

E-Bill Express ‘Quick Pay’ End User Quick Reference Guide

Note: To set up Automatic/Recurring Payments (AP) or monthly contributions, you must make an initial payment first by using the ‘Pay Now’ Link. After the payment has been initiated you have an option to enroll. To set up an AP, you will have to log in as an enrolled user.

Make a Quick Un-Enrolled Payment

Access E-Bill Express through a link on the [UF website](#).

1. Enter your invoice number and re-enter to confirm
2. Click **‘Pay Now’**
3. Enter information in all required fields, select a Category to designate the payment, if required
4. Add a Payment Method below the Payment Amount field by completing the bank information and agreeing to the debit authorization – Click **‘Add’**
5. Click **‘Continue to Payment’**

6. Click **‘By checking this box,..’** to agree with the Terms and Conditions, if applicable
7. Click **‘Make Payment’**
8. Click **‘Log Out’**

Make a Payment and Enroll in E-Bill Express Quick Pay

1. Access E-Bill Express through the UF landing page (insert link).
2. Enter account number and re-enter to confirm
3. Click **‘Pay Now’**
4. Enter information in all required fields, select a Category to designate the payment, if required
5. Add a Payment Method below the Payment Amount field by completing the bank account information and agreeing to the debit authorization – Click **‘Add’**
6. Click **‘Continue to Payment’**
7. Click **‘By checking this box,..’** to agree with the Terms and Conditions

8. Click **‘Make Payment’**
9. Click **‘Enroll With Your Current Information’** if you like to enroll to be able to set up an AP. (If you do not wish to enroll, click ‘Log Out’.)
10. Enter information in required fields. Click **Continue to Login & Payment’**.
11. Choose Login ID, Password, select security image and label, select security questions and fill in answers. Click **‘Continue to Terms of Service’**.
12. Click check box to agree to Terms of Service and click **‘Continue to Billing and Payment’**.
13. Enter any outstanding required Payment Method information, click checkbox for debit authorization.
14. Click **‘Finish Enrollment’**
15. Go to your email account and open the email just sent to you. Click on the **‘Activate’** button or hyperlink. NOTE: Your access is not activated until you click on the **‘Activate’** button and you will not be able to make payments

Setting up an Automatic Payment or Monthly Contribution

1. On the Welcome page, Login Tab, enter your login ID and Password, click **'Login'**
2. Click on the Automatic Payment (Scheduled Contribution) tab
3. Click on **"Create New Recurring Payment"** button
4. Complete required information and click checkbox agreeing to the terms
5. Click **'Agree and Submit'**

Deleting an Automatic Payment or Monthly Contribution

1. On the Welcome page, Login Tab, enter your login ID and Password, click **'Login'**
2. Click on either the Automatic Payment (Scheduled Contribution) tab
3. Click on **'Review'** button
4. Click **'Delete'**
5. Click **'Delete'** to confirm

Automatic Payment did not Initiate

1. An automatic payment will delete permanently if one of the following applies:
 - Automatic Payment expired per initial setup
 - User un-enrolled
 - Biller placed a 'Stop' on the account

- Biller deleted the Automatic Payment
2. You may have to pay the first one manually.

Forgot Login ID

1. On the Welcome page, click on **'Forgot Your Login ID'**.
2. Enter your account number and email address used during enrollment and click **'Send'**
3. An email will be sent to your email address with your login ID.

Forgot Password

1. On the Welcome page, click **'Password Help?'**
2. Enter your Login ID and email address used during enrollment and click **'Send My Password'**.
3. An email will be sent to you with a temporary password.
4. Enter your Login ID and copy and paste the temporary password from your email into the Password field on the Welcome page and click **'Login'**.
5. On the next page, paste the same temporary password into the **'Old Password'** field and enter a new password in the **'New Password'** fields.
6. Answer the security questions and click **'Submit'**

Locked Out

1. The password is case sensitive. If you enter your password incorrectly three times, the system will lock you out.
2. Click on **'Contact Us'** on the bottom of the Welcome page for contact information and ask your biller to unlock you. You do not have to change your password unless you cannot remember it.