



## NMERB E-Bill Express Guide

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

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

NERB

LOGIN PAY NOW

Welcome to E-Bill Express from New Mexico Educational Retirement Board!

\* Required Fields

\* Employer Code

\* Confirm Employer Code

I'm not a robot  
reCAPTCHA is changing its terms of service. Take action.

reCAPTCHA

Pay Now

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

NERB

LOGIN PAY NOW

Welcome to E-Bill Express from New Mexico Educational Retirement Board!

\* Required Fields

\* Employer Code

11111

\* Confirm Employer Code

11111

I'm not a robot  
reCAPTCHA is changing its terms of service. Take action.

reCAPTCHA

Pay Now

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. At the top left is the NMERB logo. A 'Home' link is at the top right. Below the logo is a 'Required Fields' indicator. The main form area is titled 'Home' and contains several input fields:
 

- Local Administrative Unit:** A text input field with a blue arrow pointing to it from the left.
- Contact Telephone Number:** A text input field with a 'Mobile' dropdown menu.
- Contact Email Address:** A text input field.
- Payment Amount:** A text input field with a '\$' symbol on the left.
- Payment Method:** A dropdown menu with an 'Enter' button to its right. A blue arrow points to this dropdown from the right.
- Pay Date:** A text input field containing '5/15/2026'.

 At the bottom of the form is a green button labeled 'Continue to Payment'. On the right side, there is a 'MESSAGES' box with a 'View' button and a message: 'If you have any questions or concerns please contact your analyst at 505-827-8030 or email NMERB.LAUHelp@state.nm.us.'

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

## Enter a Payment Method

\* Required Fields

The screenshot shows the 'Enter a Payment Method' form. At the top left is a bank icon and the text 'BANK ACCOUNT'. A close button 'x' is at the top right. Below the icon is a 'Required Fields' indicator. The form is divided into several sections:
 

- Account Type:** Two buttons: 'Personal' and 'Business' (selected).
- Banking Type:** Two buttons: 'Checking Account' (selected) and 'Savings Account'.
- Name on the Account:** A text input field containing 'Testing Public Schools'.
- Routing Number:** A text input field containing '122101191'. Below it, the text 'WELLS FARGO BANK NA' is displayed.
- Account #:** A text input field containing '45454545'.
- Re-enter Account #:** A text input field containing '45454545'.
- Check Visual:** A green box representing a check. It contains:
  - 'Pay to the Order of' followed by a blank line.
  - A routing slip with the number '123456789' and the label 'Routing Number' below it.
  - A routing slip with the number '000123456' and the label 'Account Number' below it.
  - The number '1111' on the right.
- Disclaimer:** A note stating: 'Make sure to use your bank account number, not your ATM or Debit card number.'
- Agreement:** A checked checkbox followed by the text '\* Agree and Enter Account'. A blue arrow points to this checkbox from the left.
- Submit:** A green button labeled 'Enter Account' at the bottom right. A blue arrow points to this button from the right.

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

**Home**

\* Required Fields

**Home**

\* Local Administrative Unit: Testing Public Schools

\* Contact Telephone Number: 555-555-5555 (Mobile)

\* Contact Email Address: lau.help@erb.nm.gov

\* Payment Amount: \$ 10000.00

\* Payment Method: WELLS FARGO BANK NA \*\*\*\*4545

\* Pay Date: 5/15/2026

[Continue to Payment](#)

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**

\* Required Fields

**PAYMENT SUMMARY**

1 Invoice \$10,000.00

\* Payment Method: WELLS FARGO BANK NA \*\*\*\*4545

\* Payment Date: 5/15/2026

Payments confirmed before Friday, May 15, 2026 6:00 PM MST will be posted on Friday, May 15, 2026.  
Payments confirmed after Friday, May 15, 2026 6:00 PM MST will be posted on Monday, May 18, 2026.

**BILLING INFORMATION**

\* Local Administrative Unit: Testing Public Schools

\* Contact Email Address: lau.help@erb.nm.gov

Contact Telephone Number: 555-555-5555

**Payment Terms & Conditions**

These Payment Terms and Conditions ("Terms") govern your use of the Internet Bill Presentment and Payment Service (the "Service"). As used in these Terms, the words "we," "us," and "our" refer to the Biller you are paying. The words "you" and "your" refer to you as the business or consumer using the Service and accepting these Terms. 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 authorized

[Print Terms and Conditions](#)

\* 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, Friday May 15, 2026, 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 Friday, May 15, 2026.

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

**Make Payment**

**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](#)

<b>Payment Date</b>	5/15/2026
<b>Payment Method</b>	WELLS FARGO BANK NA *****4545
<b>Total Payment</b>	\$10,000.00

Testing Public Schools

Payments confirmed before Friday, May 15, 2026 6:00 PM MST will be posted on Friday, May 15, 2026.  
Payments confirmed after Friday, May 15, 2026 6:00 PM MST will be posted on Monday, May 18, 2026.

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	3144443897	\$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:




### Account Setup


PROFILE   LOGIN & PASSWORD   TERMS OF SERVICE   PAYMENT ACCOUNTS

**\* Required Fields**

<b>Name</b> <b>* Local Administrative Unit</b> <input type="text" value="Testing Public Schools"/>	<b>Contact Info</b> <b>* Mobile Phone</b> <input type="text" value="555-555-5555"/> <a href="#">Add Another Telephone Number</a> <b>* Contact Email Address</b> <input type="text" value="lau.help@erb.nm.gov"/> <a href="#">Add Another Email Address</a>
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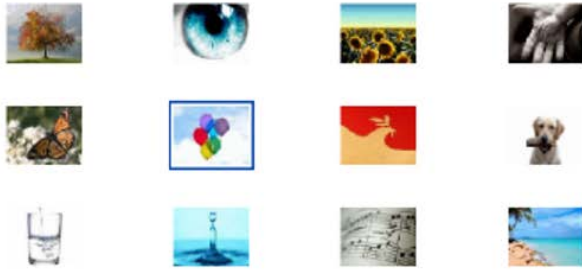


Enter a Login ID and Password, then choose a Security Image and label.



### Account Setup

✓ PROFILE   **LOGIN & PASSWORD**   PAYMENT ACCOUNTS

<b>Create a Username and Password</b>	<b>Choose a Security Image and give it a label</b>
<b>Login ID</b> <input type="text" value="TestingSchool"/>	You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us. 
<b>Password</b> <input type="password" value="....."/>	
<b>Re-enter password, just to be sure</b> <input type="password" value="....."/>	
	<b>Give your image a label</b> <input type="text" value="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 What is your grandmother's maiden name on your father's side?	Answer 1
Question 2 What is your grandmother's maiden name on your mother's side?	Answer 2
Question 3 How many brothers and sisters did your mother have?	Answer 3
Question 4 What city was your first job in?	Answer 4
Question 5 What was your boss's first name at your first job?	Answer 5

[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 <input type="button" value="Personal"/> <input checked="" type="button" value="Business"/>	Account # 45454545
Banking Type <input checked="" type="button" value="Checking Account"/> <input type="button" value="Savings Account"/>	Re-enter Account # 45454545
Give This Account a Nickname Wells Fargo	<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"/> <b>Agree and Update Account</b>
Name on the Account Testing Public Schools	
Routing Number 122101191	

Pay to the Order of \_\_\_\_\_

⑆123456789⑆ ⑆000123456789⑆ 1234

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.



## Your Account is Set Up!

### Activate Your Account

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.

After activating your account, [click here to login](#)

[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

[Send Activation Email](#)

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



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.




Your New Mexico Educational Retirement Board account has been activated!

Your New Mexico Educational Retirement Board account has been activated!  
To log in to your account, click [here](#).

[Continue](#)

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




[LOGIN](#) [PAY NOW](#) Welcome to E-Bill Express from New Mexico Educational Retirement Board!

Login ID

Password

[Forgot your Login ID?](#) [Password Help?](#) [Login](#)

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:



**Warning!** There is already an enrolled user for this account. Please login to make payments.

[LOGIN](#) [PAY NOW](#) Welcome to E-Bill Express from New Mexico Educational Retirement Board!

Employer Code

Confirm Employer Code

[Pay Now](#)

The account home page is shown below:

Home

Account Number: 11111

Payment Amount: \$

Payment Method: Wells Fargo WELLS FARGO BANK NA \*\*\*\*4545

Pay Date: 11/28/2017

Continue to Payment

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.

Previous Payments

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

To view previous payments, click on Payment History:

Payment History

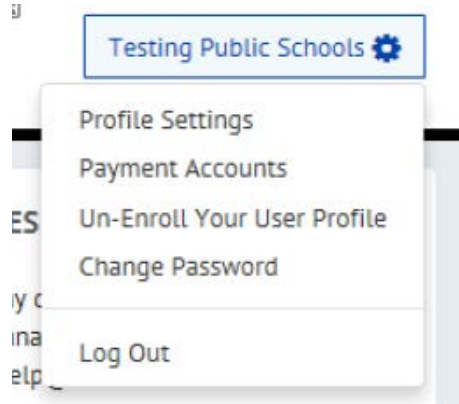
Account Number: [Search]

Advanced Search

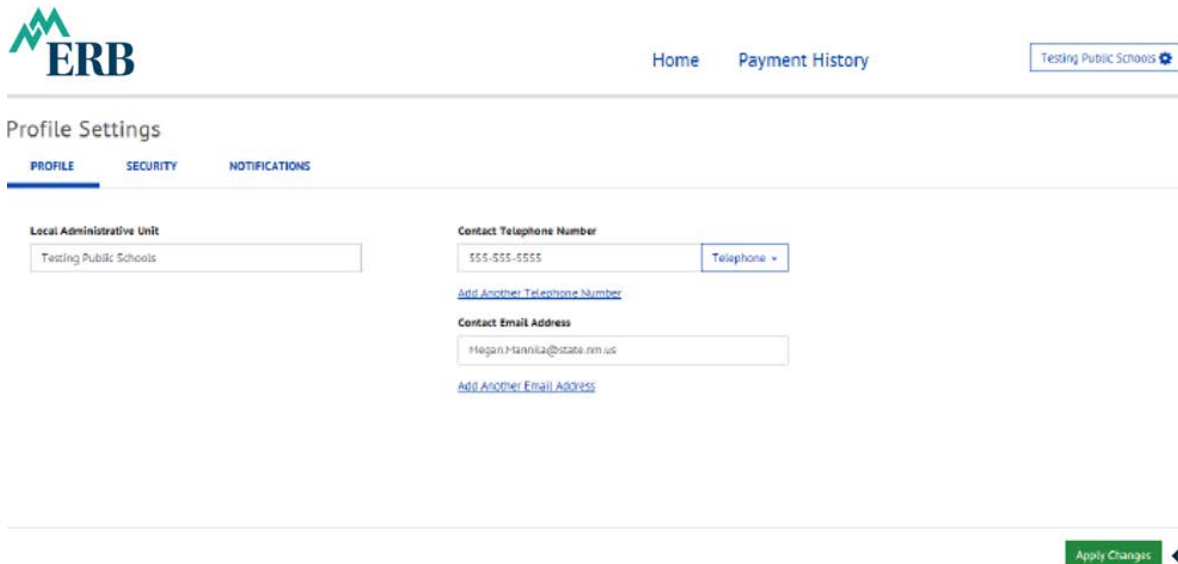
Export

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

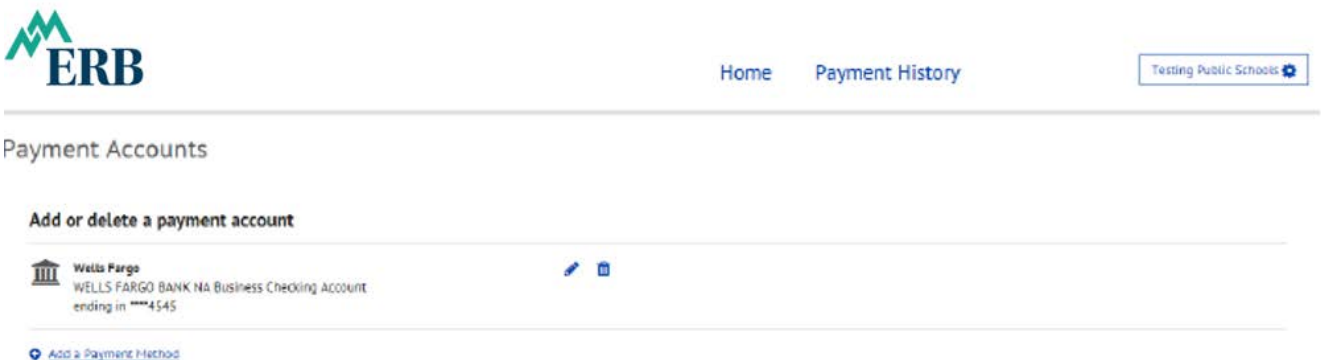
Click on the account name in the upper right hand corner, here you can change Profile Settings, Payment Accounts, Password, Un-Enroll, or Log Out.



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:



ERB

Home Payment History Testing Public Schools

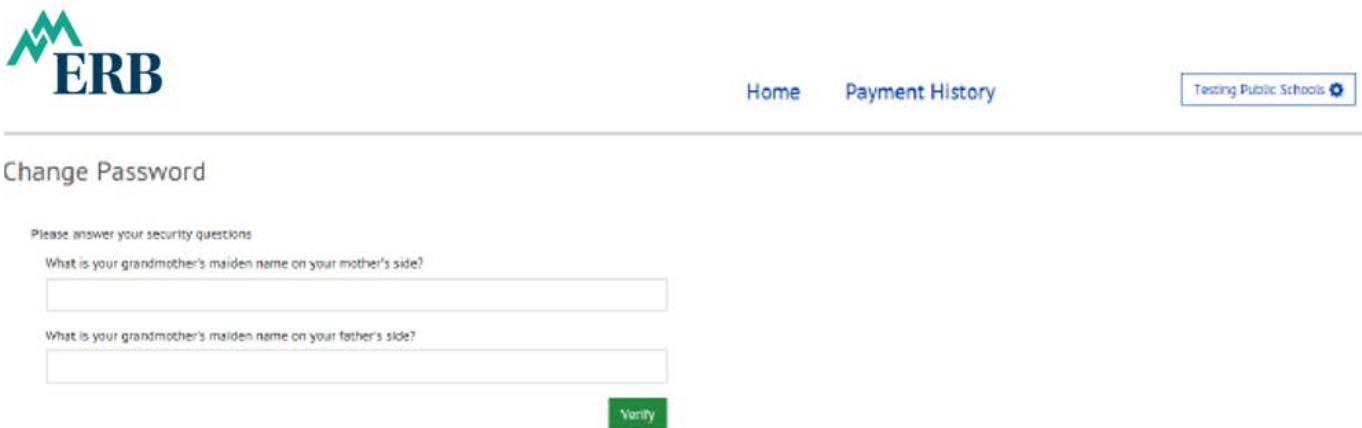
### Un-Enroll Your User Profile

**Un-Enroll Your User Profile**

Login ID  
TestingSchool

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

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



ERB

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 email [lau.help@erb.nm.gov](mailto:lau.help@erb.nm.gov)