



E-BILL EXPRESS USER MANUAL

May 1, 2023

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Enroll in E-Bill Express



E-Bill Express
Secured by Wells Fargo

[LOGIN](#)
[MAKE PAYMENT](#)

*** Required Fields**

*** Login ID**

*** Password**

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

Login

Don't have a Login ID?

Enroll

1

Click **Enroll**.

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E-Bill Express
Secured by Wells Fargo

Account Setup

To verify your identity, we need your Customer ID and Zip Code (5 Digit)

*** Required Fields**

*** Customer ID**

*** Zip Code (5 Digit)**

Validate

2

3

4

Enter your Inovalon Customer ID.

Enter the first 5-digits of the Zip/Postal Code from the "Bill To" address on your invoice.

Note: For Canadian customers, include the space. (E.g. If your postal code is "A1A 1A1", enter "A1A 1".)

Click **Validate**.

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Account Setup

PROFILE

LOGIN & PASSWORD

PAYMENT ACCOUNTS

* Required Fields

Name

* Company Name

YOUR COMPANY NAME

Contact Info

* Mobile Phone

555-555-5555

[Add Another Telephone Number](#)

* Email

name@domain.com

[Add Another Email Address](#)

Billing Address

* Country

United States

* Address

123 My Street

Address2

(optional)

* City

YOUR CITY

* State

MN - Minnesota

* ZIP Code

12345-1234

5

Company Name will be pre-populated.

NOTE 1: *Billing Address* is where your Credit Card statement is mailed.
NOTE 2: Information you enter here does not update your Inovalon contact information. Click the **Contact Us** link below to have us change your contact information on file with Inovalon.

Click to continue.

6

Continue to Login & Password

Account Setup

✓ PROFILE

LOGIN & PASSWORD

PAYMENT ACCOUNTS

Create a Login ID and Password.

* Required Fields

Create an Account

* Login ID

* Password

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more uppercase characters
- 1 or more lowercase characters
- 1 or more of these special characters *+~/=^_[]~!@#\$

Passwords cannot include:

- the last password
- your name
- your Login ID
- more than 3 repeating characters, numbers or special characters, such as AAAA, 2222 or !!!!
- more than 3 consecutive characters or numbers, such as aBcD or 4567
- the zero character at the start or end
- the word 'password' (common dictionary words should be avoided)

* Re-enter password, just to be sure

Choose a Security Image and give it a label

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.



* Give your image a label

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

Question 2

* Answer 2

Question 3

* Answer 3

Question 4

* Answer 4

Question 5

* Answer 5

Provide answers to the security questions of your choice.

Click to continue.

[Go Back](#)

[Continue To Payment Accounts](#)



E-Bill Express
Secured by Wells Fargo

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD **PAYMENT ACCOUNTS**

How Would You Like to Receive Your Bills?



Paperless Billing

Save a tree, go paperless?



Online and by Mail

By selecting "No" you have chosen to receive paper bill/statements AND electronic bill/statements. If you save these changes to your profile, you will start receiving your paper bill/statements within the next TWO billing cycles.

* Required Fields

Add A Payment Method

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

11

Add a Payment Method Now or Add Later, see Add Payment Method



BANK ACCOUNT



CREDIT CARD



ADD LATER



12

Click to continue

[Go Back](#)

[Finish Enrollment](#)

Account Setup

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

How Would You Like to Receive Your Bills?



Paperless Billing

Save a tree, go paperless?



Online and by Mail

By selecting "No" you have chosen to receive paper bill/statements AND electronic bill/statements. If you save these changes to your profile, you will start receiving your paper bill/statements within the next TWO billing cycles.

* Required Fields

Add A Payment Method

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


BANK ACCOUNT

* Account Type

Personal

Business

* Banking Type

Checking Account

Savings Account

* Give This Account a Nickname

* Name on the Account

YOUR COMPANY NAME

* Routing Number

* Account #

* Re-enter Account #

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.

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.

☐ * Agree and Add Account


CREDIT CARD


ADD LATER

See [Add a Payment Method](#)

Click **Finish Enrollment.**

14

[Go Back](#)

[Finish Enrollment](#)



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 Secured by Wells Fargo

Your Account is Set Up!

Activate Your Account

We've sent an activation link to name@domain.com. 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.

15

You will receive an email at the address you entered above. Click the **Activate** button in the email.

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 name@domain.com](#)

Send Email to another Email Address

Alternate Address

[Send Activation Email](#)

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E-Bill Express
 Secured by Wells Fargo

Your Inovalon account has been activated!

Your Inovalon account has been activated!

To log in to your account, click [here](#).

[Continue](#)

16

Click **Continue** to go to the Login page.

Add a Payment Method



E-Bill Express
Secured by Wells Fargo

[Home](#)
[Pay My Bills](#)
[AutoPay](#)

YOUR COMPANY NAME

* Required Fields

Home

Customer ID

1011743

View Invoice

Document Number

23M-0016229

Document Date

1/31/2023

Due Date

3/2/2023

Amount Due

\$2,100.00

* Payment Amount

\$ 2,100.00

Payment Code

Select Option

* Payment Method

1

Add

* Pay Date

2/24/2023

Continue to Payment

MESSAGES

View

If you have any questions about your bill click Contact Us at the bottom of this page.

AUTOPAY

Add

Click **Add** link to add a Payment Method.

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Add A Payment Method

Choose your preferred payment method to pay your bills.

* Required Fields

BANK ACCOUNT

Click to expand and enter details

2

CREDIT CARD

ACH (Bank Account)

Add A Payment Method

Choose your preferred payment method to pay your bills.

*** Required Fields**


BANK ACCOUNT

Select Account Type.

*** Account Type**

Personal
Business

*** Banking Type**

Checking Account
Savings Account

*** Give This Account a Nickname**

4

*** Name on the Account**

YOUR COMPANY NAME

*** Routing Number**

5

Enter your bank's Routing Number.

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.

☐ *** Agree and Add Account**

7

Check the box to authorize bank account charges.

Enter your Account Number.

*** Account #**

6

*** Re-enter Account #**

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.

Add

8

Click Add.

EBillExpress_CustomerUserManual

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Credit / Debit Card

Add A Payment Method

Choose your preferred payment method to pay your bills.

*** Required Fields**


BANK ACCOUNT


CREDIT CARD

Enter the address where you receive your credit card statement ¹.

Enter card information requested.

3

*** Give This Account a Nickname**

4

*** Country**

United States

*** Full Name on Card**

*** Address**

*** Card Number**






*** State**

MN - Minnesota

*** Expiration Date**

*** Security Code** 

*** City**

*** Zip**

Street Address Line 2

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.

5

☐

*** Agree and Add Account**

6

Click **Add**.

Check the box to authorize card account charges.

* Country	* City
Canada	Your City
* Address	* State
123 My Street	AB - Alberta
Street Address Line 2	* Zip
(optional)	A1A 1A1

1 : For Debit/Credit Cards issued to Canadian addresses, ensure you select “Canada” from the **Country** dropdown and enter the **Zip** in the A1A 1A1 format.

Update or Delete a Payment Method




[Home](#)
[Pay My Bills](#)
[AutoPay](#)

YOUR COMPANY NAME 

* Required Fields

Home

Customer ID

1011743

View Invoice

Document Number

23M-0016229

Document Date

1/31/2023

Due Date

3/2/2023

Amount Due

\$2,100.00

* Payment Amount

\$ 2,100.00

Payment Code

Select Option

* Payment Method

Add

1

Profile Settings

Payment Accounts

Account Linking

Change Password

Log Out

MESSAGES

If you have any question Contact Us at the bottom

AUTOPAY

Add

Click the gear icon and select Payment Accounts

Continue to Payment

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[Home](#)
[Pay My Bills](#)
[AutoPay](#)

YOUR COMPANY NAME 

Payment Accounts

Add or delete a payment account



Demo Card Account

ending in ****1111

expires 12/27






Demo Account

WELLS FARGO BANK NA (MINNESOTA) Business Checking Account

ending in ****3456




[Add a Payment Method](#)

Click the pencil icon to Edit or the trash icon to Delete.

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Update

Update Payment Method

*** Required Fields**

*** Account Type**

Personal
Business

*** Banking Type**

Checking Account
Savings Account

*** Give This Account a Nickname**

*** Name on the Account**

*** Routing Number**

Account #

Change

Pay to the
Order of

123456789
000123456
1111

Routing Number
Account Number

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

By selecting "Agree and Update 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.

☒ *** Agree and Update Account**

4
Check the box to authorize card account charges.

5
Click **Update**.

Cancel
Update

Delete

Are you sure you want to remove this payment account?

3
Click **Yes**.

Cancel
Yes

Set Up AutoPay




[Home](#)
[Pay My Bills](#)
[AutoPay](#)

YOUR COMPANY NAME

* Required Fields

Home

Customer ID

1011743

View Invoice

Document Number

23M-0016229

Document Date

1/31/2023

Due Date

3/2/2023

Amount Due

\$2,100.00

* Payment Amount

\$ 2,100.00

Payment Code

Select Option

* Payment Method

Demo Account WELLS FARGO BANK NA (MINNESOTA)

* Pay Date

2/24/2023

Continue to Payment

MESSAGES

View

If you have any questions about your bill click Contact Us at the bottom of this page.

AUTOPAY

1

Add

Click either the AutoPay menu item or the AUTOPAY Add button.

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[Home](#)
[Pay My Bills](#)
[AutoPay](#)

YOUR COMPANY NAME

AutoPay

Recurring Payment

Recurring Payment Message

Recurring Payment will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

Create New Recurring Payment

2

Click Create New Recurring Payment.

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Recurring Payment Setup

PAYMENT INFO

SCHEDULE

PAYMENT METHOD

AUTHORIZATIONS

*** Payment Name***** Select Customer ID**

3

Create a name for your recurring payment.

Recurring Payment for Customer ID 1011743

Recurring Payment will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

Click Continue to add schedule

4

[Continue](#)

Recurring Payment Setup

[✓ PAYMENT INFO](#)
[SCHEDULE](#)
[PAYMENT METHOD](#)
[AUTHORIZATIONS](#)

When would you like to make your payment?

☐ On Due Date

☒ Upon Bill Receipt

☐ Day of the Month

Recurring Payment will execute on the morning of the next business day after the invoice was received.

Payment Amount

☒ Amount Due

☐ Fixed Amount

The payment will be processed for the amount due shown on the bill.

Keep Making This Payment Until

☒ I Stop The Payment

☐ Number of Payments

☐ Specific Date

The Recurring Payment will continue until it is cancelled.

Pay All

☒ Yes

☐ No

Pay "ALL" outstanding invoices at the time of your payment.

Click on desired options

Click Continue to add schedule

[Go Back](#)
[Continue](#)



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[Home](#)
[Pay My Bills](#)
[AutoPay](#)

 YOUR COMPANY NAME

Recurring Payment Setup

[✓ PAYMENT INFO](#)
[✓ SCHEDULE](#)
[PAYMENT METHOD](#)
[AUTHORIZATIONS](#)

Payment Method
 [Add](#)

Demo Account WELLS FARGO BANK NA (MINNESOTA) *****3456
 

[Go Back](#)
[Continue](#)

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7

Click the dropdown ▼ to select your payment method. See [Add a Payment Method](#).

8

Click Continue



E-Bill Express
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[Home](#)
[Pay My Bills](#)
[AutoPay](#)

 YOUR COMPANY NAME

Recurring Payment Setup

[✓ PAYMENT INFO](#)
[✓ SCHEDULE](#)
[✓ PAYMENT METHOD](#)
[AUTHORIZATIONS](#)

Billing Authorization
 [Print Authorization](#)

I authorize Inovalon to automatically initiate entries to my financial account listed above in this authorization, for payments to my Inovalon account 1011743 at the stated times listed above.

I further authorize the Financial Institution to accept these debit entries as valid debit activities under my account. Proof of the payment will appear on my financial account statement as one charge to Inovalon. My authorization will remain in effect for the length of time stated above or until I cancel it online and give Inovalon a reasonable opportunity to act.

Your Recurring Payment will be initiated and a payment made either after an invoice is rendered, or on a date selected during setup. In the event that no invoice is rendered or the date you select is prior to the posting of an invoice (except for specific date for a fixed amount, which doesn't need a new invoice rendered), then the Recurring Payment will not be made. We are not responsible for a Recurring Payment where no invoice is in the system against which a Recurring Payment can be processed.

Please print a copy of this authorization and retain for your records.

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

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

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9

Check the box after reading and agreeing to the Terms of Service.

10

Click Finish

AutoPay

Recurring Payment

Recurring Payment cannot be modified. Please contact your Customer Service Representative at 612-460-4311 for further insight.

PAYMENT NICKNAME

[Review/Delete](#)

Paid on Account **1011743**
Paid Upon Receipt

Recurring Payment Confirmed

One-Time Payment

Already Enrolled



E-Bill Express

Secured by Wells Fargo

LOGIN

MAKE PAYMENT

* Required Fields

1

Enter your Login ID and Password.

* Login ID

* Password

Forgot your Login ID?

Password Help?

2

Click Login.

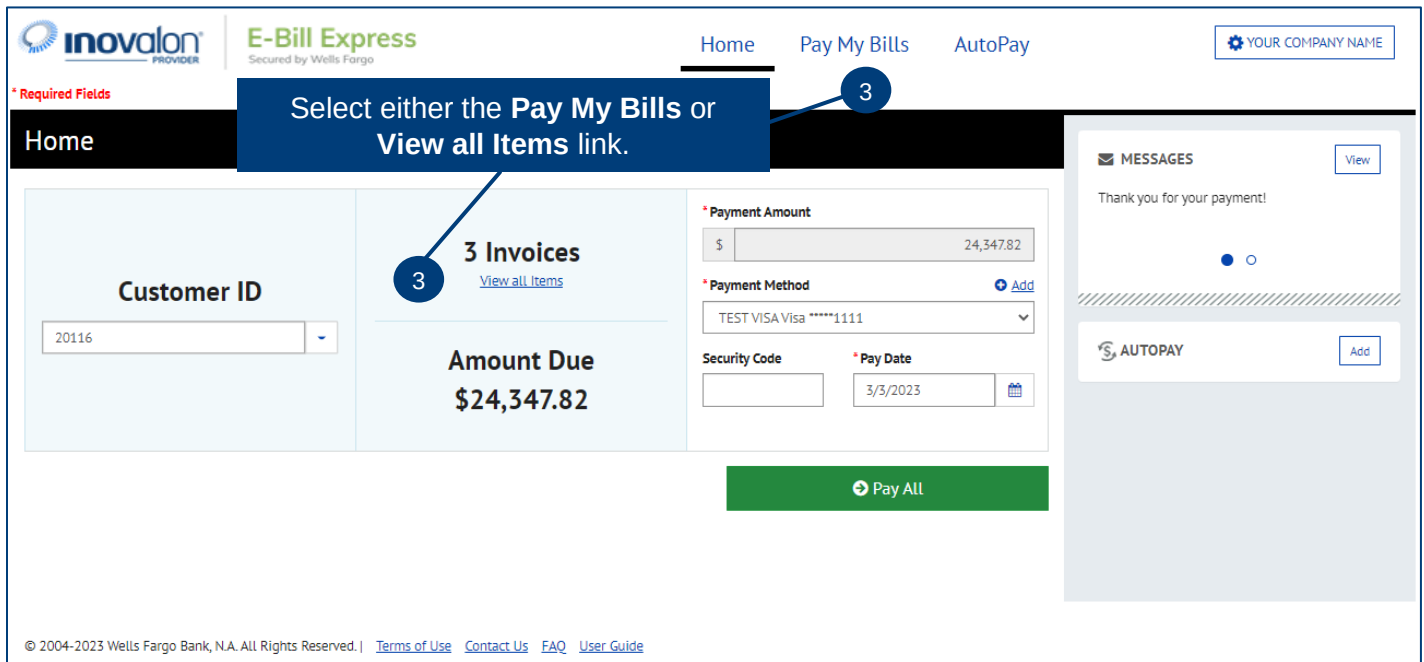
Login

Don't have a Login ID?

Enroll

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Select Invoices to Pay



Home | **Pay My Bills** | **AutoPay** | **YOUR COMPANY NAME**

Customer ID
20116

3 Invoices
[View all Items](#)

Amount Due
\$24,347.82

*** Payment Amount**
\$ 24,347.82

*** Payment Method** [Add](#)
TEST VISA Visa *****1111

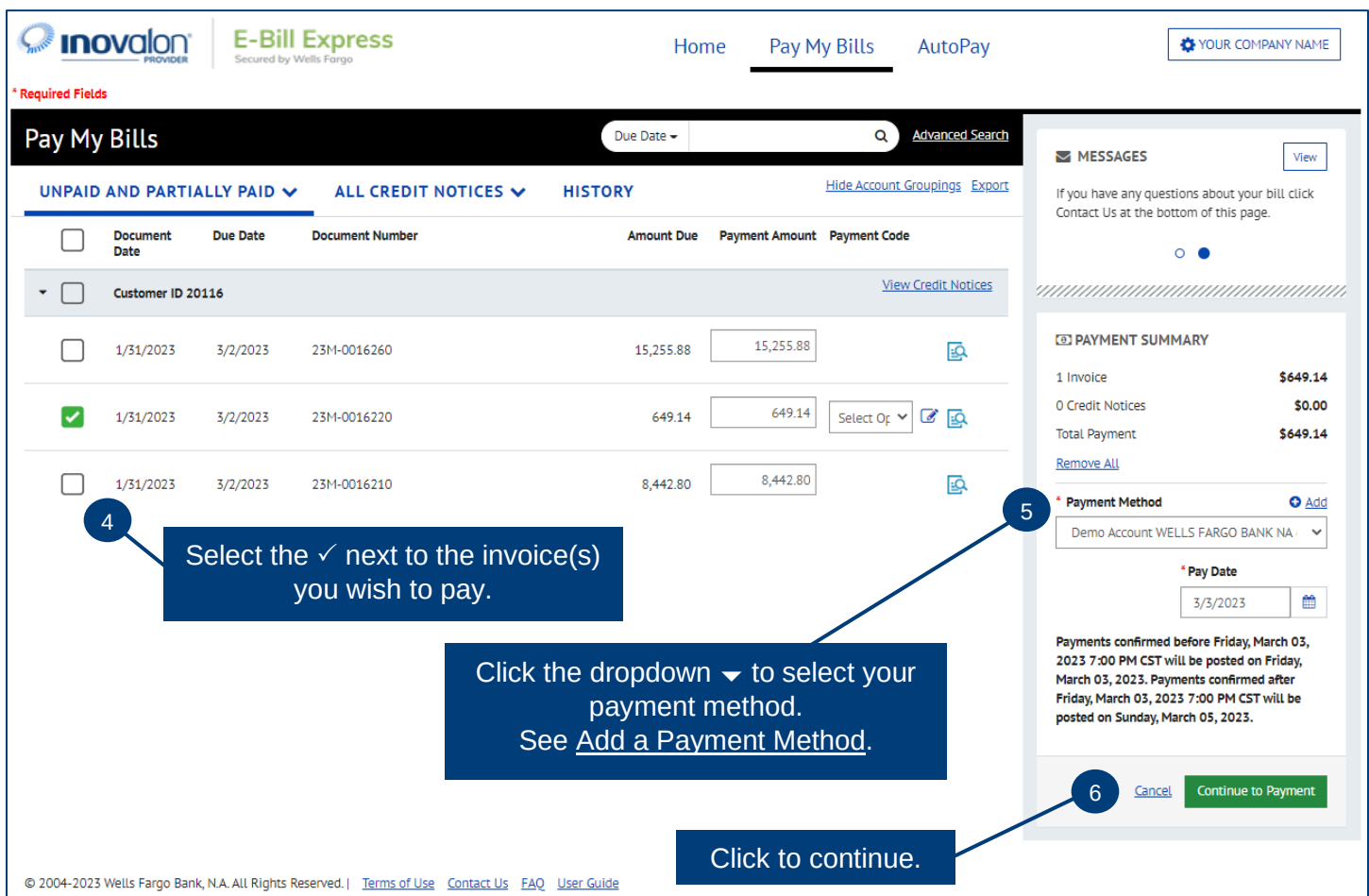
Security Code *** Pay Date**
3/3/2023

Pay All

MESSAGES [View](#)
Thank you for your payment!

AUTOPAY [Add](#)

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Pay My Bills | **Due Date** | **Advanced Search**

UNPAID AND PARTIALLY PAID | **ALL CREDIT NOTICES** | **HISTORY** | [Hide Account Groupings](#) | [Export](#)

☐	Document Date	Due Date	Document Number	Amount Due	Payment Amount	Payment Code
☐	Customer ID 20116 View Credit Notices					
☐	1/31/2023	3/2/2023	23M-0016260	15,255.88	15,255.88	Print
☒	1/31/2023	3/2/2023	23M-0016220	649.14	649.14	Select Of Print Print
☐	1/31/2023	3/2/2023	23M-0016210	8,442.80	8,442.80	Print

MESSAGES [View](#)
If you have any questions about your bill click Contact Us at the bottom of this page.

PAYMENT SUMMARY

1 Invoice	\$649.14
0 Credit Notices	\$0.00
Total Payment	\$649.14

[Remove All](#)

*** Payment Method** [Add](#)
Demo Account WELLS FARGO BANK NA

*** Pay Date**
3/3/2023

Payments confirmed before Friday, March 03, 2023 7:00 PM CST will be posted on Friday, March 03, 2023. Payments confirmed after Friday, March 03, 2023 7:00 PM CST will be posted on Sunday, March 05, 2023.

[Cancel](#) **Continue to Payment**

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* Required Fields

Verify Payment

PAYMENT SUMMARY

1 Invoice **\$649.14**
 0 Credit Notices **\$0.00**
 Total Payment **\$649.14**

* Payment Method

Demo Account WELLS FARGO BANK NA (MII)

* Payment Date

3/3/2023

Payments confirmed
 Payments confirmed

Check the box after reading and agreeing to the Payment Terms.

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](#)

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

By clicking the **Make Payment** button I, **YOUR COMPANY NAME**, confirm that today, Friday March 03, 2023, I am authorizing a one-time debit from my Checking account ending in *****3456 in the amount of 649.14 to be remitted to Inovalon. This debit will occur on or after Friday, March 03, 2023.

If you have any questions regarding this transaction request, please call 612-460-4311.

Make Payment

Click to submit payment.

[Cancel](#)

PAYMENT DETAILS

	Document Date	Due Date	Document Number	Amount Due	Payment Amount	Payment Code
CUSTOMER ID 20116						
☒	1/31/2023	3/2/2023	23M-0016220	649.14	649.14	Select Option

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#) **9**

YOUR COMPANY NAME

123 My Street
Minneapolis, MN75206

Payments confirmed before Friday, March 03, 2023 7:00 PM CST will be posted on Friday, March 03, 2023.
Payments confirmed after Friday, March 03, 2023 7:00 PM CST will be posted on Sunday, March 05, 2023.
If you have any further questions about payments to Inovalon, please contact our office at 612-460-4311.

Customer ID	Confirmation #	Payment Amount	Number of Invoices
20116	3100197624	\$649.14	1

[Set Up AutoPay](#) [Return to Pay My Bills](#) [Log Out](#) **9**

On the following Confirmation page, select your next action, either **Print** or **Log Out**.

Pay All Invoices




[Home](#)
[Pay My Bills](#)
[AutoPay](#)

YOUR COMPANY NAME

* Required Fields

Home

Customer ID

2 Invoices
[View all Items](#)
Amount Due
\$1,686.41

*** Payment Amount**
 \$
*** Payment Method** [Add](#)
 Demo Bank Account WELLS FARGO BANK NA (MI)
*** Pay Date**

Click Pay All. **3** [Pay All](#)

MESSAGES [View](#)
 If you have any questions about your bill click Contact Us at the bottom of this page.

AUTOPAY [Add](#)

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Click the dropdown ▼ to select your payment method.
See [Add a Payment Method](#).

[Pay My Bills](#) [AutoPay](#)

YOUR COMPANY NAME

Verify Payment

PAYMENT SUMMARY

2 Invoices	\$1,686.41
0 Credit Notices	\$0.00
Total Payment	\$1,686.41

*** Payment Method** [Add](#)

Demo Bank Account WELLS FARGO BANK N
▼

*** Payment Date**

3/6/2023
📅

Payment Terms & Conditions

These terms and conditions 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 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.

- 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.
- 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](#)

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

By clicking the **Make Payment** button I, **YOUR COMPANY NAME**, confirm that today, Monday March 06, 2023, I am authorizing a one-time debit from my Checking account ending in *****3456 in the amount of 1,686.41 to be remitted to Inovalon. This debit will occur on or after Monday, March 06, 2023.

If you have any questions regarding this transaction request, please call 612-460-4311.

Make Payment

[Cancel](#)

▼ PAYMENT DETAILS

	Document Date	Due Date	Document Number	Amount Due	Payment Amount	Payment Code
CUSTOMER ID 287097						
✓	1/31/2023	3/2/2023	23M-0016286	274.28	274.28	Select Option ▼ 📄 🔍
✓	1/31/2023	3/2/2023	23M-0016222	1,412.13	1,412.13	Select Option ▼ 📄 🔍

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Click to submit payment.

Make Payment

Check the box after reading and agreeing to the Payment Terms.

 Click the dropdown ▼ to select your payment method.
See [Add a Payment Method](#).

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

7

YOUR COMPANY NAME

123 My Street
YOUR CITY, MN12345-1234

Payment Date 3/6/2023

Payment Method Demo Bank Account WELLS
FARGO BANK NA
(MINNESOTA) *****3456

Total Payment \$1,686.41

Payments confirmed before Monday, March 06, 2023 7:00 PM CST will be posted on Monday, March 06, 2023. Payments confirmed after Monday, March 06, 2023 7:00 PM CST will be posted on Monday, March 06, 2023.

If you have any further questions about payments to Inovalon, please contact our office at 612-460-4311 .

Customer ID	Confirmation #	Payment Amount	Number of Invoices
287097	3100197636	\$1,686.41	2

[Set Up AutoPay](#)

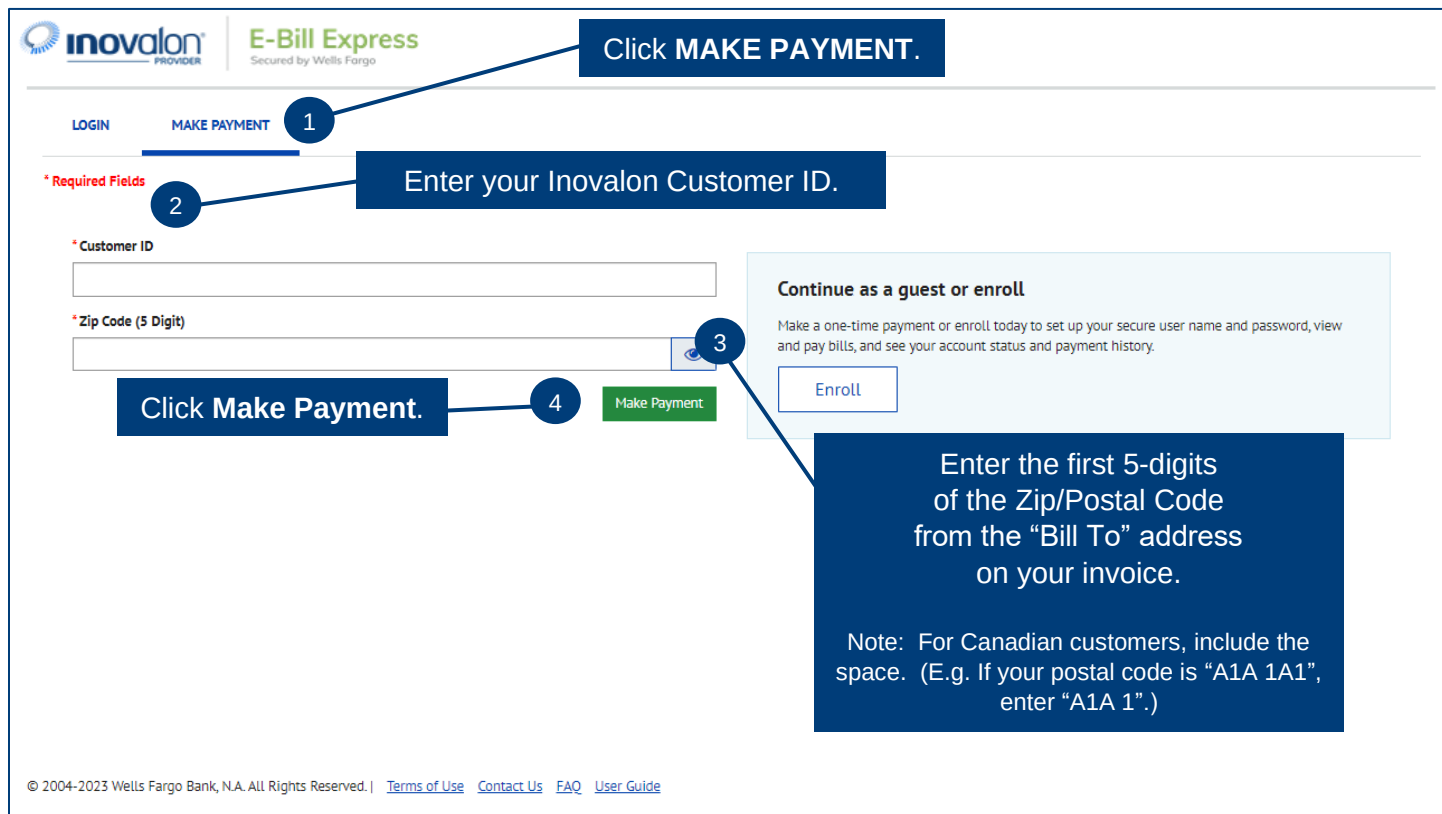
[Return to Home](#)

[Log Out](#)

7

On the following Confirmation page, select your next action, either **Print** or **Log Out**.

As Guest



Click MAKE PAYMENT.

1 Click **MAKE PAYMENT**.

2 Enter your Inovalon Customer ID.

3 Enter the first 5-digits of the Zip/Postal Code from the "Bill To" address on your invoice.

4 Click **Make Payment**.

Continue as a guest or enroll
 Make a one-time payment or enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Note: For Canadian customers, include the space. (E.g. If your postal code is "A1A 1A1", enter "A1A 1".)

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- 5** See [Add a Payment Method](#).
- 6** See [Select Invoices to Pay](#).
- 7** See [Pay All Invoices](#).

Apply a Credit



E-Bill Express
 Secured by Wells Fargo

[Home](#)
[Pay My Bills](#)
[AutoPay](#)

 YOUR COMPANY NAME

* Required Fields

Pay My Bills

Due Date ▾

[Advanced Search](#)

[UNPAID AND PARTIALLY PAID ▾](#)
[ALL CREDIT NOTICES ▾](#)
[HISTORY](#)
[Hide Account Groupings](#)
[Export](#)

☐	Document Date	Due Date	Document Number	Amount Due	Payment Amount	Payment Code
▾	Customer ID 20116 View Credit Notices					
☐	1/31/2023	3/2/2023	23M-0016260	15,255.88	15,255.88	
▸ ☐	1/31/2023	3/2/2023	23M-0016220	649.14	649.14	
☐	1/31/2023	3/2/2023	23M-0016210	8,442.80	8,442.80	

1

[View Credit Notices](#)

MESSAGES
[View](#)

Thank you for your payment!



PAYMENT SUMMARY

0 Invoices	\$0.00
0 Credit Notices	\$0.00
Total Payment	\$0.00

[Remove All](#)

*** Payment Method**
[Add](#)

Demo Account WELLS FARGO BANK NA ▾

*** Pay Date**

3/7/2023
 

Payments confirmed before Tuesday, March 07, 2023 7:00 PM CST will be posted on Tuesday, March 07, 2023. Payments confirmed after Tuesday, March 07, 2023 7:00 PM CST will be posted on Tuesday, March 07, 2023.

[Cancel](#)
[Continue to Payment](#)

If you have a credit on your account, you will see the **View Credit Notices** link on the **Pay My Bills** page.

Click the link to apply your credit(s) to one or more invoices.

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E-Bill Express

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Home

Pay My Bills

AutoPay

YOUR COMPANY NAME

* Required Fields

Pay My Bills

Due Date

Advanced Search

UNPAID AND PARTIALLY PAID

ALL CREDIT NOTICES

HISTORY

Hide Account Groupings

Export

	Document Date	Due Date	Document Number	Amount Due	Payment Amount	Payment Code
☐	Customer ID 20116 \$-484.43 Credit Notices Applied					
☒	1/31/2023	3/2/2023	23M-0016260	15,255.88	15,255.88	Select Of  
No payments made against this invoice.						
☒	1/31/2023	3/2/2023	23M-0016220	649.14	649.14	Select Of  
☒	1/31/2023	3/2/2023	23M-0016210	8,442.80	8,442.80	Select Of  

4

Select the ✓ next to the invoice(s) you want to pay.

NOTE: Your Total Payment amount must be MORE than the total Credit Notice amount applied.

MESSAGES

View

If you have any questions about your bill c
Contact Us at the bottom of this page.

PAYMENT SUMMARY

3 Invoices \$24,347.82

1 Credit Notice \$-484.43

Total Payment \$23,863.39

[Remove All](#)

Payment Method

Add

Demo Account WELLS FARGO BANK NA

Pay Date

3/7/2023

Payments confirmed before Tuesday, March 07, 2023 7:00 PM CST will be posted on Tuesday, March 07, 2023. Payments confirmed after Tuesday, March 07, 2023 7:00 PM CST will be posted on Tuesday, March 07, 2023.

5

Click to continue processing your payment.

Cancel

Continue to Payment

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2 of 2

Total
\$3,679.32
\$248.64
\$1.05
\$3,991.05

\$7,928.06
\$522.74
\$0.00
\$8,442.80

Print2 sheets of paper

Destination

Microsoft Print to PDF

Pages

All

Color

Color

More settings

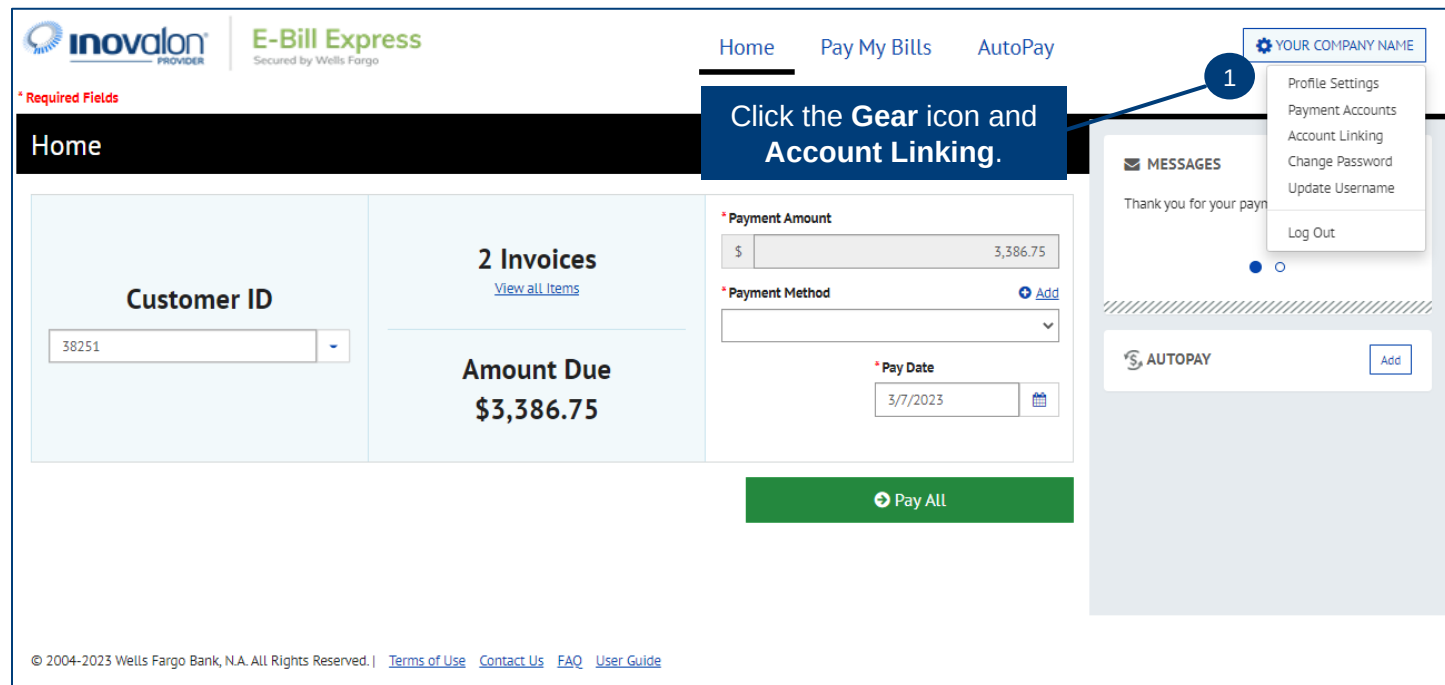
3

Print

Cancel

If you are prompted, Allow Pop-ups.
The invoice will open in another window.
Follow your normal process to complete
printing.

Manage Multiple Accounts



Home Pay My Bills AutoPay

YOUR COMPANY NAME

1 Click the Gear icon and Account Linking.

Home

Customer ID

38251

2 Invoices
[View all Items](#)

Amount Due
\$3,386.75

*** Payment Amount**
\$ 3,386.75

*** Payment Method** [Add](#)

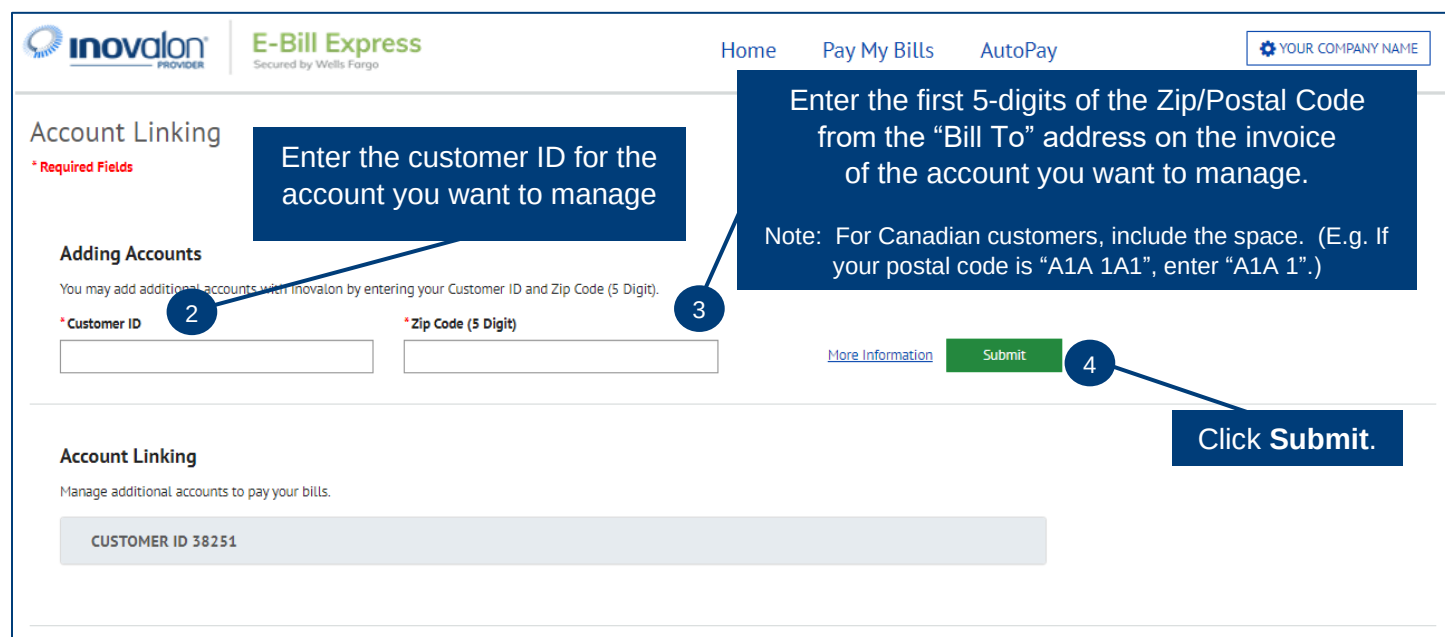
*** Pay Date**
3/7/2023

Pay All

MESSAGES
Thank you for your payment

AUTOPAY [Add](#)

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Account Linking

*** Required Fields**

Adding Accounts
You may add additional accounts with Inovalon by entering your Customer ID and Zip Code (5 Digit).

*** Customer ID** **2** Enter the customer ID for the account you want to manage

*** Zip Code (5 Digit)** **3** Enter the first 5-digits of the Zip/Postal Code from the "Bill To" address on the invoice of the account you want to manage.
Note: For Canadian customers, include the space. (E.g. If your postal code is "A1A 1A1", enter "A1A 1".)

[More Information](#) **Submit** **4** Click Submit.

Account Linking
Manage additional accounts to pay your bills.

CUSTOMER ID 38251



E-Bill Express
Secured by Wells Fargo

[Home](#)
[Pay My Bills](#)
[AutoPay](#)

 YOUR COMPANY NAME

 Billing account has been successfully linked to your account.
 

Account Linking

* Required Fields

Adding Accounts

You may add additional accounts with Inovalon by entering your Customer ID and Zip Code (5 Digit).

* Customer ID

* Zip Code (5 Digit)

[More Information](#)

Account Linking

Manage additional accounts to pay your bills.

CUSTOMER ID 38251

 Remove

CUSTOMER ID 831238

 Remove

You will now see the linked account. Click **Home** to go back to your home page.



E-Bill Express
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[Home](#)
[Pay My Bills](#)
[AutoPay](#)

 YOUR COMPANY NAME

* Required Fields

[Home](#)

Click the dropdown ▼ to select a single customer, or click **Pay My Bills** to see invoices for all linked customers.

Customer ID

6

3 Invoices
[View all Items](#)

Amount Due
\$9,925.97

* Payment Amount

\$

* Payment Method

 Add

* Pay Date



 MESSAGES

[View](#)

Thank you for your payment!

 AUTOPAY

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EBillExpress_CustomerUserManual

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E-Bill Express
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[Home](#)
[Pay My Bills](#)
[AutoPay](#)

YOUR COMPANY NAME

* Required Fields

Pay My Bills

Due Date

Advanced Search

UNPAID AND PARTIALLY PAID
ALL CREDIT NOTICES
HISTORY

Customer ID 38251

	Document Date	Due Date	Document Number	Amount Due	Payment Amount	Payment Code
☒	1/31/2023	3/2/2023	23M-0016306	2,949.75	2,949.75	Select Or:  
☐	1/31/2023	3/2/2023	23M-0016204	437.00	437.00	

Customer ID 831238

☒	1/31/2023	3/2/2023	23M-0016344	6,539.22	6,539.22	Select Or:  
-------------------------------------	-----------	----------	-------------	----------	----------	--

7

When viewing invoices for all customers, you can now select to pay invoices for multiple accounts.

MESSAGES
View

If you have any questions about your bill click Contact Us at the bottom of this page.

PAYMENT SUMMARY

2 Invoices \$9,488.97
0 Credit Notices \$0.00
Total Payment \$9,488.97
[Remove All](#)

* Payment Method
Add

* Pay Date
3/7/2023

Payments confirmed before Tuesday, March 07, 2023 7:00 PM CST will be posted on Tuesday, March 07, 2023. Payments confirmed after Tuesday, March 07, 2023 7:00 PM CST will be posted on Tuesday, March 07, 2023.

[Cancel](#)
Continue to Payment

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Update Name, Phone, Email and Credit Card Billing Address


invalon
PROVIDER

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[Home](#)
[Pay My Bills](#)
[AutoPay](#)

1
 YOUR COMPANY NAME

- Profile Settings
- Payment Accounts
- Account Linking
- Change Password
- Update Username
- Log Out

Click the Gear icon and Profile Settings.

Home

Customer ID

2 Invoices

[View all Items](#)

Amount Due

\$3,386.75

* Payment Amount

\$

3,386.75

* Payment Method

Add

* Pay Date

3/7/2023

MESSAGES

Thank you for your payment

AUTOPAY

Add

Pay All

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[Contact Us](#)
[FAQ](#)
[User Guide](#)

Profile Settings

[PROFILE](#)
[SECURITY](#)
[NOTIFICATIONS](#)

* Required Fields

Name

* Company Name

YOUR COMPANY NAME

Contact Info

* Mobile Phone

555-555-5555

[Add Another Telephone Number](#)

* Email

name@domain.com

[Add Another Email Address](#)

Billing Address

* Country

United States

* Address

123 My Street

Address2

(optional)

* City

YOUR CITY

* State

MN - Minnesota

* ZIP Code

12345-1234

Update your information.

NOTE 1: *Billing Address* is where your Credit Card statement is mailed.

NOTE 2: Information you enter here does not update your Inovalon contact information. Click the **Contact Us** link below to have us change your contact information on file with Inovalon.

NOTE 3: For Debit/Credit Cards issued to Canadian addresses, ensure you select "Canada" from the **Country** dropdown and enter the **Zip** in the A1A 1A1 format.

Apply Changes

Click **Apply Changes**.

Change Security Image and Questions


Inovalon
PROVIDER

E-Bill Express
Secured by Wells Fargo

[Home](#)
[Pay My Bills](#)
[AutoPay](#)

1

YOUR COMPANY NAME

Profile Settings
Payment Accounts
Account Linking
Change Password
Update Username
Log Out

MESSAGES

Thank you for your payment

Autopay

ADD

Customer ID

38251

2 Invoices

[View all Items](#)

Amount Due

\$3,386.75

Payment Amount

\$ 3,386.75

Payment Method

ADD

Pay Date

3/7/2023

Pay All

Click the Gear icon and Profile Settings.

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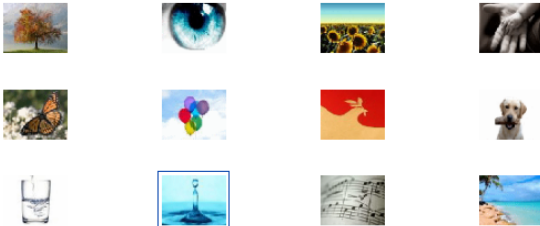
Profile Settings

2
Click SECURITY.
[PROFILE](#)
[SECURITY](#)
[NOTIFICATIONS](#)

* Required Fields

Choose a Security Image and give it a label

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.



* Give your image a label

3
Update your information.

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**

Question 2

* **Answer 2**

Question 3

* **Answer 3**

Question 4

* **Answer 4**

Question 5

* **Answer 5**

Click Apply Changes.
4
[Apply Changes](#)

Change Password

E-Bill Express
Secured by Wells Fargo

HomePay My BillsAutoPay

* Required Fields

Home

Click the Gear icon and Change Password.

1YOUR COMPANY NAME

- Profile Settings
- Payment Accounts
- Account Linking
- Change Password
- Update Username
- Log Out

MESSAGES
Thank you for your payment.

CUSTOMER ID

38251

2 Invoices
[View all Items](#)

Amount Due
\$3,386.75

* Payment Amount
\$

3,386.75

* Payment Method

Add

* Pay Date

3/7/2023

Autopay
Add

Pay All

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**inovalon**
PROVIDER

E-Bill Express
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[Home](#) [Pay My Bills](#) [AutoPay](#)

 YOUR COMPANY NAME

Change Password

*** Required Fields**

Please answer your security questions

*** What was your boss's first name at your first job?**

*** What city was your first job in?**

2

Answer your security questions.

3

Click **Verify**.

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Change Password

* Required Fields

* Current Password

4

Enter your current password.

* New Password

5

Enter your new password twice.

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more uppercase characters
- 1 or more lowercase characters
- 1 or more of these special characters *+~/?^_[]~!@&

Passwords cannot include:

- the last password
- your name
- your Login ID
- more than 3 repeating characters, numbers or special characters, such as AAAA, 2222 or !!!!
- more than 3 consecutive characters or numbers, such as aBcD or 4567
- the zero character at the start or end
- the word "password" (common dictionary words should be avoided)

* Re-enter password, just to be sure

Change Password

6

Click Change Password.