

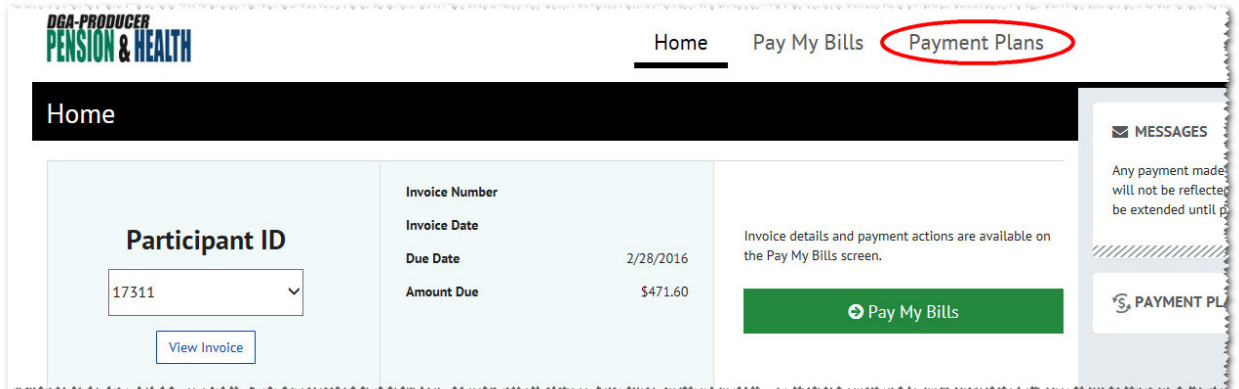
E-BILL EXPRESS GUIDE: CREATING A RECURRING PAYMENT

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.

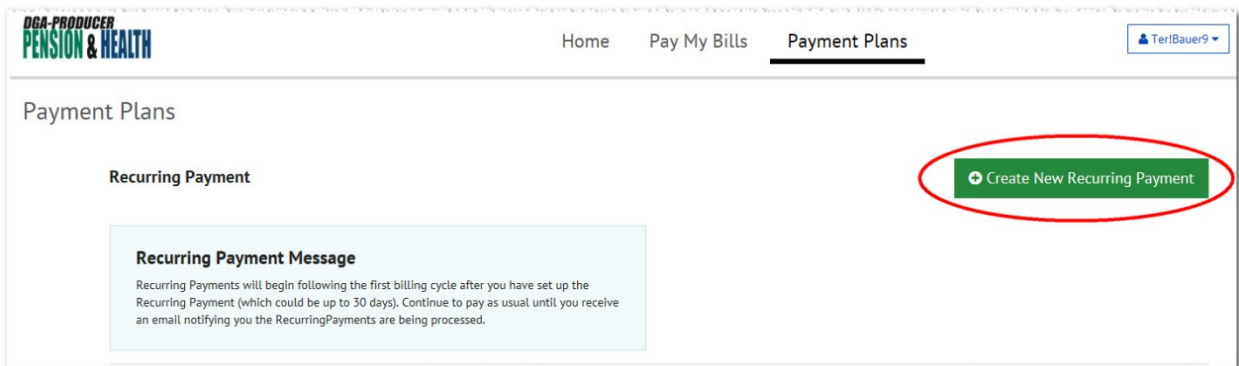
This guide walks you through creating and managing recurring payments in E-Bill Express.

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

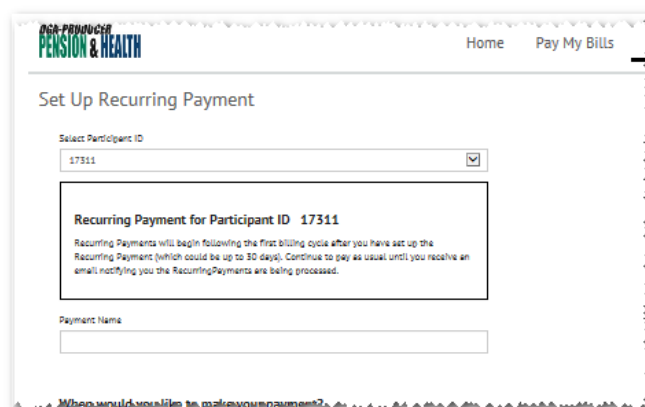
1. First, log in to your account. From your account *Home* page, click **Payment Plans**.



2. Then click the **Create New Recurring Payment** button.



3. This takes you to the *Set Up Recurring Payment* page. On this page, you will choose the details for your recurring payment.

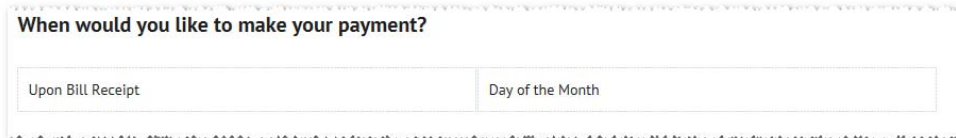


- a. Type a name for your recurring payment.



A screenshot of a web form with a label "Payment Name" above a single-line text input field.

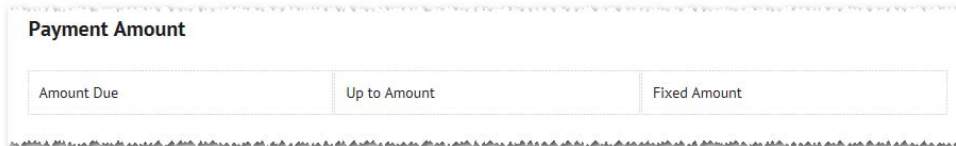
- b. Choose for your recurring payment to occur on the day your bill is uploaded into E-Bill Express or on a specific day of the month.



A screenshot of a form titled "When would you like to make your payment?". It contains two radio button options: "Upon Bill Receipt" and "Day of the Month".

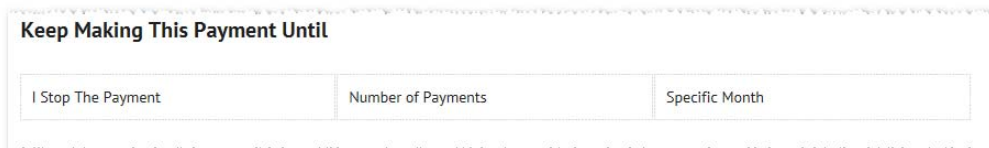
NOTE: If you choose to pay your bill on a specific day, we recommend you choose the 1st of the month to avoid late payments, which delay access to your health benefits.

- c. Choose an amount for your recurring payment.



A screenshot of a form titled "Payment Amount". It contains three radio button options: "Amount Due", "Up to Amount", and "Fixed Amount".

- d. Choose whether you would like your recurring payment to continue automatically until you stop it, for a set number of payments, or until a specific month and year.



A screenshot of a form titled "Keep Making This Payment Until". It contains three radio button options: "I Stop The Payment", "Number of Payments", and "Specific Month".

- e. Choose which account you would like to use for your recurring payments. Your available payment options will be in the *Payment Method* drop-down menu.



A screenshot of a form titled "Payment Method". It shows a dropdown menu with the selected option "TB's Checking WELLS FARGO BANK NA ****3123". To the right of the dropdown is a blue link "Add a Payment Method" with a plus icon. A red circle highlights the dropdown arrow.

If you haven't set up a payment option or would like to add a new one, click **Add a Payment Method** to add a new payment option.

- f. If you chose for your recurring payment to occur on a specific day of the month, you can choose to receive an email reminder before the bill is paid, but this is not required.

Send me a reminder days before the bill is due to be paid.

4. When you have finished setting the details of your recurring payment and have read the billing authorization, click the checkbox to indicate that you agree to the terms, and click the **Agree and Submit** button to save your recurring payment.

Billing Authorization [Print Authorization](#)

I authorize DGA-Producer Pension and Health Plans to automatically initiate entries to my financial account listed above in this authorization, for payments to my DGA-Producer Pension and Health Plans account at the stated times listed above.

I further authorize the Financial Institution to accept these debit entries as valid debit activities under my account. Proof of the payment will appear on my financial account statement as one charge to DGA-Producer Pension and Health Plans. My authorization will remain in effect for the length of time stated above or until I cancel it online and give DGA-Producer Pension and Health Plans a reasonable opportunity to act.

Your recurring payment will be initiated and a payment made either after an invoice is rendered, or on a date selected during setup. In the event that no invoice is rendered or the date you select is prior to the posting of an invoice (except for specific date for a fixed amount, which doesn't need a new invoice rendered), then the recurring payment will not be made. We are not responsible for a recurring payment where no invoice is in the system against which a recurring payment can be processed.

By checking this box you agree to the terms stated above.

[Cancel](#) [Agree and Submit](#)

5. This takes you to the confirmation page for your recurring payment. You will also receive an email confirmation that your recurring payment has been set up.

Until you receive that email, please continue to pay your bills as usual.

If you need to make changes to your recurring payment, you must delete the current payment and set up a new one. You can only have one recurring payment at a time.

To delete your recurring payment:

1. Click the **Manage** button in the *Payment Plans* section at the far right side of your account *Home* page.

DGA-PRODUCER PENSION & HEALTH Home Pay My Bills Payment Plans TeriBauer9

Home

Participant ID: 17311 [View Invoice](#)

Invoice Number	Invoice Date	Due Date	Amount Due
		2/28/2016	\$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

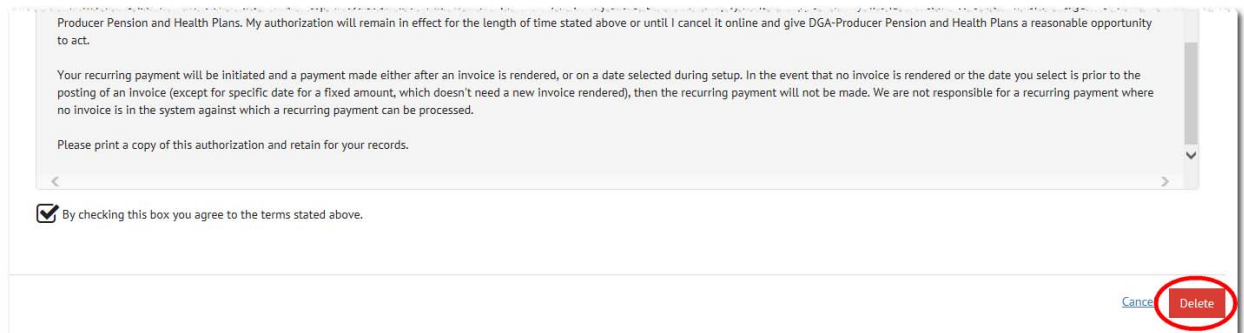
PAYMENT PLANS [Manage](#)

Type Payment Name (Recurring Payment)
Amount due will be paid on the 16th

2. That takes you to your *Payment Plans* page, which lists basic information about your recurring payment. Click the **Review** button.



3. This takes you to your *Set Up Recurring Payment* page, where you originally set up your recurring payment. From there, click the **Delete** button near the bottom right corner of the screen to delete your current recurring payment.



You will receive an email confirmation that your recurring payment has been deleted.