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/DGAPHP 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.

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.

**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.

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.

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.

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.

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.

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.
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.