Paying Invoices Online

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Toss those paper checks and pay your invoices online

We are pleased to offer our valued customers the convenience of this service. If you experience any difficulties please email accountsreceivable@loneoakpayroll.com and a representative will assist you.

Follow these three simple steps to paying your invoices online:

1. Navigate to https://www.e-billexpress.com/ebpp/ARAInc to enroll in E-Bill Express
2. Select the invoices you want to pay
3. Initiate payment!

How to Enroll

- Navigate to https://www.e-billexpress.com/ebpp/ARAInc
- Click **Enroll**
- After entering your information, click to **Validate**
- Enter Phone, Email Address and Address if required and click **Continue to Login & Password**
- Choose Login ID, Password, select security image and label, select security questions and fill in answers. Click **Continue to Terms of Service**
- Check Terms of Service box and click **Continue to Payment Accounts**
- Select Default Payment Method tab and enter Payment Account information, check the *I Agree* box, if applicable
- Click **Finish Enrollment**
- You'll receive an email to confirm your enrollment. Click on the **Activate** button or hyperlink within that email to complete enrollment

> **Note:** Your access, and ability to make payments, is not available until you select the **Activate** button

How to Pay Invoices

> Keep it simple and pay all open bills at once by clicking **Continue to Payment** from the home page

- From the Home page, click **Pay My Bills**
- The check box in each row allows you to select the invoices you want to pay
- Select the Payment Method on the right hand side of the screen, and enter the payment date
- Click **Continue to Payment**

- Confirm payment information and, if applicable, check the box "By Checking this box…" agreeing to the Terms and Conditions
- Click **Make Payment**

Verify Payment

PAYMENT SUMMARY

1 Invoice	**$200.00**
Surcharge	*(waived)*
Total Payment	**$200.00**

* Payment Method   ⊕ Enter

Visa *****1885

Security Code   *** Payment Date**

***   1/4/2024   📅

Payments confirmed before Thursday, January 04, 2024 8:00 PM EST will be posted on Thursday, January 04, 2024. Payments confirmed after Thursday, January 04, 2024 8:00 PM EST will be posted on Friday, January 05, 2024.

* Customer Name   *** Email** ❓   **Phone**

[redacted]

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.

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

🖶 Print Terms and Conditions

By clicking the **Make Payment** button you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **Visa, confirm** that today, Thursday January 04, 2024, I am authorizing a one-time debit from my Visa account ending in *****1885 in the amount of 200.00 , including a separate fee of 6.00 to be remitted to Lone Oak Payroll. This debit will occur on or after Thursday, January 04, 2024.

If you have any questions regarding this transaction request, please call 651-452-0366.

☑ By checking this box, I, Shawna Evans, have read and confirmed the information above with the customer.

Make Payment

Cancel

Paying with Credit Cards

> Please note there is a surcharge fee when paying with credit card.

In the screenshot example above, the fee is $6.00. Our E-Bill system adheres to all jurisdictional legal requirements for surcharge credit card fees. An example of this is that no credit cards with a Connecticut zip code can be charged a surcharge. To continue to be compliant, updates are made to the system as needed.

To avoid fees, payments can be made via debit card, ACH credit or debit, or check.

How to View Invoices & Payment History

From the **Account Overview** page simply select to view your latest invoice, all invoices, or previous payments that have been made

Account Overview

ACCOUNT INFORMATION

Pro Sasquatch Steel
123 Elm St.
Plainfield, IN 46168
USA

Customer Number	**Status**
180	Not Enrolled

👤 Enroll   👥 Enroll and Create Recurring Payment   ✉ Send Enrollment
🔒 Stop Account

LATEST INVOICE 🗗

Amount Due

$4,570.23

Customer Number	**Due Date**
180	11/23/2023
Invoice Date	**Invoice Number**
11/8/2023	3960

View Invoices

🗗 Pay My Bills   ⊕ Add Invoice   👁 View Invoice
🖾 Quick Pay

▸ **PREVIOUS PAYMENTS**

▸ **PAYMENT ACCOUNTS**

What to do if Automatic Payment did not Initiate

A recurring payment will delete permanently if one of the following applies:

- Automatic Payment expired per initial setup
- User un-enrolled
- Lone Oak Payroll placed a 'Stop' on the account
- Lone Oak Payroll deleted the Automatic Payment

Pay close attention to the very first Automatic Payment as it may not initiate until the following billing cycle depending on when invoice was loaded. You may have to pay the first one manually.

Need help resetting your password?

- On the Welcome page, click **Password Help?**
- Enter your Login ID and email address used during enrollment and click **Send My Password**
- An email will be sent to you with a temporary password
- Enter your Login ID and copy and paste the temporary password from your email into the Password field on the Welcome page and click **Login**
- On the next page, paste the same temporary password into the **Old Password** field and enter a new password in the **New Password** fields
- Answer the security questions and click **Submit**

Did you get locked out?

1. The password is case sensitive. If you enter your password incorrectly three times, the system will lock you out.

2. If you are locked out of your account, email accountsreceivable@loneoakpayroll.com to request your account be unlocked. You may click on the **Contact Us** on the bottom of the Welcome page as a reminder of the email address to utilize to unlock your account. You do not need to change your password unless you cannot remember it.

Related Articles