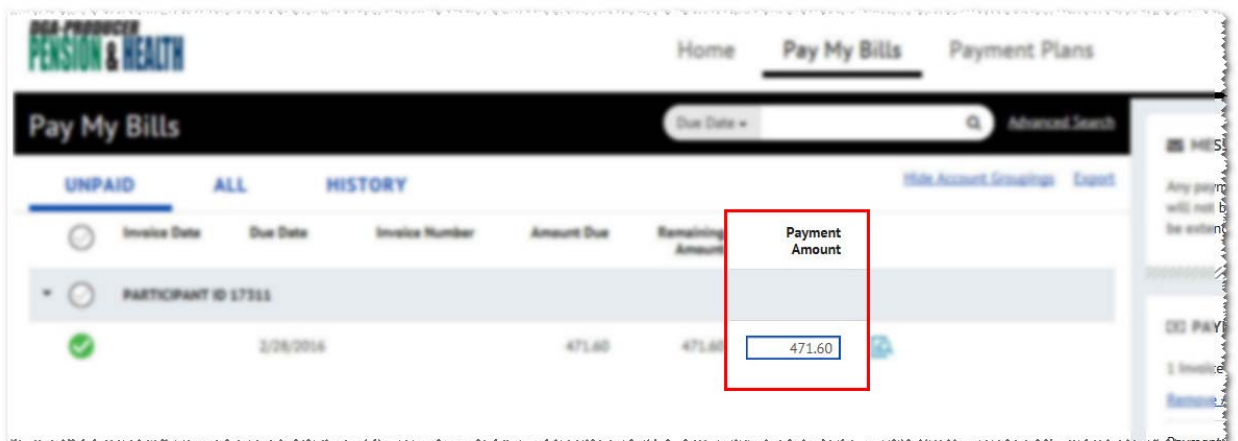
If you would like more information about the invoice, you can click the View Invoice icon.



This will bring up a copy of the invoice, which you can print for your records.



5. Enter the amount you would like to pay under *Payment Amount*.



6. In the *Payment Summary* section at the far right, use the drop down menu under *Payment Method* to choose which of your registered accounts you would like to use to make your payment.



Alternatively, you can add a new payment method by clicking **Add Payment Method** above the drop down menu.

7. When you are satisfied with your payment information, click **Continue to Payment**.

- You'll be brought to a *Verify Payment* screen. Review your payment information (*i.e.*, your payment amount and payment method) and make sure everything is correct. Check the box to indicate you have read and agree to the Terms and Conditions, and hit the **Make Payment** button.

Verify Payment

PAYMENT SUMMARY

1 Invoice **\$71.60**

Payment Method [Add a Payment Method](#)
TB's Checking WELLS FARGO BANK NA ****

Pay Date **2/19/2016**

Review this section and make sure all is correct.

You can update your payment method or payment date here.

Payments confirmed before Friday, February 19, 2016 12:00 PM PT will be posted on Friday, February 19, 2016. Payments confirmed after Friday, February 19, 2016 12:00 PM PT will be posted on Monday, February 22, 2016.

Payment Terms & Conditions

These terms and conditions govern your use of the Internet Bill Presentation and Payment Service (the "Service"). As used in these Terms, the words "we," "us," and "our" refer to Wells Fargo Bank, N.A. (or its affiliate). The words "you" and "your" refer to you as the business entity accepting these Terms and using the Service. The words "you" and "your" also include any user you authorize to use the Service on your behalf.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.

2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you check with your bank to determine what

[Print Terms and Conditions](#)

By checking this box, you agree to the Terms and Conditions stated above

By clicking the **Make Payment** button I, **Teri Bauer**, confirm that today, Friday February 19, 2016, I am authorizing a one-time debit from my Checking account ending in ****3123 in the amount of \$71.60 USD to be remitted to DGA-Producer Pension and Health Plans. This debit will occur on or after Monday February 22, 2016.

If you have any questions regarding this transaction request, please call 323-866-2200.

Make Payment

[Cancel](#)

PAYMENT DETAILS

Invoice Date	Due Date	Invoice Number	Amount Due	Remaining Amount	Payment Amount
PARTICIPANT ID 17311					
✓	2/28/2016		471.60	471.60	71.60

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- You'll be brought to your Confirmation page, which will provide the details of the payment you have made (or scheduled) and information about when the payment will be posted. To print the confirmation, click **Print Confirmation Page**.

Confirmation

Thank You! Your payment has been made

[Print Confirmation Page](#)

Payment Date **2/22/2016**

Payment Method **TB's Checking WELLS FARGO BANK NA ****3123**

Total Payment **\$71.60**

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Friday, February 19, 2016 12:00 PM PT will be posted on Friday, February 19, 2016. Payments confirmed after Friday, February 19, 2016 12:00 PM PT will be posted on Monday, February 22, 2016.

If you have any further questions about payments to DGA-Producer Pension and Health Plans, please contact our office at 323-866-2200.

Confirmation #	Payment Amount	Number of Invoices
3100020741	\$71.60	1

[Setup Autopay](#) [Return to Pay My Bills](#) [Log Out](#)

- You're done. Click **Log Out** on the Confirmation page or simply close your browser to exit E-Bill Express. You will receive email confirmation that your payment is being processed.