E-Bill Express: The Easy Way to Pay
Contents

Enroll and Add Payment Method ......................................................................................................................... 3

Make a Payment ......................................................................................................................................................... 6
  Pay from the Home Screen .............................................................................................................................. 6
  Pay from the Pay My Bills Screen .................................................................................................................. 9

Set Up Recurring Payments ............................................................................................................................. 11

Change Payment Method .................................................................................................................................. 14
  Edit a Payment Method .................................................................................................................................. 14
  Delete a Payment Method .................................................................................................................................. 15
Get Invoices and Pay Online!

It’s quick and easy with E-Bill Express by Wells Fargo for Avēsis. Once your payment method is added, it’s just a few quick clicks each quarter. This document will guide you through every step, just in case you find it less intuitive.

Enroll and Add Payment Method

1. Navigate to [www.avesis.com](http://www.avesis.com), and click "Members" to log in to your account.

2. Click the INVOICE tile on your dashboard. (Note: Your INVOICE tile may be in a different position on your dashboard.)
3. Select an image to associate with your account. (This image may be used to identify you on subsequent visits.)

4. Click “Add a Payment Method.”

5. Choose whether you’d like to pay by checking account or a credit card.
6. For a bank account:
   a. Select your Account Type and your Banking Type.
   b. Enter a nickname for your account. Note: This step is optional; however, a nickname can be useful if multiple payment methods are being used to pay premiums.
   c. Enter the name on the account. Your entry should match the name on file with the bank.
   d. Add the bank routing number. Hit the tab key to have the database search for the bank associated with the checking or savings account.
   e. Enter the account number twice to be sure it’s accurate.
   f. Read the terms and conditions, then check the Agree and Add Account box.
   g. Finally, click the Add button.

7. To add a credit card:
   a. Give your account a nickname (optional).
   b. Enter your name as it appears on your credit card.
   c. Enter your card number.
   d. Enter your card’s expiration date (MM/YY).
   e. Enter the security code (usually three digits found on the back near the signature panel).
   f. Enter your address.
   g. Check the Agree and Add Account box.
   h. Finally, click Add.
Make a Payment

Pay from the Home Screen

Log in to your E-Bill Express account through the Avēsis Member portal.

1. Navigate to www.avesis.com, and click “Members” to log in to your account.

2. Click the INVOICE tile on your dashboard.
3. Confirm the Payment Amount. Please note: When making a payment from your Home screen, the payment amount will default to the total amount due for all outstanding invoices. (You will be unable to change this amount until step 5.)

4. If you are paying by credit card, be sure to re-enter your security code. Select your payment date from the drop-down menu, and click Continue to Payment.
5. Verify your payment.
   a. At this point, you may make changes to your payment method and date. You will also be asked to re-enter your security code, if you've paid by credit card.
   b. You may also change the amount and invoices you wish to pay. You can uncheck the box, change the amount of the payment, or select an option from the drop-down menu.
   c. Review and acknowledge the Payment Terms & Conditions.
   d. Click Make Payment.

A payment confirmation will be displayed. Scheduled payments will show on the Home screen and can be canceled by clicking the X on the right side of the payment line.
Pay from the Pay My Bills Screen

Log in to your E-Bill Express account through the Avesis Member portal.

1. Navigate to www.avesis.com, and click “Members” to log in to your account.

2. Click the INVOICE tile on your dashboard.

3. Click Pay My Bills.
4. Select the invoices you wish to pay. You may update the payment amount, if you wish, then review the payment summary and click Continue to Payment.

5. Confirm all the information on the Verify Payment screen, review and agree to the terms and conditions, then click Make Payment.

A payment confirmation will be displayed. Scheduled payments will show on the Home screen and can be canceled by clicking the X on the right side of the payment line.
Set Up Recurring Payments

1. Navigate to www.avesis.com, and click “Members” to log in to your account.

2. Click the INVOICE tile on your dashboard.

3. On the Home screen, click the Add button next to Recurring Payment.
4. Click the Create New Recurring Payment button.

5. Enter Payment Name and click Continue.

6. Choose a. when you’d like to make the payment, b. the amount you’d like to pay, c. how to keep making the payment, d. whether to pay all the invoices, and e. when you’d like a reminder that the payment is about to be processed, then f. click Continue.

From this screen, you can also manually stop the payment by clicking C.
7. Select your payment method—or add an additional payment method—and click Continue. (If you’re using a credit card, be sure to re-enter your security code.)

8. Review and acknowledge the Billing Authorization, then click Finish.

9. Review the recurring payment information. You can return here at any time to stop recurring payments by pressing Delete.
Change Payment Method

Edit a Payment Method

Log in to your E-Bill Express account through the Avēsis Members portal.

1. In the upper right corner of your screen, click the settings wheel, and select Payment Accounts.

2. Click the pencil icon to edit.

3. Update your payment method. Once again, review the terms and conditions, select Agree, and click Update.
Delete a Payment Method

1. Follow step 1 above. At step 2, click the trash can icon instead.

2. Click Yes to confirm that you’d like to delete your payment method. You will be notified if there is a recurring payment associated with the account.

We hope this guide has walked you through everything you need to know about paying and receiving bills online with E-Bill Express. But if you have any questions, please contact customer service. They will be happy to walk you through any of these steps.