



Click on the link to go to the E-Bill Express portal:

<https://ww2.e-billexpress.com/ebpp/NMERB>

The screenshot shows the top of the E-Bill Express portal. In the top left corner is the NMERB logo. Below it are two tabs: "LOGIN" and "PAY NOW", with "PAY NOW" being the active tab. To the right of the tabs is the text "Welcome to E-Bill Express from New Mexico Educational Retirement Board!". Below the tabs are two input fields: "Employer Code" and "Confirm Employer Code". A green "Pay Now" button is located at the bottom right of the form area.

When accessing for the first time, enter and confirm your five digit Employer Code, then click the green Pay Now button:

This screenshot is identical to the previous one but includes red arrows pointing to the input fields and the button. A red arrow points to the "Employer Code" input field, which contains the text "11111". Another red arrow points to the "Confirm Employer Code" input field, which also contains the text "11111". A third red arrow points to the green "Pay Now" button.

Next, enter the Local Administrative Unit name, a Contact Telephone Number, and Contact Email Address. Then, enter the Payment Amount and click on the Add Payment Method link to add the banking information.

The screenshot shows the NMERB Home page with the following fields and options:

- Local Administrative Unit:** Testing Public Schools
- Contact Telephone Number:** 555-555-5555
- Contact Email Address:** Megan.Mannila@state.nm.us
- Payment Amount:** \$ 10000.00
- Payment Method:** Add A Payment Method (with a dropdown arrow)
- Pay Date:** 11/28/2017
- Continue to Payment:** Green button
- MESSAGES:** If you have any questions or concerns please contact your analyst at 505-827-8030 or email

Payments confirmed before Tuesday, November 28, 2017 6:00 PM MT will be posted on Tuesday, November 28, 2017. Payments confirmed after Tuesday, November 28, 2017 6:00 PM MT will be posted on Wednesday, November 29, 2017.

The following screen will appear, enter you banking information, check the Agree and Add Account box, then click Add:

The 'Add A Payment Method' dialog box contains the following information:

- Bank Accounts:** Link to Bank Accounts
- ADD BANK ACCOUNT:**
 - Account Type:** Personal (selected), Business
 - Banking Type:** Checking Account (selected), Savings Account
 - Account #:** 45454545
 - Re-enter Account #:** 45454545
 - Name on the Account:** Testing Public Schools
 - Routing Number:** 122101191 (WELLS FARGO BANK NA)
- Pay to the Order of:** [Blank field]
- Routing Number:** 123456789
- Account Number:** 0001234567891111
- Agree and Add Account:** (with a red arrow pointing to it)
- Disclaimer:** By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.
- Buttons:** Cancel, Add (with a red arrow pointing to it)

The bank account has been added as a Payment Method, click on Continue to Payment:

Home

Home

Local Administrative Unit: Testing Public Schools

Contact Telephone Number: 555-555-5555 Telephone

Contact Email Address: Megan.Mannila@state.nm.us

Payment Amount: \$ 10000.00

Payment Method: WELLS FARGO BANK NA ****4545 Add A Payment Method

Pay Date: 11/28/2017

Payments confirmed before Tuesday, November 28, 2017 6:00 PM MT will be posted on Tuesday, November 28, 2017. Payments confirmed after Tuesday, November 28, 2017 6:00 PM MT will be posted on Wednesday, November 29, 2017.

Continue to Payment

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The Verify Payment screen will appear which lists the Payment Summary, Billing Information, Payment Terms & Conditions, Payment Details, and an agreement box to check. Once you have verified the payment information, click the Make Payment button:

Verify Payment

PAYMENT SUMMARY

1 Invoice \$10,000.00

Payment Method: WELLS FARGO BANK NA ****4545 Add A Payment Method

Payment Date: 11/28/2017

Payments confirmed before Tuesday, November 28, 2017 6:00 PM MT will be posted on Tuesday, November 28, 2017. Payments confirmed after Tuesday, November 28, 2017 6:00 PM MT will be posted on Wednesday, November 29, 2017.

PAYMENT TERMS & CONDITIONS

These terms and conditions govern your use of the Internet Bill Presentation and Payment Service (the "Service"). As used in these Terms, the words "we," "us," and "our" refer to Wells Fargo Bank, N.A. (or its affiliate). The words "you" and "your" refer to you as the business entity accepting these Terms and using the Service. The words "you" and "your" also include any user you authorize to use the Service on your behalf.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.
2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you check with your bank to determine what limitations are imposed on withdrawals from any account. If we are not able to debit the amount required to cover an

Print Terms and Conditions

BILLING INFORMATION

Local Administrative Unit: Testing Public Schools

Contact Email Address: Megan.Mannila@state.nm.us

Contact Telephone Number: 555-555-5555

Additional Information

By checking this box you agree to the terms and conditions stated above.

By clicking the Make Payment button I, Testing Public Schools, confirm that today, Tuesday November 28, 2017, I am authorizing a one-time debit from my Checking account ending in ****4545 in the amount of \$10,000.00 USD to be remitted to New Mexico Educational Retirement Board. This debit will occur on or after Tuesday November 28, 2017.

If you have any questions regarding this transaction request, please call 505-827-8030.

Make Payment

Cancel

PAYMENT DETAILS

Payment Amount: 10,000.00

ACCOUNT NUMBER 11111

Export

A Confirmation window will appear with the payment details and an email is sent to the email entered above:

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

Testing Public Schools

Payment Date	11/28/2017
Payment Method	WELLS FARGO BANK NA ****4545
Total Payment	\$10,000.00

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Tuesday, November 28, 2017 6:00 PM MT will be posted on Tuesday, November 28, 2017. Payments confirmed after Tuesday, November 28, 2017 6:00 PM MT will be posted on Wednesday, November 29, 2017.

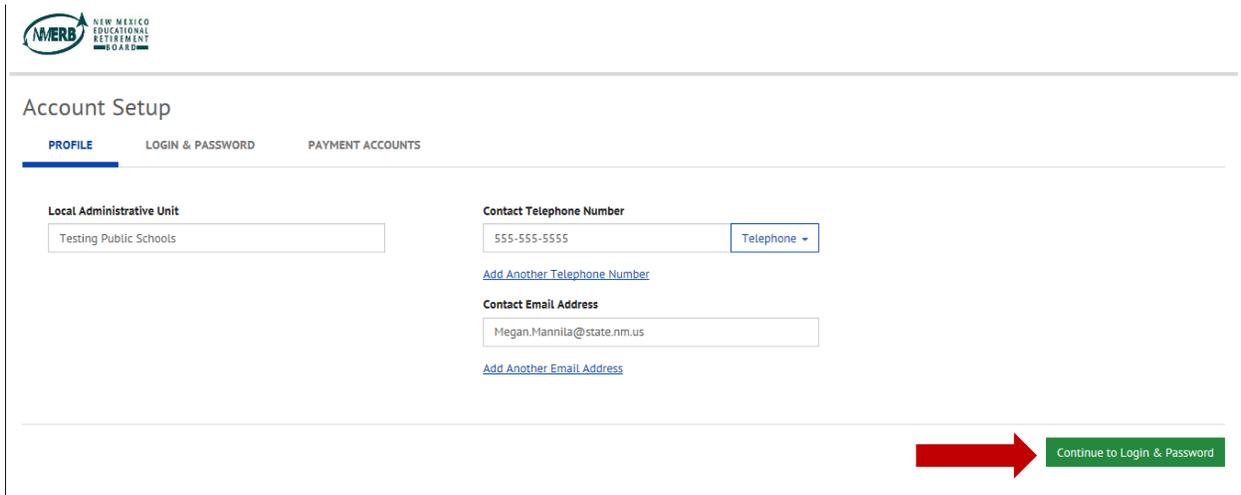
If you have any further questions about payments to New Mexico Educational Retirement Board, please contact our office at (505) 827-8030 .

Account Number	Confirmation #	Payment Amount
11111	3100057399	\$10,000.00

 [Enroll With Your Current Information](#) [Return to Home](#) [Log Out](#)

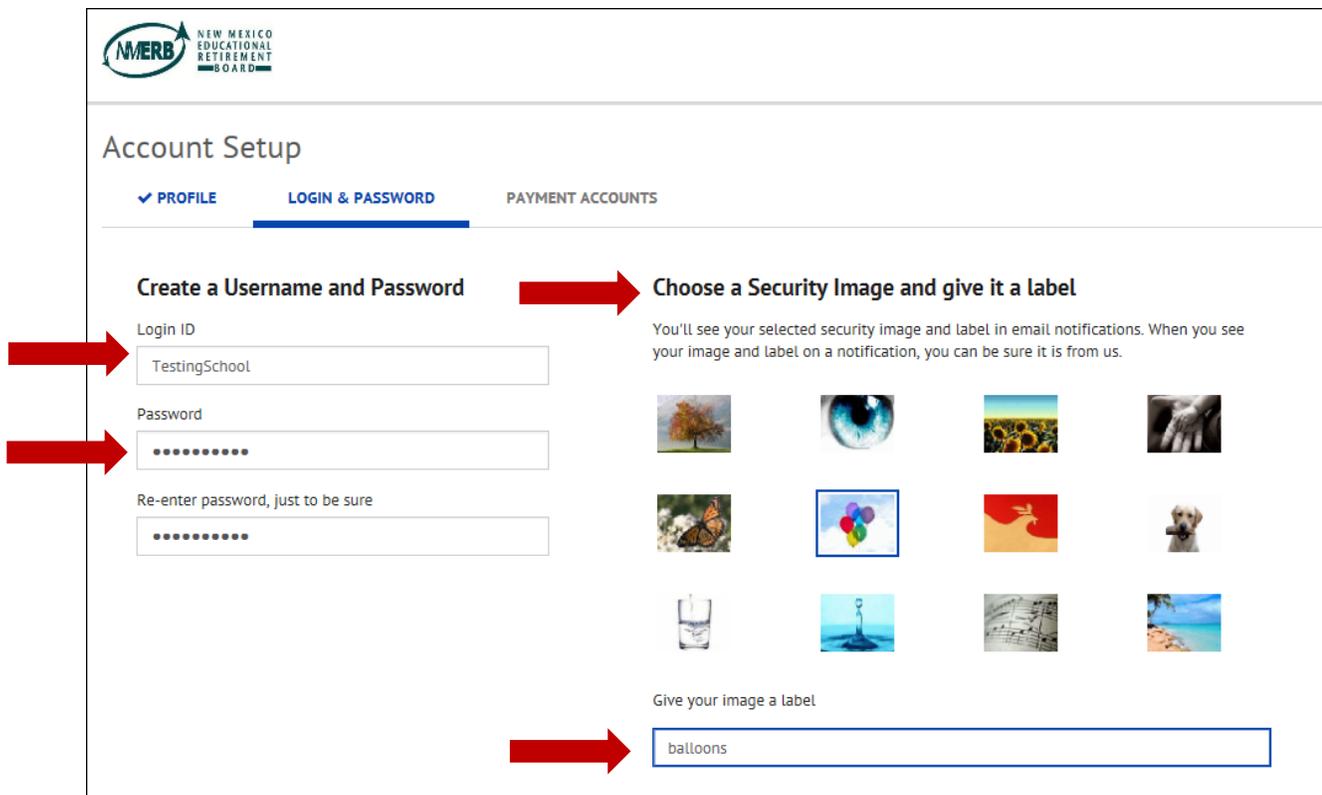
At this time you can choose to Enroll With Your Current Information, Return to Home, or Log Out. **We highly recommend selecting the Enroll With Your Current Information link to create an account to be used for future payments.** If you do not enroll you will have to enter all of your information each time you need to make a payment.

Click on the Enroll With Your Current Information link and the Account Setup screen appears with your information already populated, click Continue to Login & Password:



The screenshot shows the 'Account Setup' page for NMERB. The 'PROFILE' tab is selected. The 'Local Administrative Unit' is 'Testing Public Schools'. The 'Contact Telephone Number' is '555-555-5555'. The 'Contact Email Address' is 'Megan.Mannila@state.nm.us'. A red arrow points to the 'Continue to Login & Password' button.

Enter a Login ID and Password, then choose a Security Image and label.



The screenshot shows the 'Account Setup' page with the 'LOGIN & PASSWORD' tab selected. The 'Create a Username and Password' section has a 'Login ID' field with 'TestingSchool' and a 'Password' field with dots. The 'Re-enter password, just to be sure' field also has dots. A red arrow points to the 'Choose a Security Image and give it a label' section. A grid of 12 security images is shown, with the 'balloons' image selected. A red arrow points to the 'Give your image a label' field, which contains the text 'balloons'.

Next, choose five security questions and provide answers, then click Continue to Payment Accounts:

Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1	Answer 1
What is your grandmother's maiden name on your father's side?	<input type="text"/>
Question 2	Answer 2
What is your grandmother's maiden name on your mother's side?	<input type="text"/>
Question 3	Answer 3
How many brothers and sisters did your mother have?	<input type="text"/>
Question 4	Answer 4
What city was your first job in?	<input type="text"/>
Question 5	Answer 5
What was your boss's first name at your first job?	<input type="text"/>

[Go Back](#) [Continue To Payment Accounts](#)

Next, the Account Setup will appear which is populated with the account information you provided earlier. If all of the information is correct, enter a Nickname, click the Agree and Update Account box, then click Finish Enrollment:

Account Setup

[PROFILE](#) [LOGIN & PASSWORD](#) [PAYMENT ACCOUNTS](#)

You may select a default payment method now. After enrollment you can manage your payment methods.

[Bank Accounts](#) [Add Later](#)
Add your payment method later

ADD BANK ACCOUNT

Account Type	Account #	<p>By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.</p> <input checked="" type="checkbox"/> Agree and Update Account
Personal <input type="checkbox"/> Business <input checked="" type="checkbox"/>	45454545	
Banking Type	Re-enter Account #	
Checking Account <input checked="" type="checkbox"/> Savings Account <input type="checkbox"/>	45454545	
Give This Account a Nickname	<input type="text"/>	
Name on the Account	<input type="text"/>	
Routing Number	<input type="text"/>	

Pay to the Order of

123456789 000123456789 1111

Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

[Go Back](#) [Finish Enrollment](#)

The following screen will appear and you should receive an email to finish activating the account. If you do not receive the email, click the Resend Activation Email link or enter a new email address in the Send Email to another Email Address box.

NMERB NEW MEXICO EDUCATIONAL RETIREMENT BOARD

Your Account is Set Up!

Activate Your Account

After activating your account, click here to login

We've sent an activation link to Megan.Mannila@state.nm.us. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

[Account Login](#)

Resend Activation Email

Didn't get our email? We can resend it to the Email on file or an alternate address.

[Resend Email to Megan.Mannila@state.nm.us](#)

Send Email to another Email Address

Alternate Address

email_name@email_provider.com

[Send Activation Email](#)

The following email is sent to complete the activation of the account, click on the Activate button:

Tue 11/28/2017 3:22 PM

E-BillExpress@E-BillExpress.com

Testing Public Schools, please activate your New Mexico Educational Retirement Board account.

To: Mannila, Megan, ERB

Action Items [+ Get more apps](#)

NMERB NEW MEXICO EDUCATIONAL RETIREMENT BOARD

My Selected Image:		My Image Label:	balloons	My Account Number:	11111
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Please click on the button below to activate your New Mexico Educational Retirement Board Account.

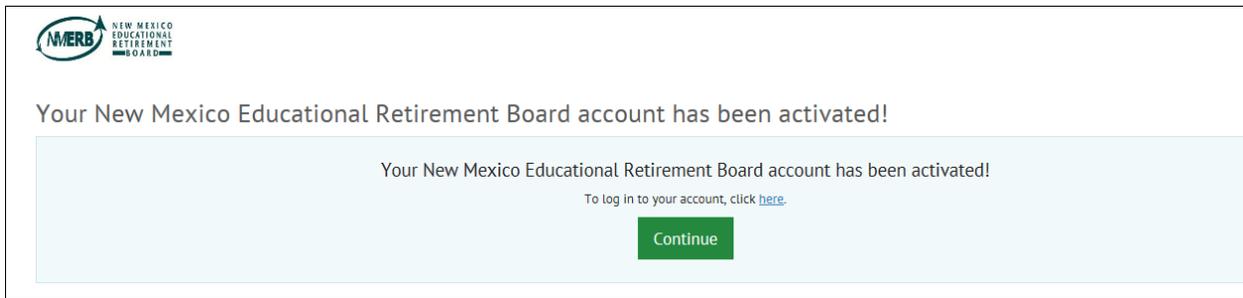
[activate](#)

[Button not working? If so, click here.](#)

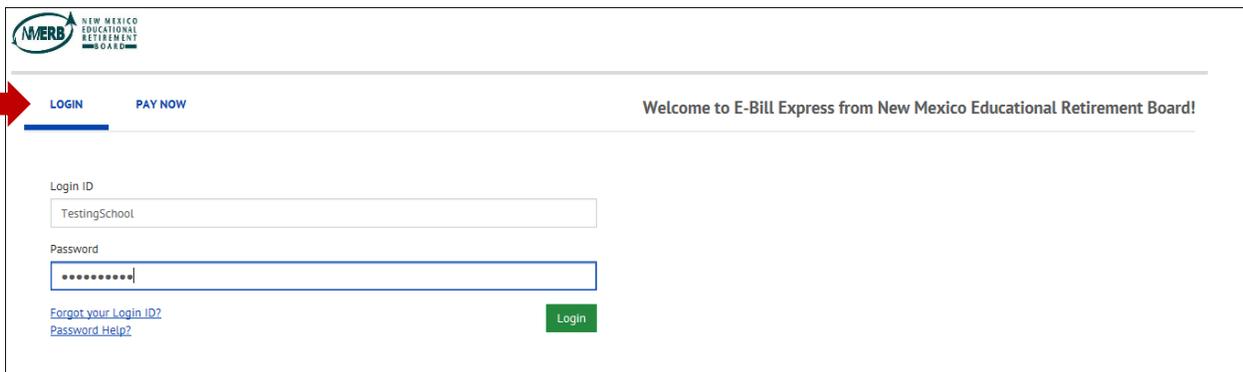
Please DO NOT reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.

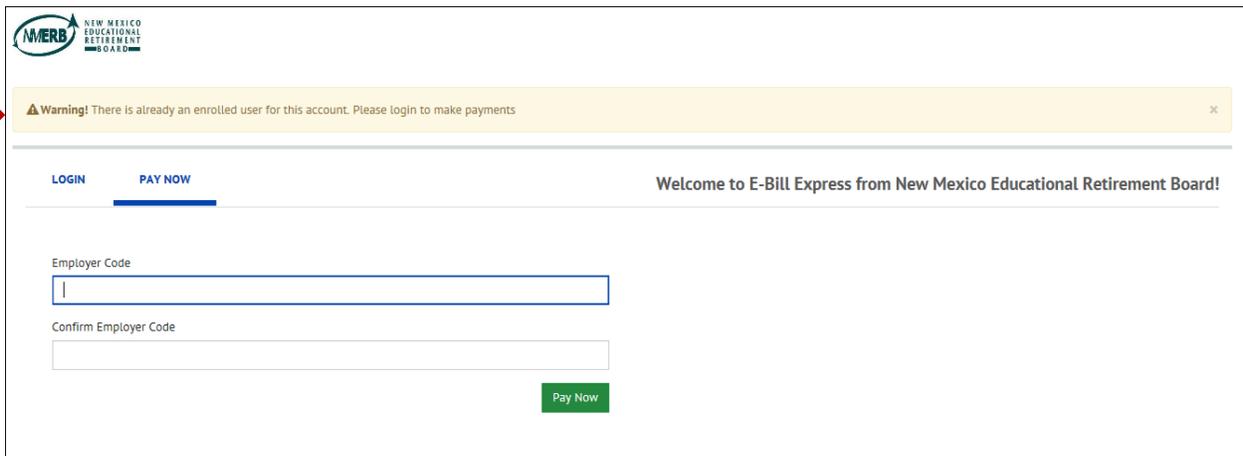
A new window will pop up stating your account has been activated.



When accessing the E-Bill Express site on your next visit, click on Login and enter your Login ID and Password.



If you have created an account and try to enter your Employer Code under Pay Now, you will receive an error message. Click the Login tab and enter your Login ID and Password:



The account home page is shown below:

Home **Payment History** Testing Public Schools

Home

Account Number
11111

Payment Amount
\$

Payment Method [Add A Payment Method](#)
Wells Fargo WELLS FARGO BANK NA ****4545

Pay Date
11/28/2017

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[Continue to Payment](#)

Previous Payments

Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100057399	ACH	11/28/2017	\$10,000.00	Processing

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MESSAGES
If you have any questions or concerns please contact your analyst at 505-827-8030 or email NMERB.LAUHelp@state.nm.us.

To view previous payments, click on Payment History:

Home **Payment History** Testing Public Schools

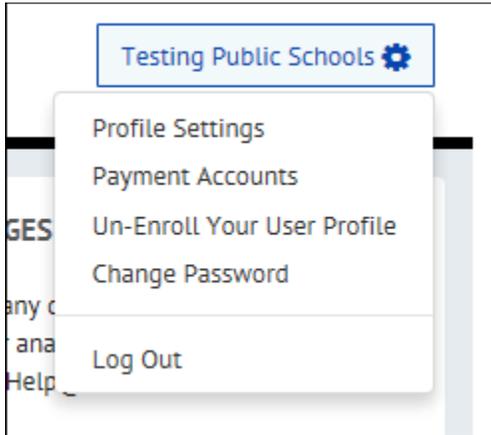
Payment History Account Number [Advanced Search](#) [Export](#)

Confirmation #	Payment Method	Payment Date	Total Amount	Status
3100057399	ACH	11/28/2017	\$10,000.00	Processing

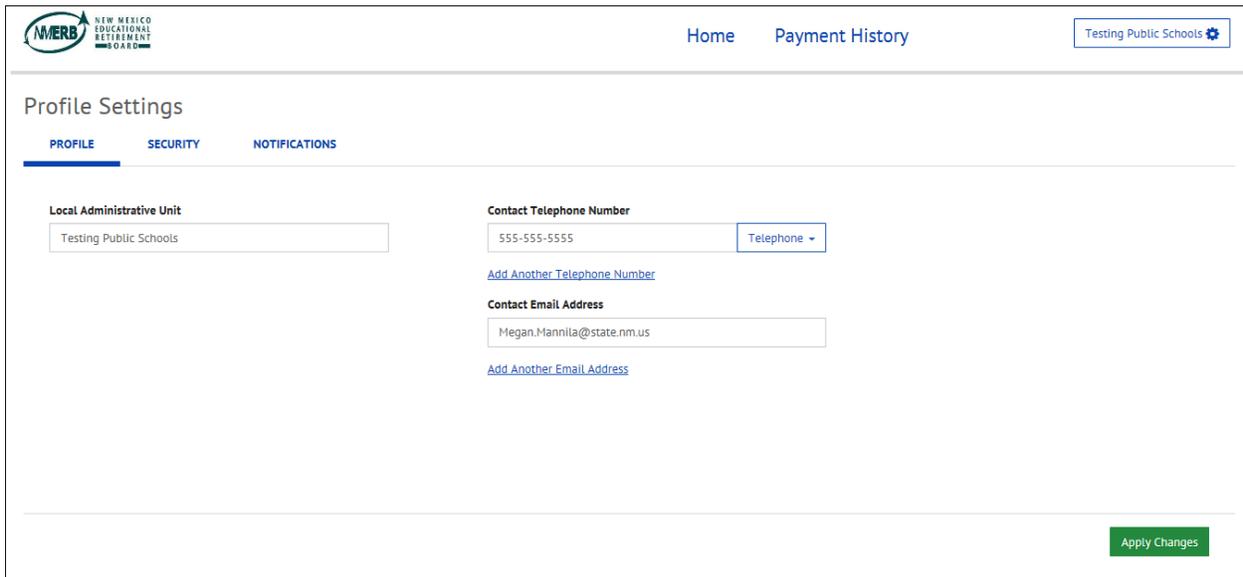
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MESSAGES
If you have any questions or concerns please contact your analyst at 505-827-8030 or email NMERB.LAUHelp@state.nm.us.

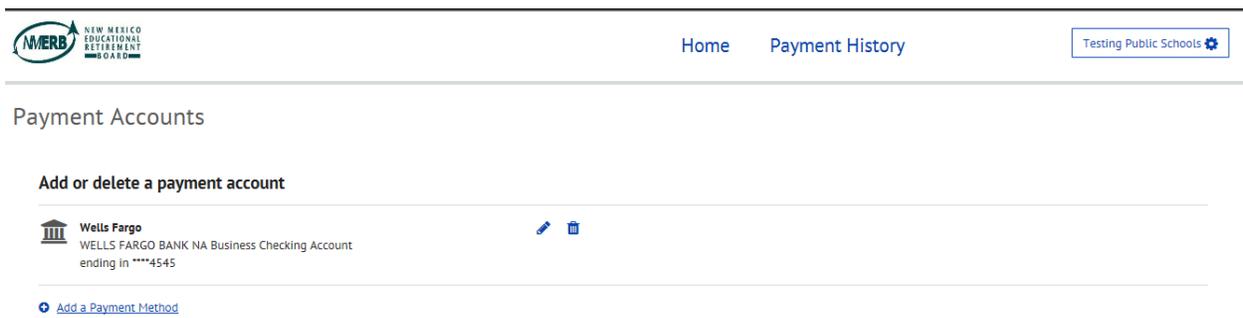
Click on the account name in the upper right hand corner, here you can change Profile Settings, Payment Accounts, Password, Un-Enroll, or Log Out.



Profile Settings – make any necessary changes, then click Apply Changes:



Under Payment Accounts you can Edit, Delete, or Add banking information:



Under Un-Enroll Your User Profile, you can delete the entire account:

NEW MEXICO EDUCATIONAL RETIREMENT BOARD

Home Payment History Testing Public Schools

Un-Enroll Your User Profile

Un-Enroll Your User Profile

Login ID

TestingSchool

[More Information](#) [Un-Enroll](#)

To change your password security questions will need to be entered:

NEW MEXICO EDUCATIONAL RETIREMENT BOARD

Home Payment History Testing Public Schools

Change Password

Please answer your security questions

What is your grandmother's maiden name on your mother's side?

What is your grandmother's maiden name on your father's side?

[Verify](#)

If you experience any issues or have questions regarding E-Bill Express, please contact your analyst or email NMERB.LAUHelp@state.nm.us:

Angelina Romero	Phone: 505-476-6106	Email: Angelina.Romero@state.nm.us
Rosalie Garcia	Phone: 505-476-6144	Email: Rosalie.Garcia1@state.nm.us
Tyler Runyan	Phone: 505-476-6101	Email: Tyler.Runyan2@state.nm.us
Megan Mannila	Phone: 505-476-6105	Email: Megan.Mannila@state.nm.us