

Welcome to E-Bill.

Fast, easy and completely secure online payments.

PACIFIC BEVERAGE

Navigating to E-Bill

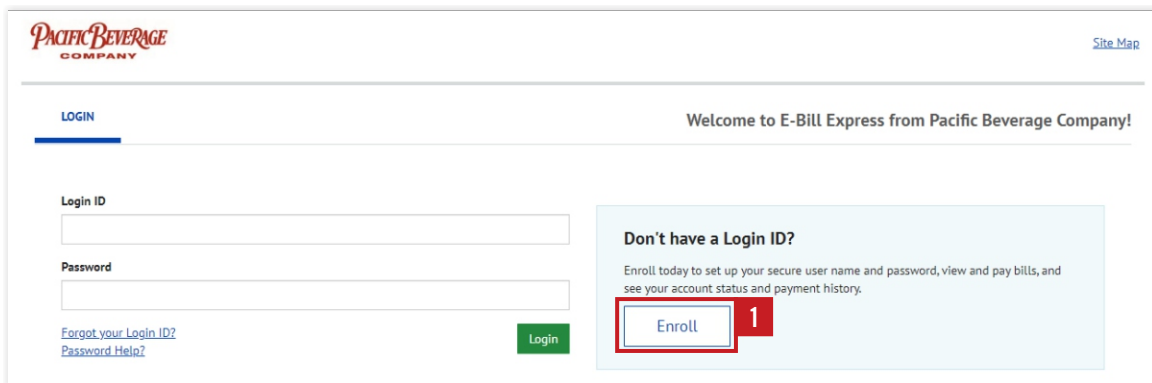
Direct link to E-Bill. Create a bookmark in your browser to go directly to E-Bill. Link is also available on our Retailer Portal announcement section.

ww2.e-billexpress.com/ebpp/PBC/Login/Index

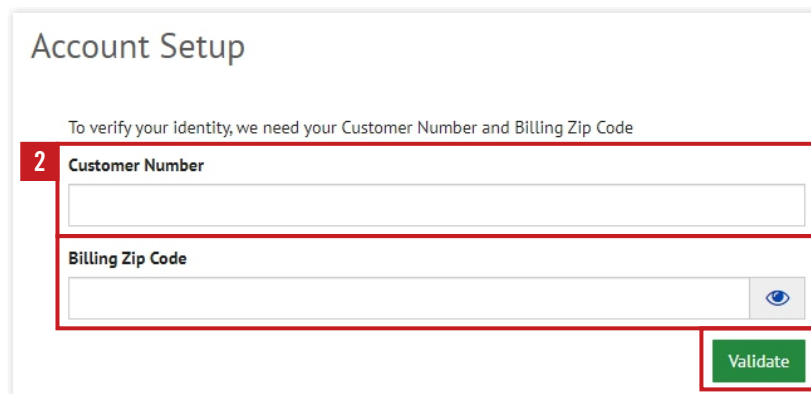
Enroll

Once you navigate to the E-Bill website:

- 1 Click on **Enroll**.



- 2 Enter in your **Customer Number** and **Billing Zip Code**, then click **Validate**.

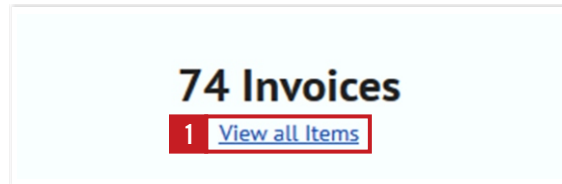


- 3 Follow the instructions to complete E-Bill enrollment. Once you have enrolled, you are now ready to proceed with making payments.

Overview of E-Bill

From the home screen:

- 1 Click on **View All Items** to select the invoices and credit memos.



- 2 Check mark the invoices to be paid located on the left hand-side of the page.
- 3 Total of the invoices paid will appear on the right side of the screen under **Payment Summary**.

The screenshot shows the E-Bill interface. At the top, there are tabs: "UNPAID AND PARTIALLY PAID" (selected), "ALL CREDIT NOTICES", and "HISTORY". Below the tabs, there are links for "Hide Account Groupings", "Export", and a pagination control showing "Page: 1 2 Go to Page:". The main table has columns: "Invoice Date", "Due Date", "Invoice Number", "Amount Due", "Payment Amount", and "Payment Code". A row is highlighted for "CUSTOMER NUMBER 1001" with a checkmark in the "Invoice Date" column. To the right, there is a "PAYMENT SUMMARY" section showing "1 Invoice \$572.77" and "0 Credit Notices \$0.00".

Credit Memos

- 4 To apply **Credit Memos**, click on **View Credit Notices**.

This screenshot is a zoomed-in view of the "View Credit Notices" button, which is highlighted with a red box and labeled "4". The button is located in the "HISTORY" tab section of the interface.

- 5 Check mark individual credit memos and click **Apply**.

This screenshot shows a list of credit memos. Each row has a checkmark in the first column, followed by the credit memo number, date, and amount. The "Selected" total is shown as "\$0.00". At the bottom right, there is a red-bordered button labeled "5 Apply" with a green checkmark.

Making a Payment

Once you have selected the invoices and credit memos, the total will appear under the **Payment Summary**:

- 1 Click on **Add a Payment Method**. Then follow the instructions on the screen.

The image shows two overlapping screenshots from a web application. The background screenshot is the 'PAYMENT SUMMARY' page, which displays a table with the following items: 1 Invoice for \$572.77, 0 Credit Notices for \$0.00, and a Total Payment of \$572.77. Below the table are links for 'Remove All' and 'Payment Method 1' with a red box around the '+ Add A Payment Method' button. The foreground screenshot is the 'Add A Payment Method' modal window. It has a 'Bank Accounts' header with a 'Link to Bank Accounts' button. The main section is titled 'ADD BANK ACCOUNT' and contains several input fields: 'Account Type' (Personal/Business), 'Account #' and 'Re-enter Account #' (text boxes), 'Banking Type' (Checking Account/Savings Account), 'Name on the Account' (text box), and 'Routing Number' (text box). There is a visual representation of a check with a green header and a grey body, showing a routing number and account number. To the right of the check is a text block explaining the authorization process and an 'Agree and Add Account' checkbox. At the bottom right of the modal are 'Cancel' and 'Add' buttons.

- 2 Once you have added your checking account information, click on **Continue to Payment** and follow the instructions to complete the payment.

Thank you for being a valued customer

If you have questions about getting started
call us at **805-679-7874** or **805-679-7897**.