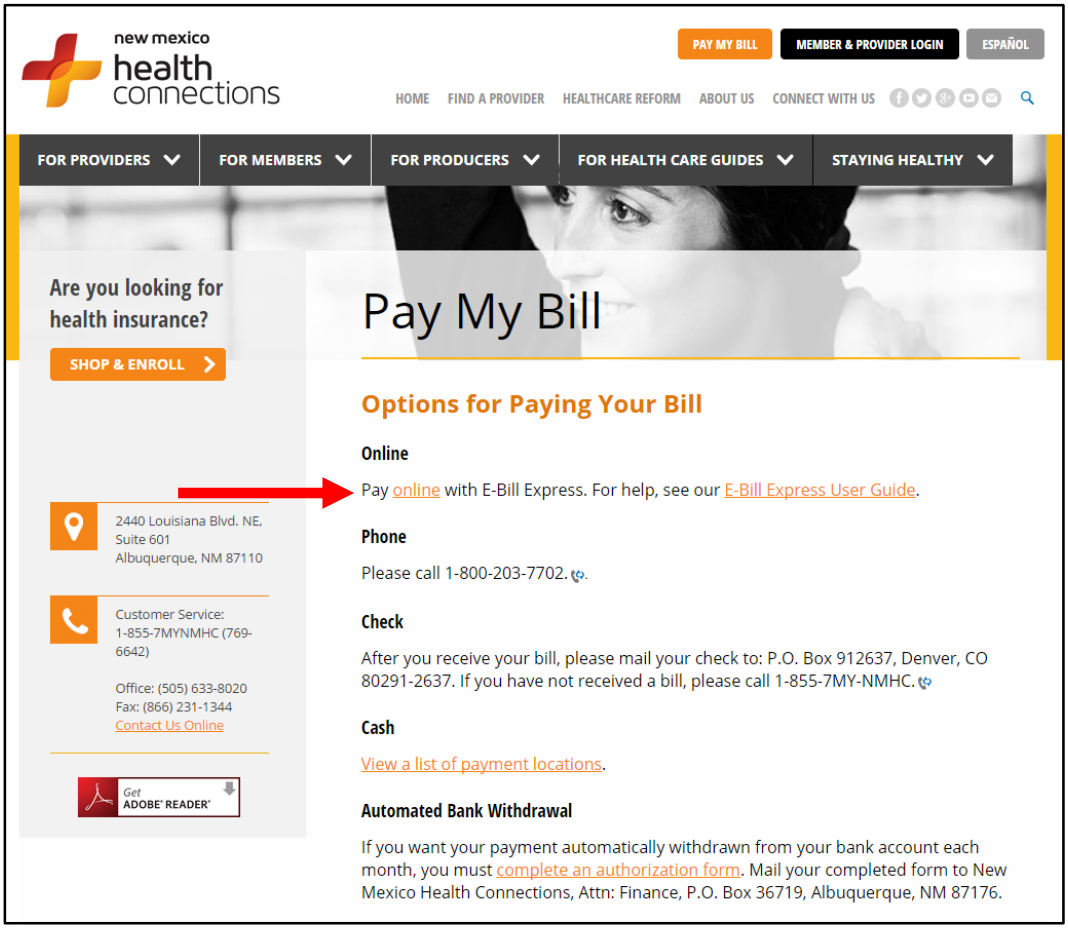
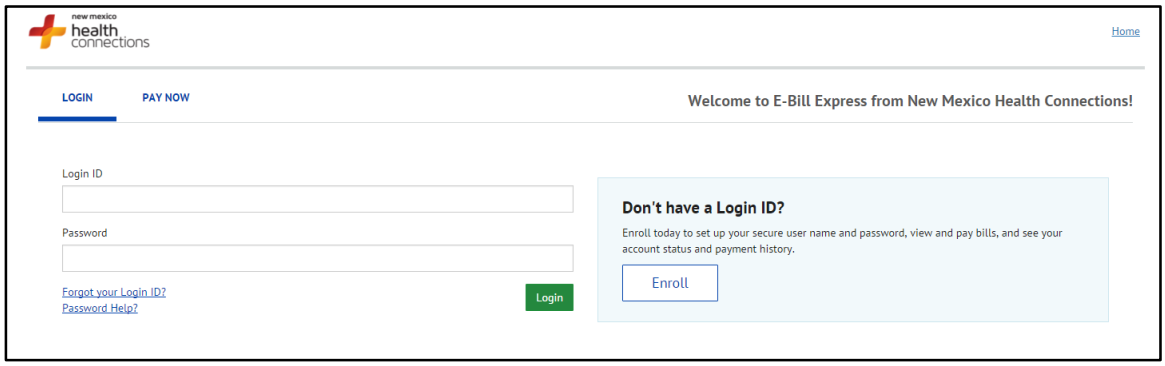
Instructions for setting up an E-Bill Express account to make your New Mexico Health Connections premium payments

1. Go to mynmhc.org.
2. Click on *Pay My Bill* in the on the upper right of the home screen.

3. Click on *Pay online*. You will need your NMHC member ID number and zip code to log in to E-Bill Express.



Option 1 (one-time payment): Select the *Pay Now* box on the right of your screen to make a one-time payment using your credit card, debit card, checking account, or savings account. With this option, your account information will not be saved after you have completed your payment.



Option 2 (create an E-Bill Express user account): Select the *Enroll* box on the left of your screen to create an E-Bill Express user account. You will need to create a user name and password. (Please remember to write this information down and save it in a secure place.) With E-Bill Express, you can enter your credit card, debit card, checking account, or savings account information to make current and future premium payments.

Please note*:* Your information will be saved via the secure E-Bill Express website, and only you can see it. E-Bill Express is a product of Wells Fargo Bank. In January 2016, Wells Fargo updated E-Bill Express. New/improved features include:

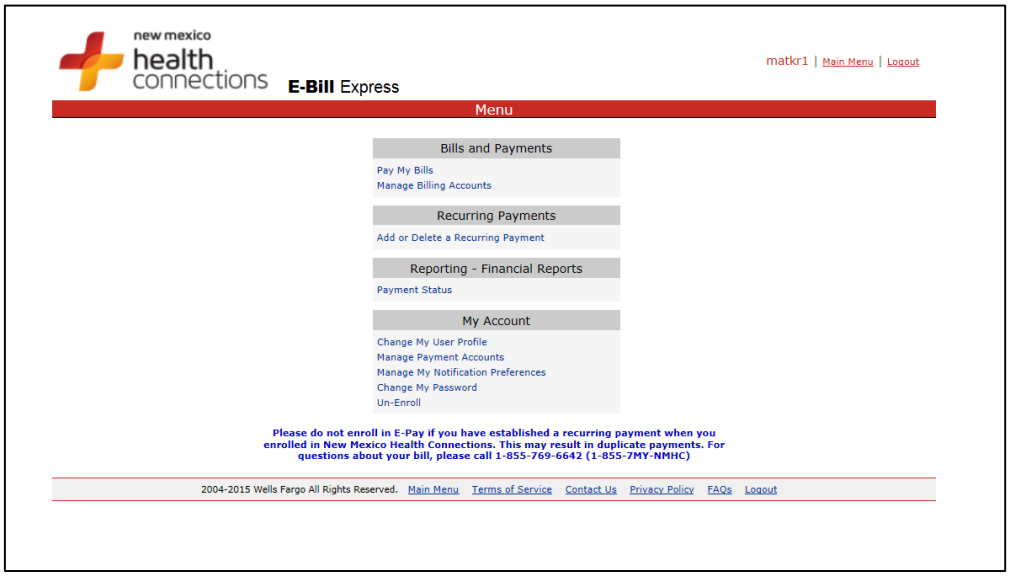
- A new look for the home screen with easier navigation
- Improved ease of use with your smartphone or tablet
- Quicker enrollment and payment setup
- Payment plans, which allow you to pay down your balance in installments

Whichever option you choose, complete all four steps to create your account, then click the *Activate* button.

After you have set up your account, go to your personal email account and look for the activation email sent to you by E-Bill Express. If you don't see it in your in-box after a few minutes, look in your junk/spam folder. The address the email is coming from is **Do-Not-Reply@e-billexpress.com**. Open this email and click the *Activate* button again. This step confirms your identity.

Congratulations! You have successfully created an E-Bill Express account to make premium payments.

4. **Final step: Make your premium payment.**
   Return to the E-Bill Express home page. Log in to your account by entering your login ID and password in the *Login* section in the middle of the screen.
   - Select *Pay My Bills* to make one payment.
   - Select *Add or Delete a Recurring Payment* to set up an automatic monthly premium payment.


new mexico
health
connections
E-Bill Express
matkr1 | Main Menu | Logout
Menu
Bills and Payments
Pay My Bills
Manage Billing Accounts
Recurring Payments
Add or Delete a Recurring Payment
Reporting - Financial Reports
Payment Status
My Account
Change My User Profile
Manage Payment Accounts
Manage My Notification Preferences
Change My Password
Un-Enroll
Please do not enroll in E-Pay if you have established a recurring payment when you enrolled in New Mexico Health Connections. This may result in duplicate payments. For questions about your bill, please call 1-855-769-6642 (1-855-7MY-NMHC)
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