

## Enrolling as a New User

1. First time users will need to click on the enroll button.

The screenshot shows the Arizona Benefit Services Division Online Billpay interface. At the top, there is a blue header with the text "ARIZONA BENEFIT SERVICES DIVISION". Below the header, a grey bar says "Welcome to Online Billpay". The main content area has a white background with a grey border. It contains a welcome message: "Welcome to our new online bill presentation and payment service. Please note that all customers will need to enroll for this new service, even if you were previously enrolled for online payments." There are two main sections: "New Users - Get Started Here" and "Existing Users - Login Here". The "New Users" section contains text explaining enrollment and a blue "Enroll Now" button, which is highlighted with a red rectangle. The "Existing Users" section contains text about login information, a "Note" about password resets, and login fields for "Login Id" and "Password", along with "Forgot Login" and "Forgot Password" links and a "Login" button.

1. Review the terms and conditions. Once completed click the "I Agree" to continue. If you click "I Decline", it will not allow you to continue.

The screenshot shows the "Enroll" page with a navigation bar containing "Terms", "Acct Details", "Login ID", "Funding Source", and "Confirm". The "Terms" tab is selected. Below the navigation bar, the "Terms and Conditions" section is displayed. It contains the text: "Online Bill Payment Service - Terms and Conditions", "You now have a choice of a Standard Payment, Recurring Payment and Rush Payment. The table in the Definitions section applies only to Standard and Recurring Payments. Additional Terms and Conditions are applicable only to Rush Payments and are part of this Agreement when you agree to a Rush Payment.", and "This Agreement supplements, and does not replace the agreement governing your Credit Account." At the bottom of the page, there are two buttons: "I Decline" (orange) and "I Agree" (blue), with the "I Agree" button highlighted by a red rectangle.

2. Enter account number from your Statement (AD+EIN). See screen print below. Include leading zeros as seen on your billing statement. (Example of EIN on billing statement: 00001344)
3. Enter zip code to confirm. Zip code should be the one on your billing statement.

**ARIZONA  
BENEFIT  
SERVICES  
DIVISION**

Remit to:  
ADOA HITF  
ADOA HITF  
100 N. 15TH AVE  
SUITE 202  
PHOENIX, AZ 85007 USA

or to:  
Gary Doe  
100 N 15th Ave  
Phoenix, AZ 85018 US

Barcode: ADAAD900001344CBBOT

Customer Name Gary Doe	<b>STATEMENT</b>
Customer Number AD900001344	Statement Closing Date 04-12-17
Address: PRO ADA:CBBOT	Due Date 04-12-17
Amount Due \$615.04	Amount Enclosed

Payment Method: Check  Money Order

Please check if address has changed. Write correct address on back of stub and attach with payment

Please write Invoice No. on front of check or Money Order.  
DO NOT MAIL CASH.

----- Please detach the above stub and return with your remittance. -----

**Enroll**

Terms   **Acct Details**   Login ID   Funding Source   Confirm

Please enter your biller account number and your authentication code which is the online enrollment code printed on your billing statement

**Online Bill Pay Enrollment**

Account Number\* :

First 5 digits of ZIP\* :   Please enter the First 5 digits of your Zip Code.

4. Create a unique Login ID (8-12 characters long, containing an underscore) and Password with the given specifications. (Please see picture below)
5. Select a security question from the drop-down menu and provide an answer in the designated field.
6. Click Continue

**Enroll**

Terms Acct Details **Login ID** Funding Source Confirm

Please create your Login ID, Password. The Security Question and Answer will be used if you forget your password.

**Online Bill Pay Service - Setup Login Credentials**

Login ID\* : Gary\_Doe

Password\* : ●●●●●●●●

Confirm Password\* : ●●●●●●●●

Security Question\* : What is the name of your pet

Answer\* : Dog

Cancel Continue

Password cannot be the same as Login ID. The password must be at least 8 characters and not more than 32 characters. The password must contain at least one special character (such as @, # or !), at least one Upper case letter and at least one number.

1. As part of the enrollment process, select a funding type. Here are the types of cards accepted:
  - a. Visa
  - b. MasterCard
  - c. Discover Card
2. Select the funding type of either a Bank Account or a Card Account.

**Enroll**

Terms Acct Details Login ID **Funding Source** Confirm

Please select the Funding Source which you want to add

**Add Funding Source Account**

Select Funding Type\* : -Select-

Bank Account as a Funding Type

1. By selecting “Bank Account” as your funding type, this screen will appear and you will need to populate the required fields.
2. When all appropriate fields are keyed in, click on continue



**Card Details**

Personal Account Name : Gary Doe

Card Number\* : .....

Card Type\* : Visa Card

Expiration Date\* : 12/17  
(mm/yy)

CVV No\* : ...  
What is this?

Name on the card\* : Gary Doe

Card Address Same As Customer Address?

Address Line 1\* : 1123 W Moon Street

Address Line 2 :

City\* : Phoenix

State\* : Arizona

Country\* : USA

Zip\* : 85018 -  Enter the first 5 digits of the Billing Zip Code

3. Verify the funding source account information to ensure that it is accurate. Click confirm to proceed.

**Confirm Card Details**

Personal Account Name : Gary Doe

Card Number : xxxxxxxxxxxx9990

Card Type : Visa Card

Expiration Date : 12/17

Name on the card : Gary Doe

Address Line 1 : 1123 W Main Street

City : Flagstaff

State : AZ

Country : USA

Zip : 86001