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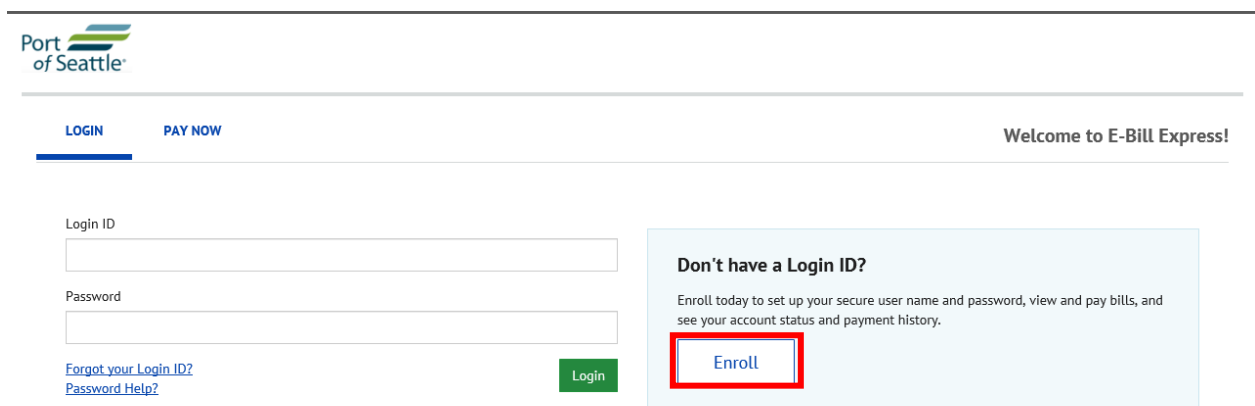
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## Welcome!

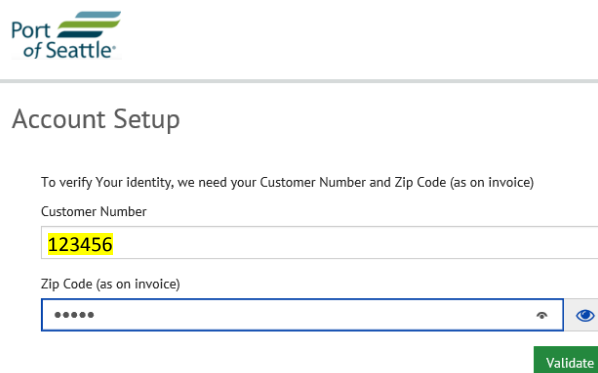
The Port of Seattle welcomes you to E-Bill Express where you can logon to view and pay bills online. You can read the terms of service at here – <http://www.portseattle.org/Pages/privacy.aspx>  
As a reminder, you will no longer receive paper invoice/statement from the Port of Seattle once you enroll as a user.

## Enroll (Logon as a User)

### 1. Click **Enroll**



### 2. Enter your **customer number** and **zip code** shown exactly as it shown on your paper invoice/statement for validation



3. Complete the required fields indicated on your Profile



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## Account Setup

**PROFILE**

LOGIN & PASSWORD

TERMS OF SERVICE

PAYMENT ACCOUNTS

---

**Name**

JOHN SMITH

**Primary Telephone Number**

Mobile ▾

**First Name**

(optional)

[Add Another Telephone Number](#)

**Primary Email Address**

**Middle Name**

(optional)

[Add Another Email Address](#)

**Last Name**

(optional)

---

**What's Your Billing Address?**

---

5. Choose **Login ID, Password**, select **security image and label**, select **security questions** and fill in answers.
6. Click **'Continue to Term of Service'**
7. Check on **terms of service**.

## Account Setup

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

### Create a Username and Password

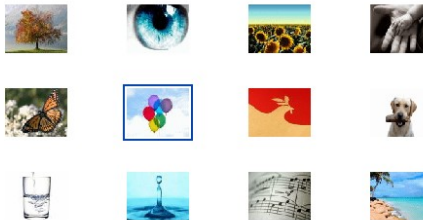
Login ID

Password

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

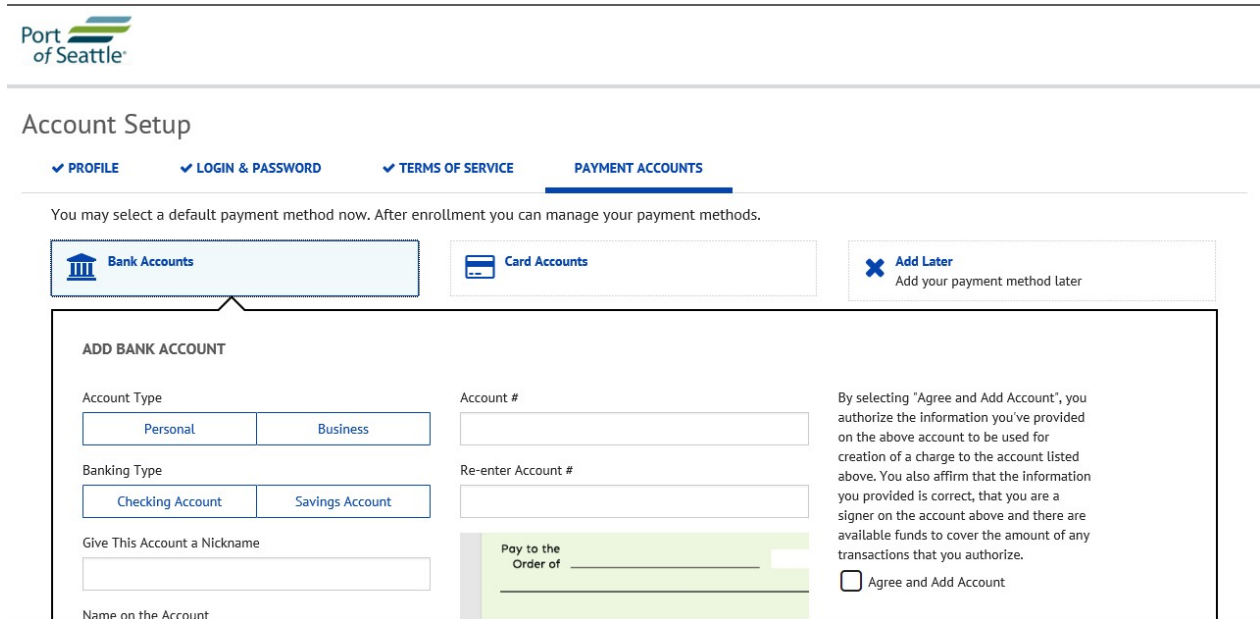
We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

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

[Go Back](#)   [Continue to Terms of Service](#)



9. Add **payment accounts** (bank or card)  
Or skip this step to add account later





Port of Seattle


### Account Setup

[PROFILE](#)
[LOGIN & PASSWORD](#)
[TERMS OF SERVICE](#)
[PAYMENT ACCOUNTS](#)

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

 **Bank Accounts**

 **Card Accounts**

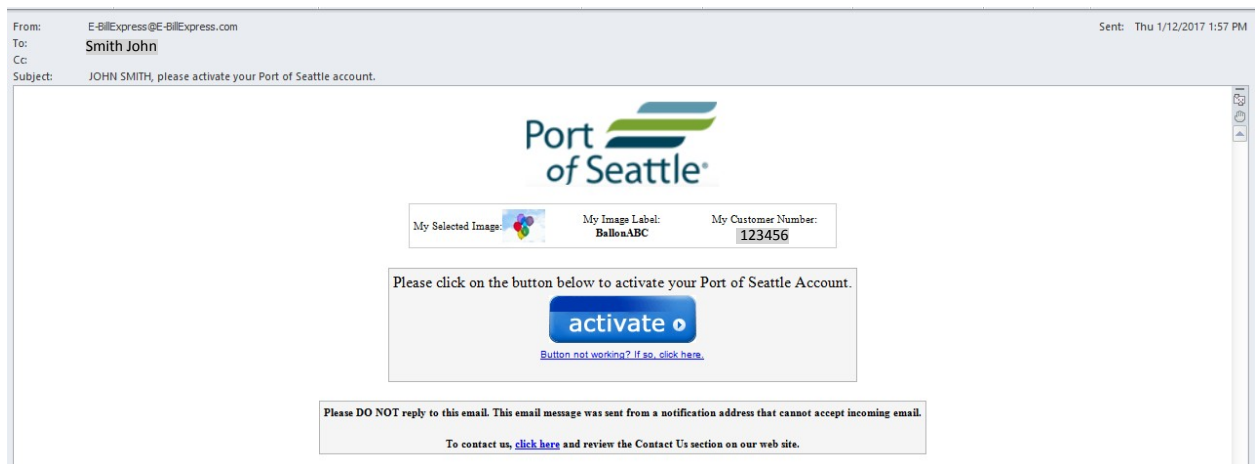
 **Add Later**  
Add your payment method later

#### ADD BANK ACCOUNT

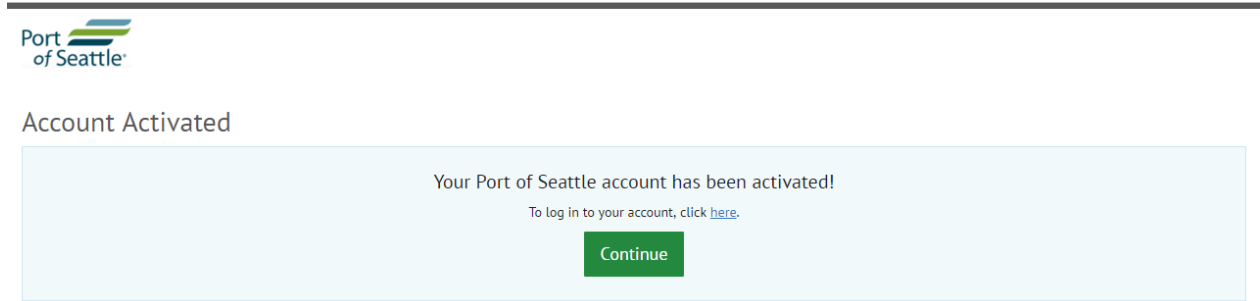
Account Type <input type="button" value="Personal"/> <input type="button" value="Business"/>	Account # <input type="text"/>	By selecting "Agree and Add Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also 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.
Banking Type <input type="button" value="Checking Account"/> <input type="button" value="Savings Account"/>	Re-enter Account # <input type="text"/>	
Give This Account a Nickname <input type="text"/>	Pay to the Order of <input type="text"/> <input type="text"/>	

Agree and Add Account

10. Receive an email to activate your account. Click **'Activate'**



11. You will see an "Account Activated" notification



Port of Seattle

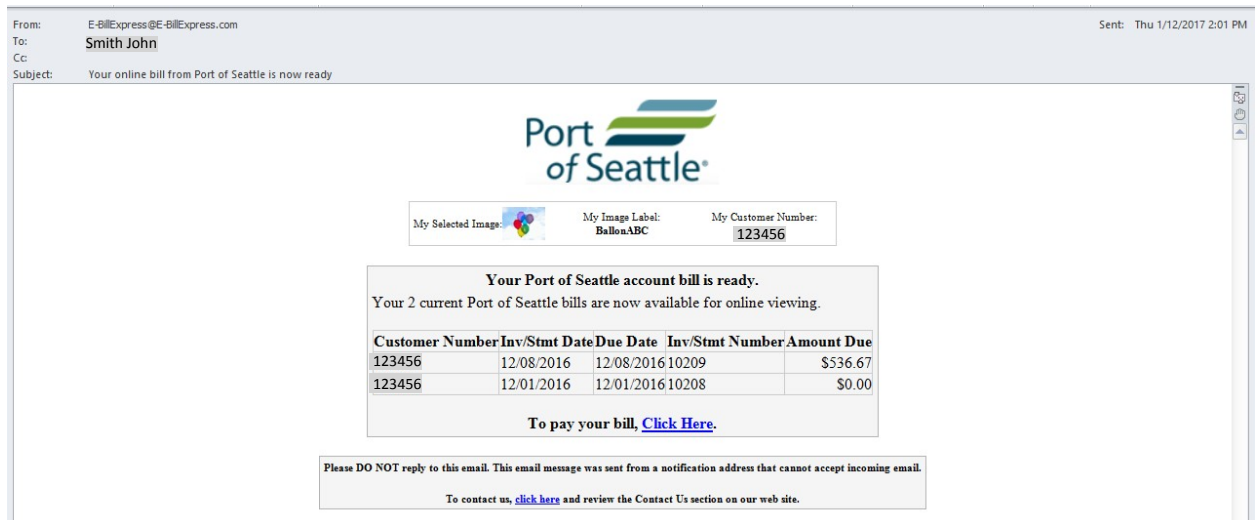
Account Activated

Your Port of Seattle account has been activated!

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

[Continue](#)


12. You will now receive an email about your account and bills when they are ready to view



From: E-BillExpress@E-BillExpress.com  
 To: Smith John  
 Cc:  
 Subject: Your online bill from Port of Seattle is now ready

Sent: Thu 1/12/2017 2:01 PM

Port of Seattle

My Selected Image:  My Image Label: BalloonABC My Customer Number: 123456

**Your Port of Seattle account bill is ready.**  
 Your 2 current Port of Seattle bills are now available for online viewing.

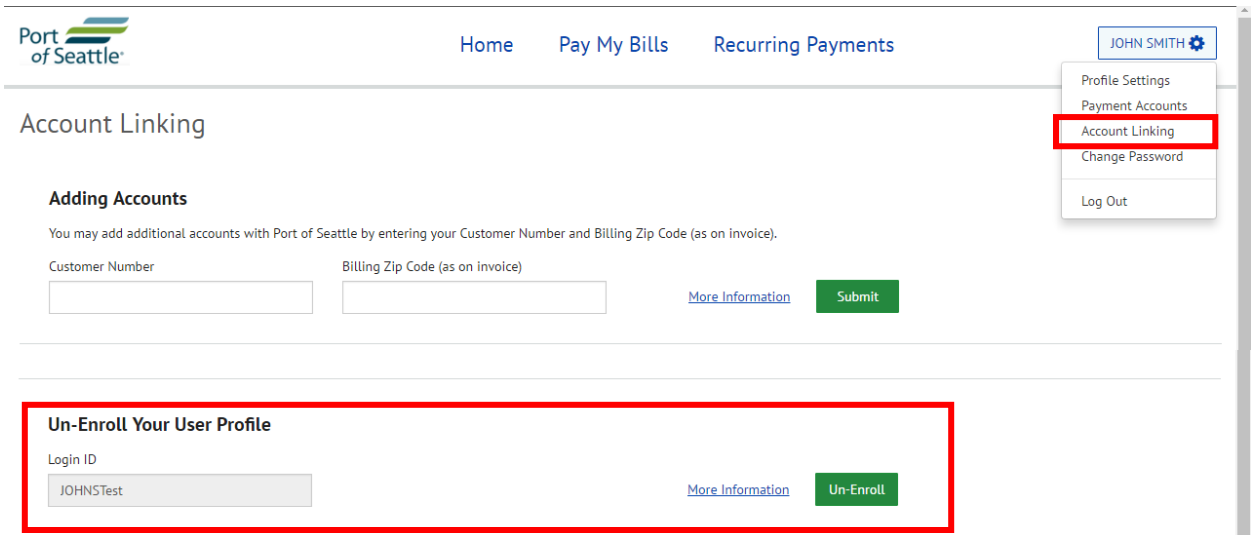
Customer Number	Inv/Stmt Date	Due Date	Inv/Stmt Number	Amount Due
123456	12/08/2016	12/08/2016	10209	\$536.67
123456	12/01/2016	12/01/2016	10208	\$0.00

To pay your bill, [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.

## To Unenroll

13. To unenroll, Login to your account, under your user's setting, select **Account Linking**, scroll to the bottom of the page, you can enter your **Login ID** and submit "**un-enroll**"



The screenshot shows the 'Account Linking' page on the Port of Seattle website. At the top, there is a navigation bar with the Port of Seattle logo, 'Home', 'Pay My Bills', and 'Recurring Payments'. A user profile dropdown menu is open, showing 'JOHN SMITH' with a gear icon, and options for 'Profile Settings', 'Payment Accounts', 'Account Linking' (highlighted with a red box), 'Change Password', and 'Log Out'. The main content area is titled 'Account Linking' and has a sub-section 'Adding Accounts' with instructions and input fields for 'Customer Number' and 'Billing Zip Code (as on invoice)', along with a 'Submit' button and a 'More Information' link. Below this, there is a section titled 'Un-Enroll Your User Profile' (highlighted with a red box) containing a 'Login ID' input field with the text 'JOHNSTest', a 'More Information' link, and an 'Un-Enroll' button.



## Enrolled User's Settings

1. Click the 'gear' icon by your user name to access your profile settings

The screenshot shows the user interface for 'Profile Settings'. At the top right, there is a user name 'JOHN SMITH' with a gear icon. A dropdown menu is open, listing 'Profile Settings', 'Payment Accounts', 'Account Linking', 'Change Password', and 'Log Out'. Below this, the 'PROFILE' tab is selected, with 'SECURITY' and 'NOTIFICATIONS' tabs also visible. The profile information includes fields for Name (JOHN SMITH), First Name (optional), Middle Name (optional), Last Name (optional), Primary Telephone Number (7-4354), and Primary Email Address (le.org). There are also links to 'Add Another Telephone Number' and 'Add Another Email Address'. At the bottom, there is a section for 'What's Your Billing Address?' with a 'Country' field.

2. To update your security image and security questions click the 'Security' tab

The screenshot shows the 'Security' tab selected in the 'Profile Settings' area. Below the tabs, there is a section titled 'Choose a Security Image and give it a label'. A message states: '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.' A grid of 12 images is displayed, including a tree, a globe, sunflowers, a dog, butterflies, balloons, a hand, a dog, a glass of water, a lighthouse, a piano, and a beach. Below the grid, there is a text input field with the label 'BallonABC'.

3. To update your email notification choices click the **'Notifications'** tab

Profile Settings

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

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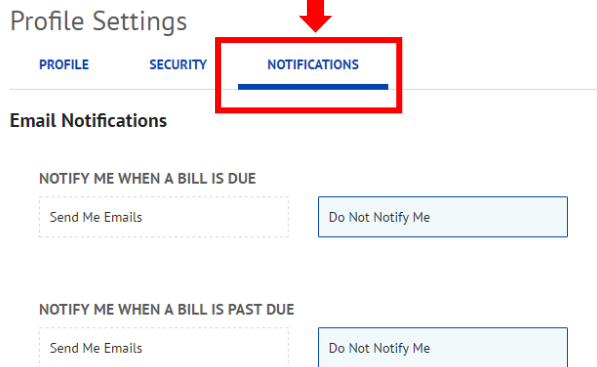
Email Notifications

NOTIFY ME WHEN A BILL IS DUE

Send Me Emails    Do Not Notify Me

NOTIFY ME WHEN A BILL IS PAST DUE

Send Me Emails    Do Not Notify Me



### Payment Account Options

4. Add or delete payment accounts (bank or card accounts), click the **'Payment Accounts'** option from the list

**Payment Accounts**

JOHN SMITH

- Profile Settings
- Payment Accounts**
- Account Linking
- Change Password
- Log Out

**Add or delete a payment account**

➕ Add a Payment Method

**Bank Accounts**  
Link to Bank Accounts

**Card Accounts**  
Link to Card Accounts

**ADD BANK ACCOUNT**

Account Type:

Banking Type:

Name on the Account:

Routing Number:

Account #:

Re-enter Account #:

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

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

**ADD CARD ACCOUNT**

**Card Info**

Full Name on Card:

Card Number:

Expiration Date:  MM/YY

Security Code:  (3 or 4 digits)

**Card Billing Address**

Country:  United States

City:

Street Address:

State:  Select State

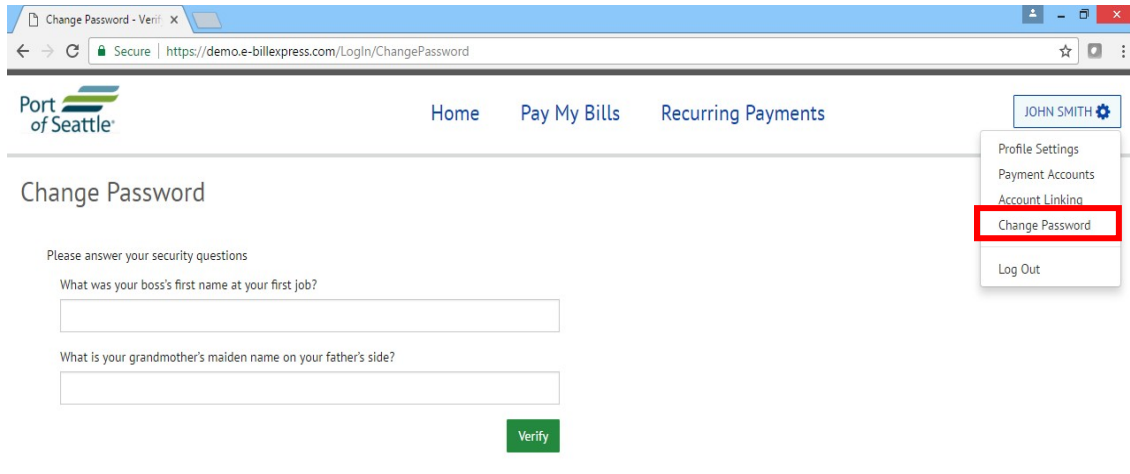
Street Address Line 2:  (optional)

ZIP Code:

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

### Enrolled User Change Password

6. To change your password, click the **'Change Password'** option from the list and answer your security questions



### Change Password

Current Password

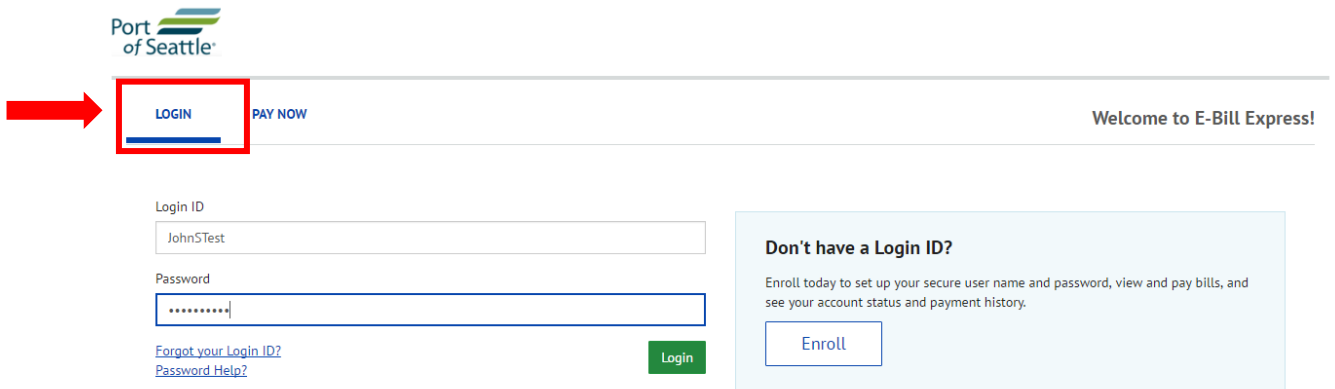
New Password

Re-enter password, just to be sure

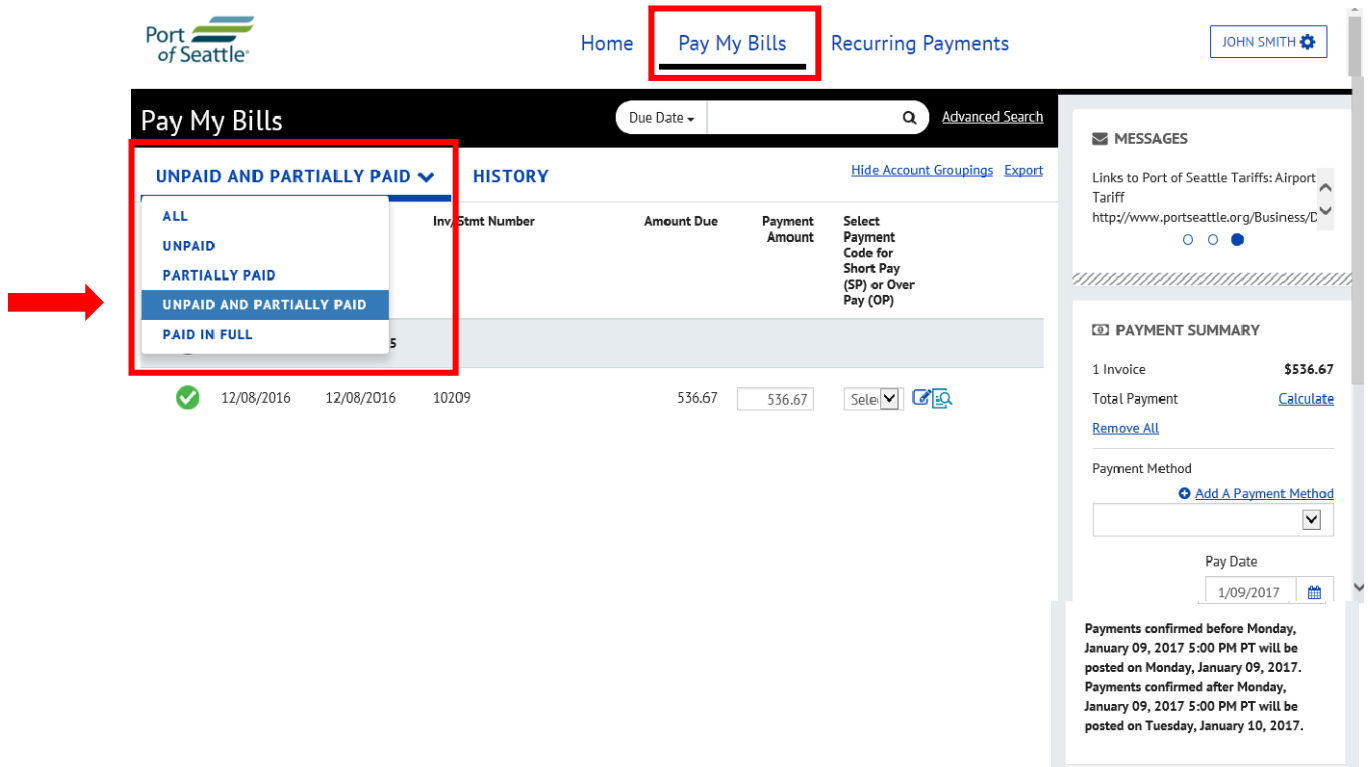
[Change Password](#)

### Login (Login as an Enrolled User)

1. Click "LOGIN" to access site as an enrolled user with Login ID and password



2. On the "Pay My Bills" tab, you can use the Drop down menu allows you to sort the listing of invoices/statements by its payment status



- On the “Pay My Bills” tab, Payment cut off time for transactions are shown at the bottom of the payment summary

Pay My Bills
Due Date ▾   [Advanced Search](#)


**UNPAID AND PARTIALLY PAID** ▾
**HISTORY**
[Hide Account Groupings](#) [Export](#)

	Inv/Stmt Number	Amount Due	Payment Amount	Select Payment Code for Short Pay (SP) or Over Pay (OP)
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">ALL</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">UNPAID</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">PARTIALLY PAID</div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px; background-color: #0070c0; color: white;">UNPAID AND PARTIALLY PAID</div> <div style="border: 1px solid gray; padding: 5px;">PAID IN FULL</div>	10209	536.67	536.67	<input type="button" value="Sele"/> ▾ <input type="button" value="🔍"/>
<span style="color: green; font-weight: bold;">✔</span> 12/08/2016    12/08/2016				

**MESSAGES**  
 Links to Port of Seattle Tariffs: Airport Tariff  
<http://www.portseattle.org/Business/D>

**PAYMENT SUMMARY**  
 1 Invoice **\$536.67**  
 Total Payment [Calculate](#)  
[Remove All](#)  
 Payment Method  
➤ [Add A Payment Method](#)  
  
 Pay Date  
 1/09/2017


Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017.  
 Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 2017.



4. On the "Pay My Bills" tab, Click this icon to view invoice/statement detail (see below)

**Pay My Bills** Due Date   [Advanced Search](#)

**UNPAID AND PARTIALLY PAID** **HISTORY** [Hide Account Groupings](#) [Export](#)

Inv/Stmt Number	Amount Due	Payment Amount	Select Payment Code for Short Pay (SP) or Over Pay (OP)
10209	536.67	536.67	Select 

12/08/2016 12/08/2016 10209 536.67 536.67

**MESSAGES**  
Links to Port of Seattle Tariffs: Airport Tariff  
<http://www.portseattle.org/Business/C>

**PAYMENT SUMMARY**  
1 Invoice **\$536.67**  
Total Payment [Calculate](#)  
[Remove All](#)  
Payment Method [Add A Payment Method](#)  
Pay Date 1/09/2017

**Customer Address**  
Port of Seattle  
2711 Alaskan Way  
Seattle, WA 98121

Customer Number	Amount Due
10209	\$536.67

Inv/Stmt Number	Inv/Stmt Date	Due Date
10209	12/08/2016	12/08/2016

Item#	Description	Unit Price (\$)	Net Amount (\$)
5B-72798 / 1	LEASEHOLD EXCISE TAX	61.0700	61.07
5B-72798 / 2	MOORAGE M-01 AIR A FAIR	475.6000	475.60
Total :			\$536.67

5. Make a payment on your invoice/statement
  - a. Select the invoice/statement you want to make a payment (green check mark)
  - b. If payment amount is different from amount due, (i) select over/short payment code and (ii) enter comments for your reason of over/short pay

The image displays two screenshots of the Port of Seattle 'Pay My Bills' web application. The top screenshot shows a table of invoices under the 'UNPAID AND PARTIALLY PAID' tab. A red arrow labeled 'a)' points to a green checkmark in the 'Inv/Stmt Date' column of a row. A second red arrow labeled 'b)' points to a dropdown menu titled 'Select Payment Code for Short Pay (SP) or Over Pay (OP)'. This menu lists several options: OP01-Pre Payment, OP02-Revise Self-Report, OP03-Other, SP01-Dispute, SP02-Payment Plan, SP03-Credit, and SP04-Other. The bottom screenshot shows the same interface, but with a 'COMMENTS' dialog box open. This dialog box has a text input field and 'Cancel' and 'OK' buttons. A red arrow points from the dropdown menu in the top screenshot to the 'COMMENTS' dialog box in the bottom screenshot.



6. Payment method by bank accounts (e-check) or card accounts (credit or debit)

**Add A Payment Method**

**Bank Accounts**  
Link to Bank Accounts

**Card Accounts**  
Link to Card Accounts

**ADD BANK ACCOUNT**

Account Type

Banking Type

Name on the Account

Routing Number

Account #

Re-enter Account #

Pay to the Order of

123456789 1000123456789 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

---

**Add A Payment Method**

**Bank Accounts**  
Link to Bank Accounts

**Card Accounts**  
Link to Card Accounts

**ADD CARD ACCOUNT**

**Card Info**

Full Name on Card

Card Number

Expiration Date

Security Code <sup>?</sup>

**Card Billing Address**

Country

City

Street Address

State

Street Address Line 2

ZIP Code

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

## Verify Payment

**PAYMENT SUMMARY** [View Profile Information](#)

1 Invoice	<b>\$536.67</b>
<b>Total Payment</b>	<b>\$536.67</b>

Payment Method [Add A Payment Method](#)  
 WELLS FARGO BANK NA (MINNESOTA)

Payment Date  
 1/09/2017

**Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017. Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 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

[Print Terms and Conditions](#)

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

By clicking the **Make Payment** button I, **John Smith**, confirm that today, Monday January 09, 2017, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*6789 in the amount of \$536.67 USD to be remitted to Port of Seattle. This debit will occur on or after Tuesday January 10, 2017

**Make Payment**

## 7. Receive 1<sup>st</sup> email confirmation for your payment being processed

Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017. Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 2017.

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

By clicking the **Make Payment** button I, **John Smith**, confirm that today, Monday January 09, 2017, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*6789 in the amount of \$536.67 USD to be remitted to Port of Seattle. This debit will occur on or after Tuesday January 10, 2017.

If you have any questions regarding this payment, please contact our office at 206-787-3000.

**PAYMENT DETAILS**

Inv Stmt Date	Due Date	Amount
12/08/2016	1/10/2017	\$536.67

**CUSTOMER NUMBER 079383**

### Confirmation

**Thank You!** Your payment has been made.

[Print Confirmation Page](#)

Customer's Address

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

Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017. Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 2017.

If you have any further questions about payments to Port of Seattle, please contact our office at 206-787-3000.

Customer Number	Confirmation Number	Payment Amount	Number of Invoices
123456	3100029253	\$536.67	1

By clicking the **Make Payment** button I, **John Smith**, confirm that today, Monday January 09, 2017, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*6789 in the amount of \$536.67 USD to be remitted to Port of Seattle. This debit will occur on or after Tuesday January 10, 2017.

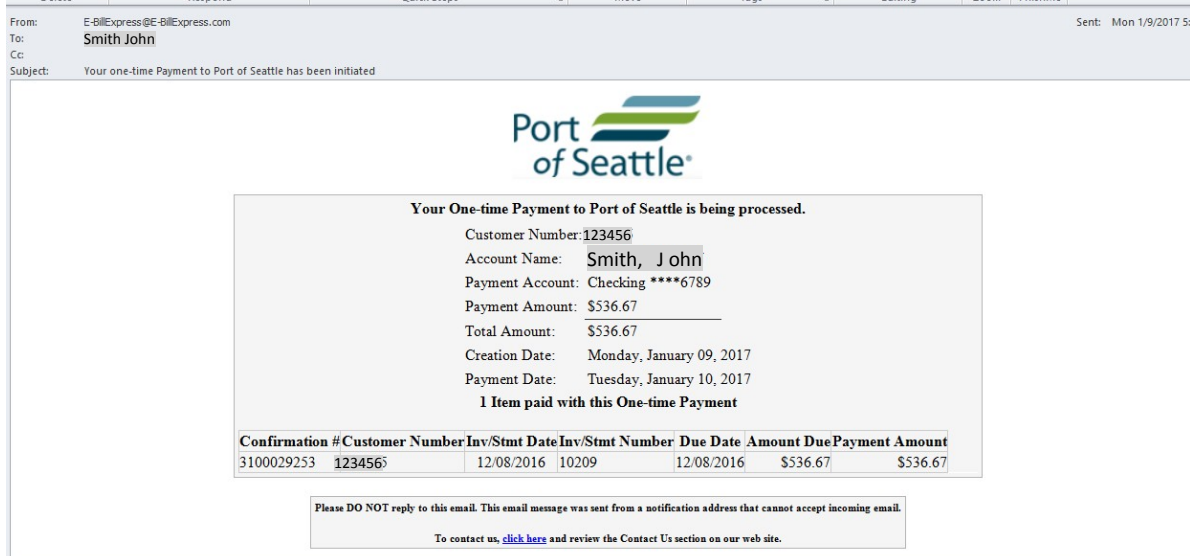
**Make Payment**

[Cancel](#)

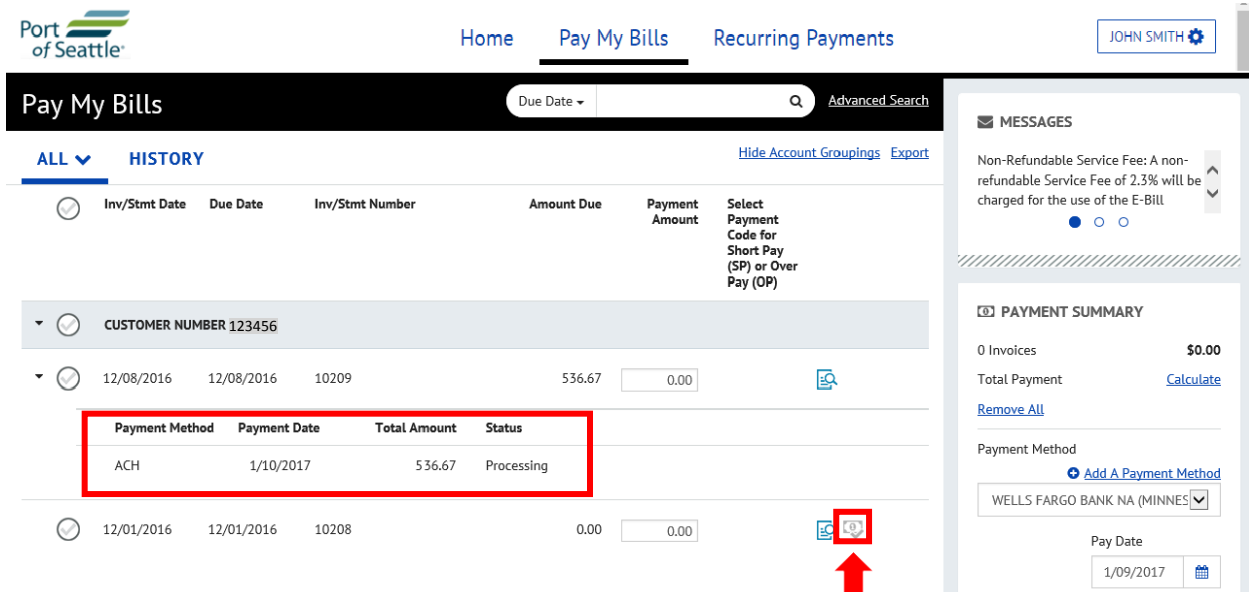
Select Payment Code for Short Pay (SP) or Over Pay (OP)

[Export](#)

8. Receive 2<sup>nd</sup> email confirmation for your payment being posted



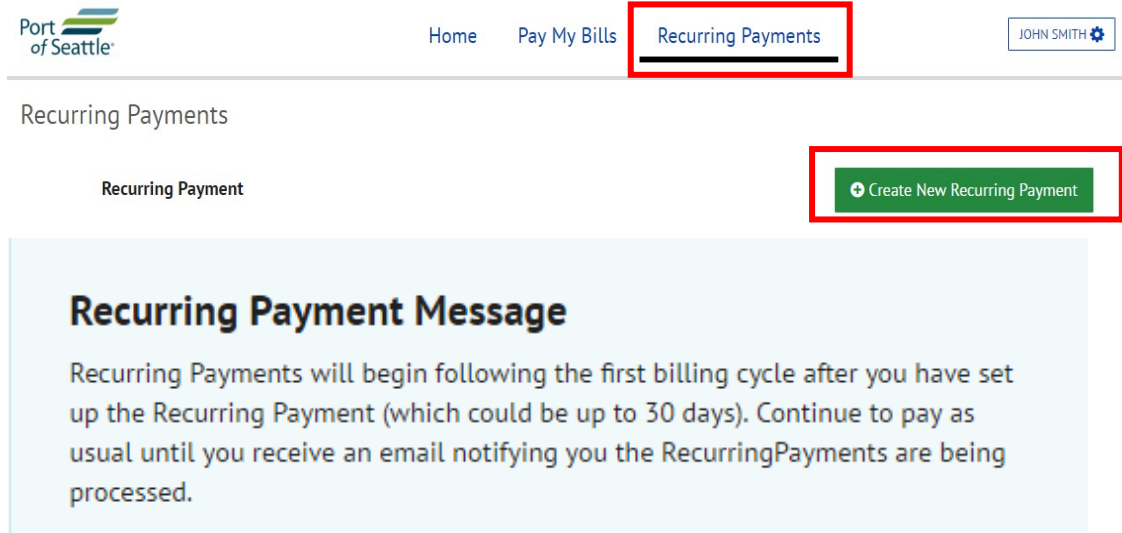
9. View your account history for your payment made



Note: This icon represents payment made to the Port of Seattle outside of E-Bill Express (e.g. check in the mail, ACH or wire transfer etc.)

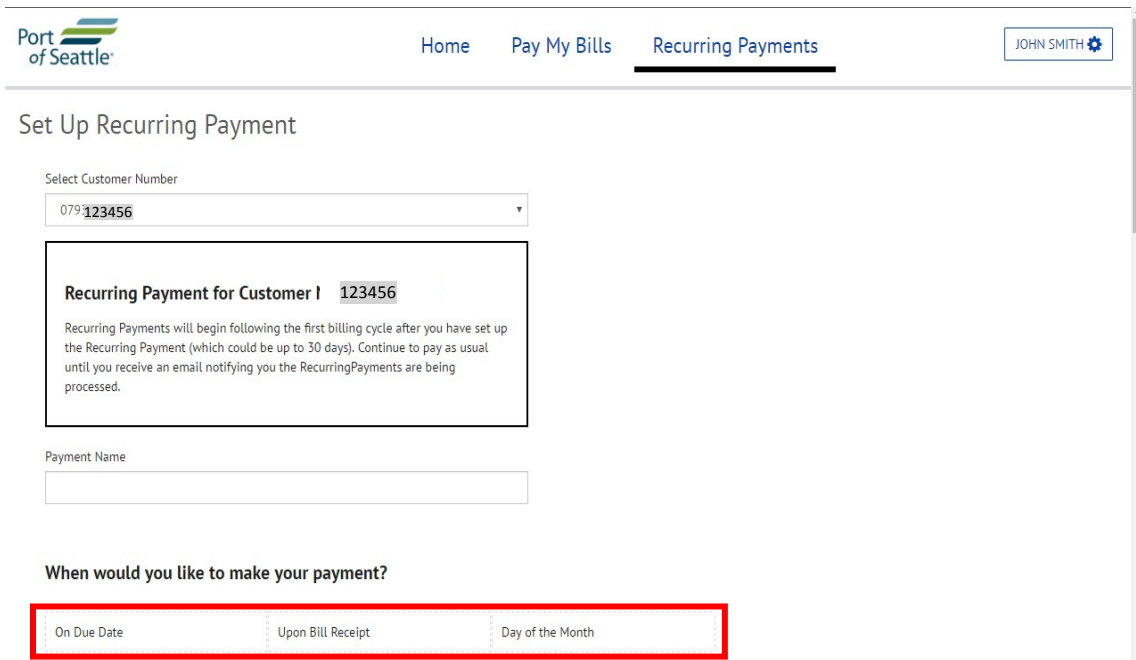
### Enrolled User's Recurring Payments

1. You can set up recurring payments by clicking the '**Recurring Payments**' tab
2. Click the '**Create New Recurring Payment**' button



The screenshot shows the Port of Seattle website's navigation bar with 'Home', 'Pay My Bills', and 'Recurring Payments' (highlighted with a red box). A user profile 'JOHN SMITH' is visible. Below the navigation bar, the page title is 'Recurring Payments'. A 'Recurring Payment' section contains a green button labeled '+ Create New Recurring Payment' (highlighted with a red box). Below this is a light blue box titled 'Recurring Payment Message' with the following text: 'Recurring Payments 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 RecurringPayments are being processed.'

4. Select one of the three timing setting:
  - a. On due date = payment will be processed on the date identified in the bill as the Due Date
  - b. Upon bill receipt = payment will be processed on the morning of the next business day after the invoice was received
  - c. Day of the Month = payment will be processed on the specific date of the month of the user's choice



Port of Seattle Home Pay My Bills Recurring Payments JOHN SMITH

### Set Up Recurring Payment

Select Customer Number  
079 123456

**Recurring Payment for Customer I 123456**

Recurring Payments 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 RecurringPayments are being processed.

Payment Name

When would you like to make your payment?

On Due Date     Upon Bill Receipt     Day of the Month

6. Choose your '**Payment Amount**' by selecting one of the two amount settings:
  - a. Amount due
  - b. Fixed amount at your choice (\$X)
  
7. Choose to '**Keep Making This Payment Until**' by selecting one of the three settings:
  - a. Stop the payment = continue until it is cancelled
  - b. Number of payments = Stop after x<sup>th</sup> number of payments specified
  - c. Specific Month = Stop at a specific month and year at your choice
  
8. Add a '**Payment Method**' or select from the drop down box of saved payment accounts
  
9. You can elect for getting a reminder email before a bill is due
  
- 10. Check the box to authorize recurring payments, click **Agree and Submit****

**Payment Amount**

Amount Due	Fixed Amount
------------	--------------

**Keep Making This Payment Until**

I Stop The Payment	Number of Payments	Specific Month
--------------------	--------------------	----------------

**Pay All**

Yes	No
-----	----

Do not pay "ALL" outstanding invoices at the time of your payment.

Payment Method [Add a Payment Method](#)

Send me a reminder  days before a bill is due.

**Billing Authorization**

[Print Authorization](#)

I authorize Port of Seattle to automatically initiate entries to my financial account listed above in this authorization, for payments to my Port of Seattle account 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 Port of Seattle. My authorization will remain in effect for the length of time stated above or until I cancel it online and give Port of Seattle 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.

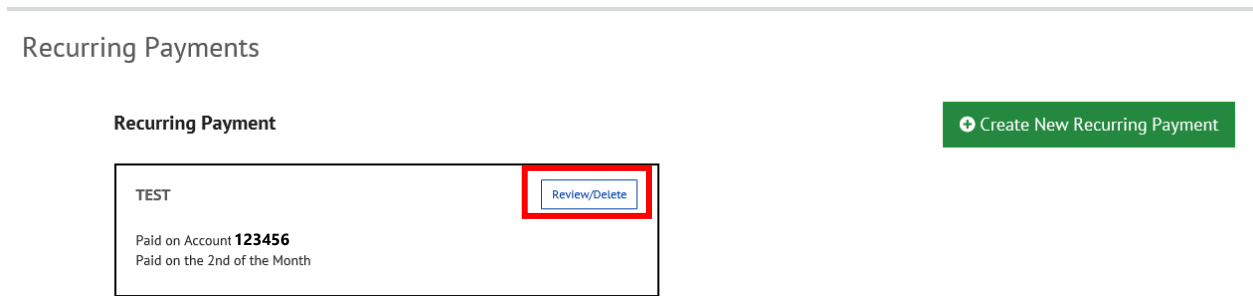
By checking this box you agree to the terms and conditions stated above.

[Cancel](#) [Agree and Submit](#)

12. You can view the recurring payment setup under '**Recurring Payments**' menu bar



13. You can update or delete existing recurring payment.



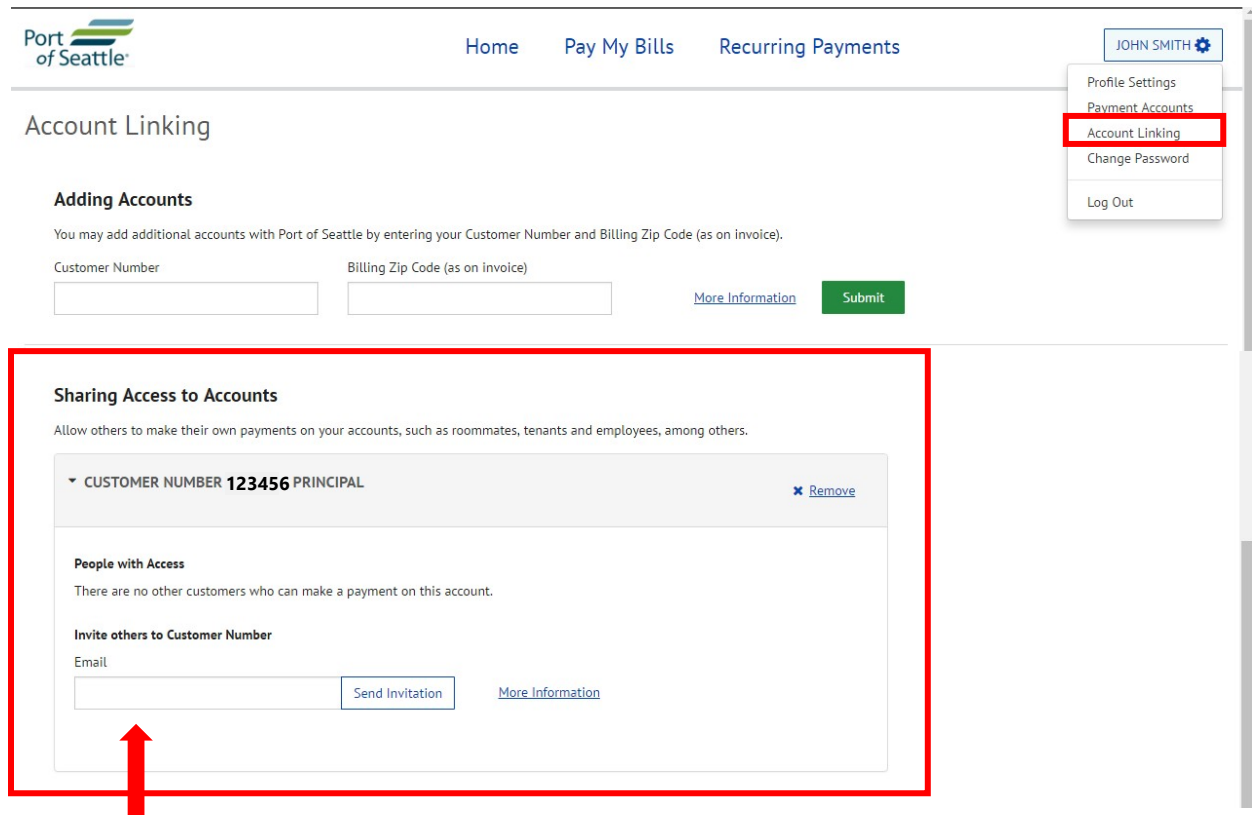


## Enrolled User – Multiple Users Sharing Same Account

As the Customer Number “Principal”, you have the ability to send invitations (via email) to other to share your Customer Number (i.e. co-workers in the same company).

Your invitees will be able to setup their own separate and confidential payment accounts to make payments from. Everyone sharing the Customer Number will be able to see all payment activity but will not be able to see secure and private information (i.e. individual payment accounts and financial information).

1. Click the ‘**Account Linking**’ option from the list
2. Enter the email of the person you want to invite to view your account’s bills and make payments



The screenshot shows the Port of Seattle website interface. At the top left is the logo, and navigation links for Home, Pay My Bills, and Recurring Payments are visible. A user profile for JOHN SMITH is shown in the top right, with a dropdown menu containing Profile Settings, Payment Accounts, Account Linking (highlighted with a red box), Change Password, and Log Out. The main content area is titled 'Account Linking' and includes an 'Adding Accounts' section with input fields for Customer Number and Billing Zip Code, and a 'Submit' button. Below this is the 'Sharing Access to Accounts' section, which is highlighted with a red box. This section includes a dropdown for 'CUSTOMER NUMBER 123456 PRINCIPAL' with a 'Remove' link, a 'People with Access' section stating 'There are no other customers who can make a payment on this account.', and an 'Invite others to Customer Number' section with an 'Email' input field and a 'Send Invitation' button. A red arrow points to the 'Send Invitation' button.

**Sharing Access to Accounts**

Allow others to make their own payments on your accounts, such as roommates, tenants and employees, among others.

▼ CUSTOMER NUMBER **123456** PRINCIPAL ✕ [Remove](#)

---

**People with Access**

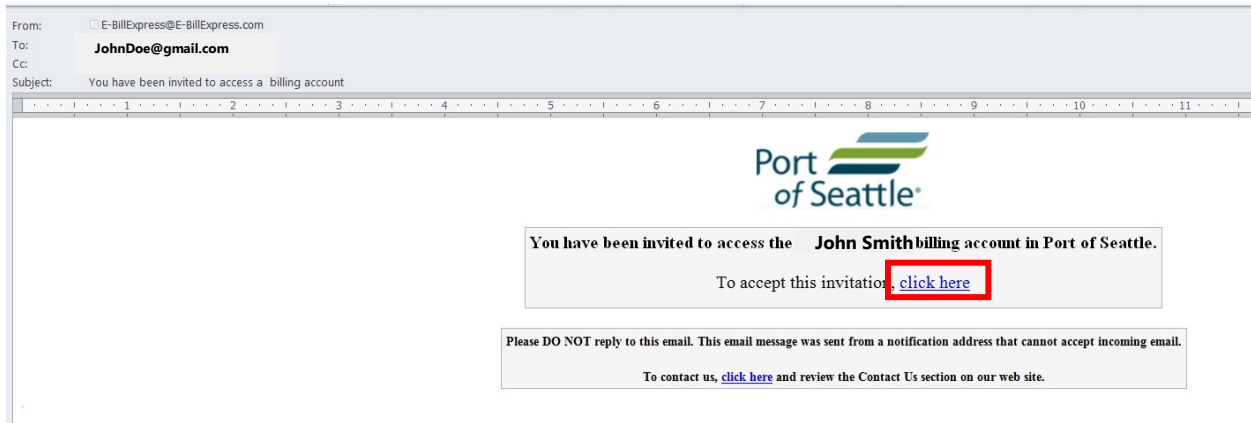
Name	Email	Status	Actions
	<b>JohnDoe@gmail.com</b>	Invitation Pending	<a href="#">Resend Invitation</a> <a href="#">Cancel</a>

**Invite others to Customer Number**

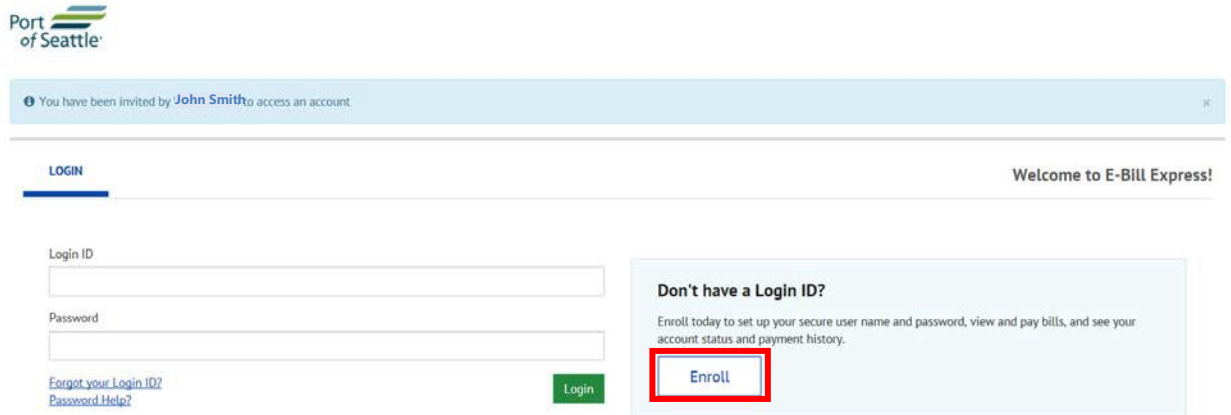
Email:

  [More Information](#)

Invitee: Follow the instruction on your email. Accept the invitation via the "You have been invited to a billing account" email that has been sent out to the email address



1. Click **'Enroll'** to the invited account.
2. Complete the enrollment steps (Profile, Login & Password, Terms of Service and Payment accounts) (refer to the enrollment instruction).



**Port of Seattle**

You have been invited by **John Smith** to access an account

**LOGIN** Welcome to E-Bill Express!

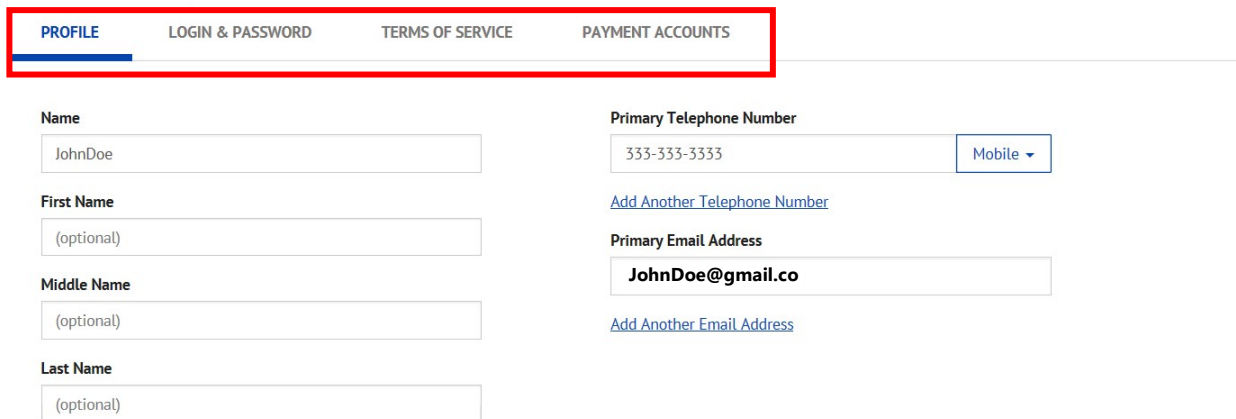
Login ID

Password

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

**Don't have a Login ID?**  
Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

## Account Setup



**Port of Seattle**

**Account Setup**

**PROFILE** | LOGIN & PASSWORD | TERMS OF SERVICE | PAYMENT ACCOUNTS

**Name**

**First Name**

**Middle Name**

**Last Name**

**Primary Telephone Number**

[Add Another Telephone Number](#)

**Primary Email Address**

[Add Another Email Address](#)

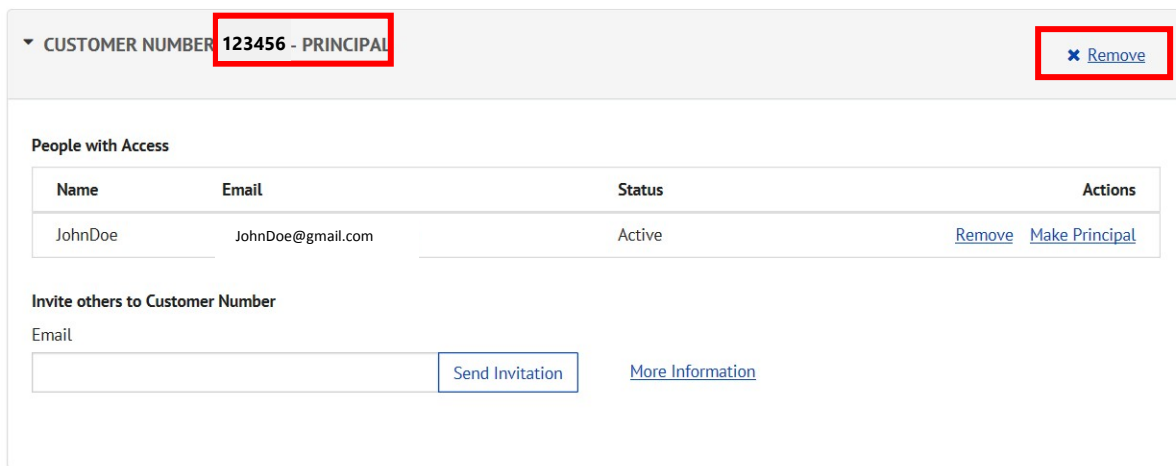
Once enrolled, the 2<sup>nd</sup> user can share access to the 1<sup>st</sup> user account.

On the 1<sup>st</sup> user (principal user) account setting, he can view who has shared access to his account.

If the 1<sup>st</sup> user no longer wants to be the “principal user”, he can assign the “principal role” to others who shared the account, e.g. 2<sup>nd</sup> user named JohnDoe, by click “make principal”.

### Sharing Access to Accounts

Allow others to make their own payments on your accounts, such as roommates, tenants and employees, among others.



▼ CUSTOMER NUMBER **123456 - PRINCIPAL** [✕ Remove](#)

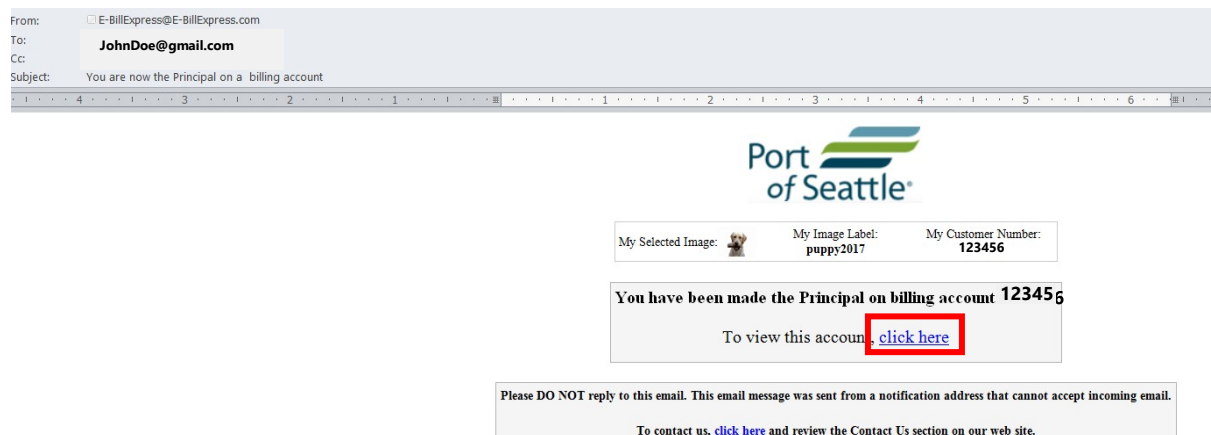
**People with Access**

Name	Email	Status	Actions
JohnDoe	JohnDoe@gmail.com	Active	<a href="#">Remove</a> <a href="#">Make Principal</a>


**Invite others to Customer Number**


Email  [Send Invitation](#) [More Information](#)

The 2<sup>nd</sup> user (JohnDoe) should receive an email being made as the “principal user” to the account



From: [E-BillExpress@E-BillExpress.com](mailto:E-BillExpress@E-BillExpress.com)  
 To: **JohnDoe@gmail.com**  
 Cc:  
 Subject: You are now the Principal on a billing account

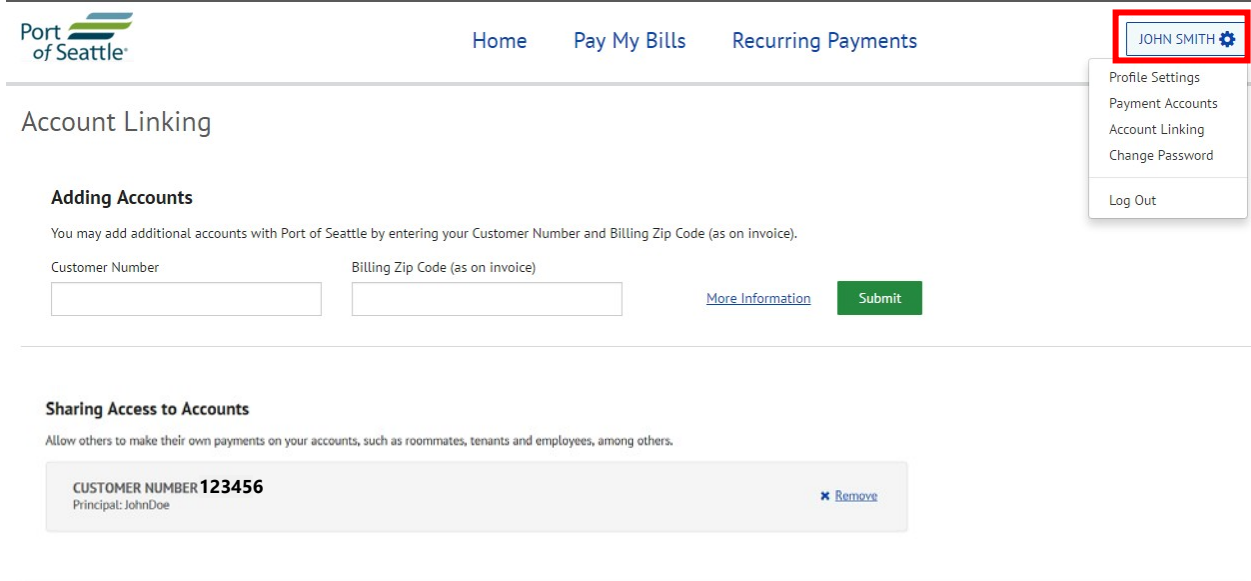


My Selected Image:  My Image Label: puppy2017 My Customer Number: 123456

**You have been made the Principal on billing account 123456**  
 To view this account, [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.

The 1<sup>st</sup> user is no longer the “principal user”



The screenshot displays the Port of Seattle E-Bill Express user interface. At the top left is the Port of Seattle logo. The navigation bar includes links for Home, Pay My Bills, and Recurring Payments. On the right, a user profile dropdown menu is open, showing the user's name "JOHN SMITH" with a gear icon, and options for Profile Settings, Payment Accounts, Account Linking, Change Password, and Log Out. The main content area is titled "Account Linking" and contains two sections: "Adding Accounts" and "Sharing Access to Accounts".

**Adding Accounts**  
You may add additional accounts with Port of Seattle by entering your Customer Number and Billing Zip Code (as on invoice).

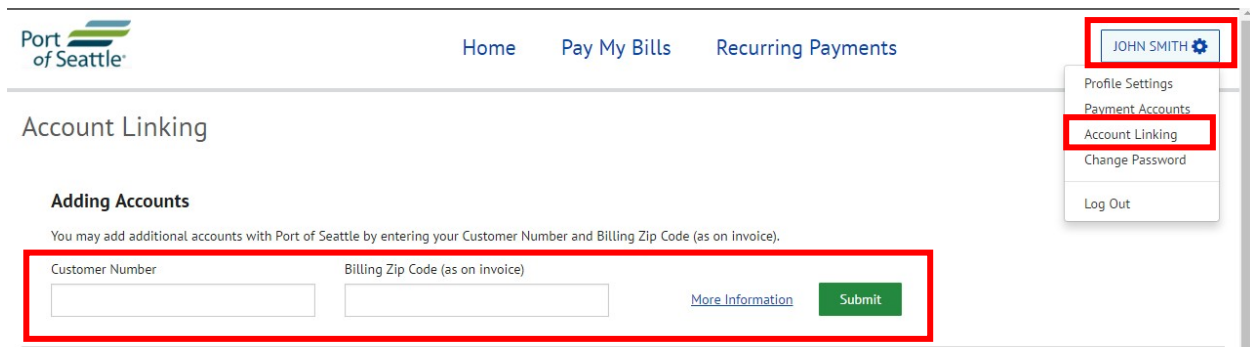
Customer Number  Billing Zip Code (as on invoice)  [More Information](#)

**Sharing Access to Accounts**  
Allow others to make their own payments on your accounts, such as roommates, tenants and employees, among others.

CUSTOMER NUMBER **123456** [✕ Remove](#)  
Principal: JohnDoe

## Enrolled User – One Logon to Access Multiple Accounts

Adding Accounts allows you to add additional accounts to your Login ID. All account bills or invoices will show under your Login ID, making paying your bills even easier. There is no need to set up separate logins if you have more than one account with us.



Enter the 2<sup>nd</sup> account “customer number” and “billing zip code”, then click ‘**Submit**’.

- (A) If the 2<sup>nd</sup> account has not been enrolled in E-Bill Express, you will see the green message bar (see below) stating the 2<sup>nd</sup> account is now linked with your 1<sup>st</sup> account. If you have more than 2 accounts with us, you can repeat the same step to join multiple accounts with one Login ID and password.
- (B) If the 2<sup>nd</sup> account has already been enrolled by another user (e.g. co-worker for a commercial account), the enrolled 2<sup>nd</sup> account user will receive the following email, click the link, and logon to E-Bill Express.

The 2<sup>nd</sup> account user can decide whether to grant the 1<sup>st</sup> account user request or not.



My Selected Image:  My Image Label: flyflyfly My Customer Number: 987654

**JOHN SMITH has requested access to the billing account 987654**  
 To review and approve/decline this request, [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.

## Account Linking

### Adding Accounts

You may add additional accounts with Port of Seattle by entering your Customer Number and Billing Zip Code (as on invoice).

Customer Number  Billing Zip Code (as on invoice)  [More Information](#)

### Sharing Access to Accounts

Allow others to make their own payments on your accounts, such as roommates, tenants and employees, among others.

▼ CUSTOMER NUMBER 987654 [Remove](#)

People with Access			
Name	Email	Status	Actions
JOHN SMITH	iam.l@portseattle.org	Access Requested	<a href="#">Grant Access</a> <a href="#">Deny</a>



Once "grant access", the 1<sup>st</sup> account user can see both 1<sup>st</sup> and 2<sup>nd</sup> account on one login.

Click on the **check mark** next to the invoice(s)/statement(s) you want to payment for one single payment.

Port of Seattle Home Pay My Bills Recurring Payments JOHN SMITH

Pay My Bills Due Date  Advanced Search

UNPAID AND PARTIALLY PAID HISTORY Hide Account Groupings Export

	Inv/Stmt Date	Due Date	Inv/Stmt Number	Amount Due	Payment Amount	Select Payment Code for Short Pay (SP) or Over Pay (OP)
▼	CUSTOMER NUMBER 123456					
✓	11/23/2016	11/15/2016	LS-16508	7,117.61	7,117.61	Select [icon]
✓	11/18/2016	12/01/2016	LS-16405	14,445.43	14,445.43	[icon]
▼	CUSTOMER NUMBER 987654					
✓	1/13/2017	2/12/2017	ID-8216	253.00	253.00	Select [icon]

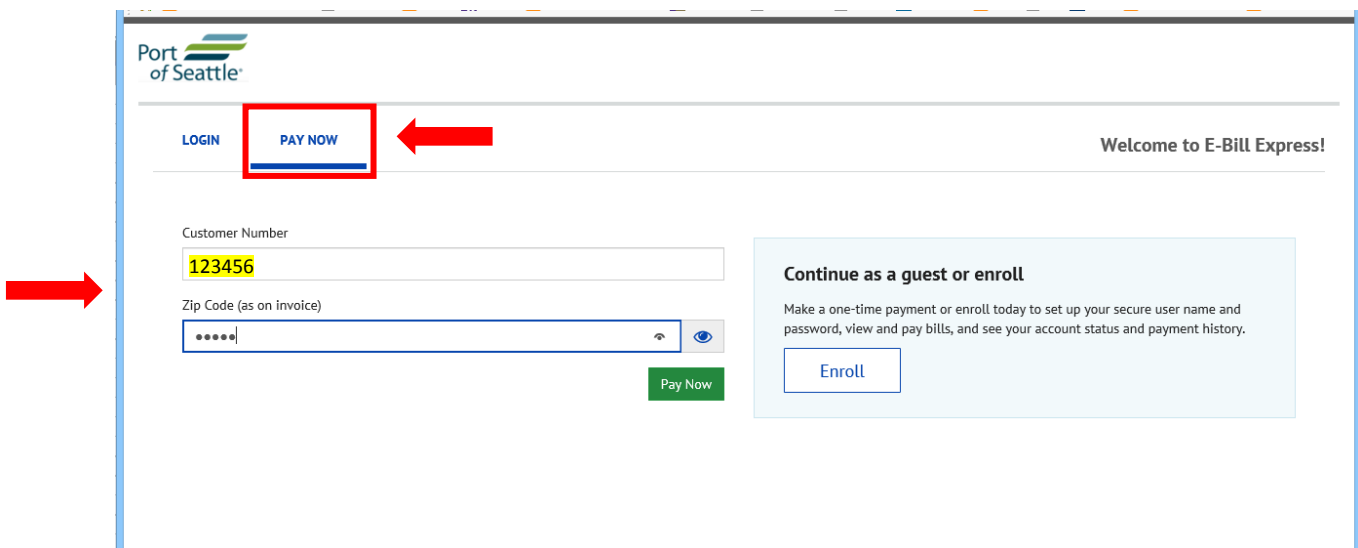
MESSAGES  
A 2.3% non-refundable service fee is added for card payments as required by Washington State law (RCW 36.29.190).

PAYMENT SUMMARY  
2 Invoices **\$7,370.61**  
Total Payment [Calculate](#)  
[Remove All](#)  
Payment Method [Add A Payment Method](#)  
Pay Date 1/20/2017 [calendar icon]

### Pay Now (Logon as a Guest)

As a guest user, you will continue receive paper invoice/statement from the Port of Seattle.

1. Click '**PAY NOW**' if you want to use this site without enrolling a user ID and password
2. Enter your customer number and zip code shown exactly as it shown on your paper invoice/statement



The screenshot shows the Port of Seattle E-Bill Express interface. At the top left is the Port of Seattle logo. Below it are two buttons: 'LOGIN' and 'PAY NOW'. The 'PAY NOW' button is highlighted with a red box, and a red arrow points to it from the right. To the right of these buttons is the text 'Welcome to E-Bill Express!'. Below the buttons are two input fields: 'Customer Number' with the value '123456' and 'Zip Code (as on invoice)' with the value '.....'. A red arrow points to the 'Customer Number' field from the left. Below the 'Zip Code' field is a green 'Pay Now' button. To the right of the input fields is a light blue box titled 'Continue as a guest or enroll' with the text '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.' and an 'Enroll' button.

1. On the "**Pay My Bills**" tab, you can use the Drop down menu allows you to sort the listing of invoices/statements by its payment status

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

**UNPAID AND PARTIALLY PAID ▾** **HISTORY** [Hide Account Groupings](#) [Export](#)

ALL

UNPAID

PARTIALLY PAID

**UNPAID AND PARTIALLY PAID**

PAID IN FULL

Inv/Stmt Number	Amount Due	Payment Amount	Select Payment Code for Short Pay (SP) or Over Pay (OP)
12/08/2016 12/08/2016 10209	536.67	536.67	Sele ▾

**MESSAGES**

Links to Port of Seattle Tariffs: Airport Tariff  
<http://www.portseattle.org/Business/D>

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**PAYMENT SUMMARY**

1 Invoice **\$536.67**

Total Payment [Calculate](#)

[Remove All](#)

Payment Method [Add A Payment Method](#)

Pay Date 1/09/2017

Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017.  
 Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 2017.



2. On the “Pay My Bills” tab, Payment cut off time for transactions are shown at the bottom of the payment summary

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

**UNPAID AND PARTIALLY PAID ▾** **HISTORY** [Hide Account Groupings](#) [Export](#)

ALL

UNPAID

PARTIALLY PAID

**UNPAID AND PARTIALLY PAID**

PAID IN FULL

Inv/Stmt Number	Amount Due	Payment Amount	Select Payment Code for Short Pay (SP) or Over Pay (OP)
12/08/2016 12/08/2016 10209	536.67	536.67	Sele ▾

**MESSAGES**

Links to Port of Seattle Tariffs: Airport Tariff  
<http://www.portseattle.org/Business/D>

---

**PAYMENT SUMMARY**

1 Invoice **\$536.67**

Total Payment [Calculate](#)

[Remove All](#)

Payment Method [Add A Payment Method](#)

Pay Date 1/09/2017


Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017.  
 Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 2017.



3. On the "Pay My Bills" tab, Click this icon to view invoice/statement detail (see below)

**Pay My Bills** Due Date   [Advanced Search](#)

**UNPAID AND PARTIALLY PAID** **HISTORY** [Hide Account Groupings](#) [Export](#)

Inv/Stmt Number	Amount Due	Payment Amount	Select Payment Code for Short Pay (SP) or Over Pay (OP)
10209	536.67	536.67	<input type="button" value="Select"/> 

12/08/2016 12/08/2016 10209 536.67 536.67

**MESSAGES**  
Links to Port of Seattle Tariffs: Airport Tariff  
<http://www.portseattle.org/Business/C>

**PAYMENT SUMMARY**  
1 Invoice **\$536.67**  
Total Payment [Calculate](#)  
[Remove All](#)  
Payment Method [Add A Payment Method](#)  
Pay Date 1/09/2017

**Customer Address**  
Port of Seattle  
2711 Alaskan Way  
Seattle, WA 98121

Customer Number: Amount Due: \$536.67

Inv/Stmt Number: 10209

Inv/Stmt Date: 12/08/2016

Due Date: 12/08/2016

Item#	Description	Unit Price (\$)	Net Amount (\$)
5B-72798 / 1	LEASEHOLD EXCISE TAX	61.0700	61.07
5B-72798 / 2	MOORAGE M-01 AIR A FAIR	475.6000	475.60
Total :			\$536.67

**MESSAGES**  
Available Service Fee: A non-liable Service Fee of 2.5% will be added for the use of the E-Bill

**PAYMENT SUMMARY**  
Total Payment **\$536.67**  
[Calculate](#)  
[Remove All](#)  
Payment Method [Add A Payment Method](#)

4. Make a payment on your invoice/statement
  - a. Select the invoice/statement you want to make a payment (green check mark)
  - b. If payment amount is different from amount due, (i) select over/short payment code and (ii) enter comments for your reason of over/short pay

The image displays two screenshots of the Port of Seattle 'Pay My Bills' web application. The top screenshot shows a table of invoices under the 'UNPAID AND PARTIALLY PAID' tab. A dropdown menu is open for the 'Select Payment Code for Short Pay (SP) or Over Pay (OP)' column. A red arrow labeled 'a)' points to a green checkmark in the 'Inv/Stmt Date' column of the first row. Another red arrow labeled 'b)' points to the dropdown menu. The bottom screenshot shows the same interface with a 'COMMENTS' dialog box open, where a user can enter a reason for over/short payment. A red arrow labeled 'b)' points from the dropdown menu in the top screenshot to the 'COMMENTS' dialog box in the bottom screenshot.

Inv/Stmt Date	Due Date	Inv/Stmt Number	Amount Due	Payment Amount	Select Payment Code for Short Pay (SP) or Over Pay (OP)
12/08/2016	12/08/2016	10209	536.67	536.67	OP01-Pre Payment

Available Payment Codes:

- OP01-Pre Payment
- OP02-Revise Self-Report
- OP03-Other
- SP01-Dispute
- SP02-Payment Plan
- SP03-Credit
- SP04-Other

COMMENTS:

Cancel OK

5. Payment method by bank accounts (e-check) or card accounts (credit or debit)

**Add A Payment Method**

**Bank Accounts**  
Link to Bank Accounts

**Card Accounts**  
Link to Card Accounts

**ADD BANK ACCOUNT**

Account Type

Banking Type

Name on the Account

Routing Number

Account #

Re-enter Account #

Pay to the Order of

Routing Number: 123456789 Account Number: 1000123456789 1111

*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

---

**Add A Payment Method**

**Bank Accounts**  
Link to Bank Accounts

**Card Accounts**  
Link to Card Accounts

**ADD CARD ACCOUNT**

**Card Info**

Full Name on Card

Card Number

Expiration Date

Security Code

**Card Billing Address**

Country

City

Street Address

State

Street Address Line 2

ZIP Code

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

Verify Payment

**PAYMENT SUMMARY** [View Profile Information](#)

1 Invoice **\$536.67**  
 Total Payment **\$536.67**

Payment Method [Add A Payment Method](#)  
 WELLS FARGO BANK NA (MINNESOTA)

Payment Date  
 1/09/2017

Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017. Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 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

[Print Terms and Conditions](#)

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

By clicking the **Make Payment** button I, **John Smith**, confirm that today, Monday January 09, 2017, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*6789 in the amount of \$536.67 USD to be remitted to Port of Seattle. This debit will occur on or after Tuesday January 10, 2017.

**Make Payment**

6. Receive 1<sup>st</sup> email confirmation for your payment being processed

Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017. Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 2017.

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

By clicking the **Make Payment** button I, **John Smith**, confirm that today, Monday January 09, 2017, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*6789 in the amount of \$536.67 USD to be remitted to Port of Seattle. This debit will occur on or after Tuesday January 10, 2017.

If you have any questions regarding this payment, please contact our office at 206-787-3000.

**PAYMENT DETAILS**

Inv/Stmt Date	Due Date
12/08/2016	1/10/2017

CUSTOMER NUMBER 079385

Confirmation

**Thank You!** Your payment has been made.

[Print Confirmation Page](#)

Customer's Address

Payment Date	1/10/2017
Payment Method	WELLS FARGO BANK NA (MINNESOTA) ****6789
Total Payment	\$536.67

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

Payments confirmed before Monday, January 09, 2017 5:00 PM PT will be posted on Monday, January 09, 2017. Payments confirmed after Monday, January 09, 2017 5:00 PM PT will be posted on Tuesday, January 10, 2017.

If you have any further questions about payments to Port of Seattle, please contact our office at 206-787-3000.

Customer Number	Confirmation Number	Payment Amount	Number of Invoices
123456	3100029253	\$536.67	1

By clicking the **Make Payment** button I, **John Smith**, confirm that today, Monday January 09, 2017, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*6789 in the amount of \$536.67 USD to be remitted to Port of Seattle. This debit will occur on or after Tuesday January 10, 2017.

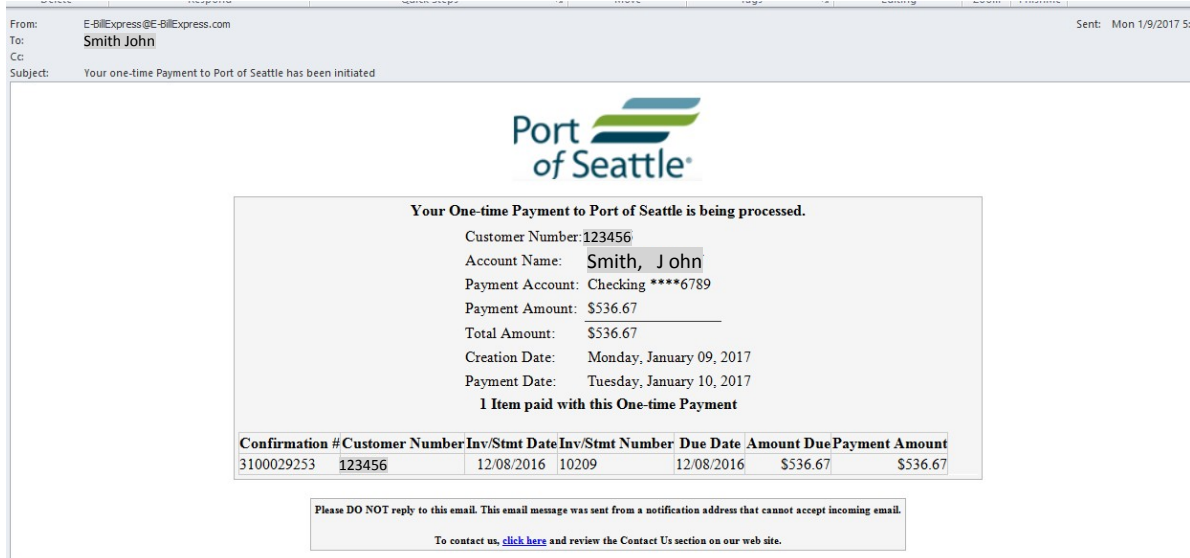
**Make Payment**

Cancel

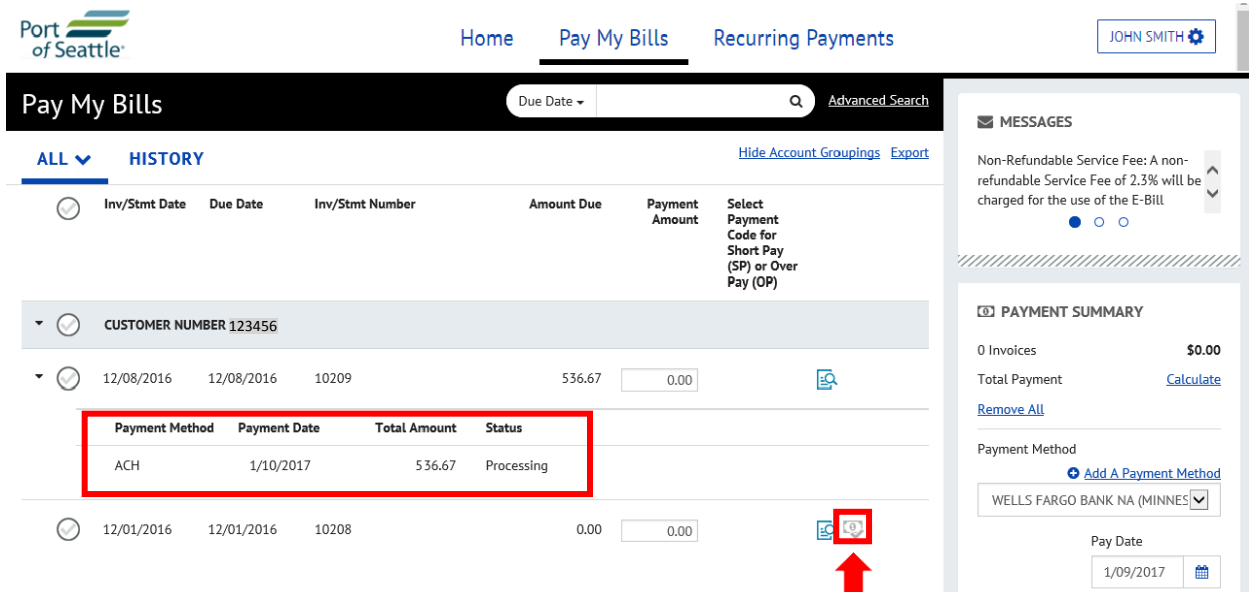
Select Payment Code for Short Pay (SP) or Over Pay (OP)

Select Op

7. Receive 2<sup>nd</sup> email confirmation for your payment being posted



8. View your account history for your payment made



Note: This icon represents payment made to the Port of Seattle outside of E-Bill Express (e.g. check in the mail, ACH or wire transfer etc.)



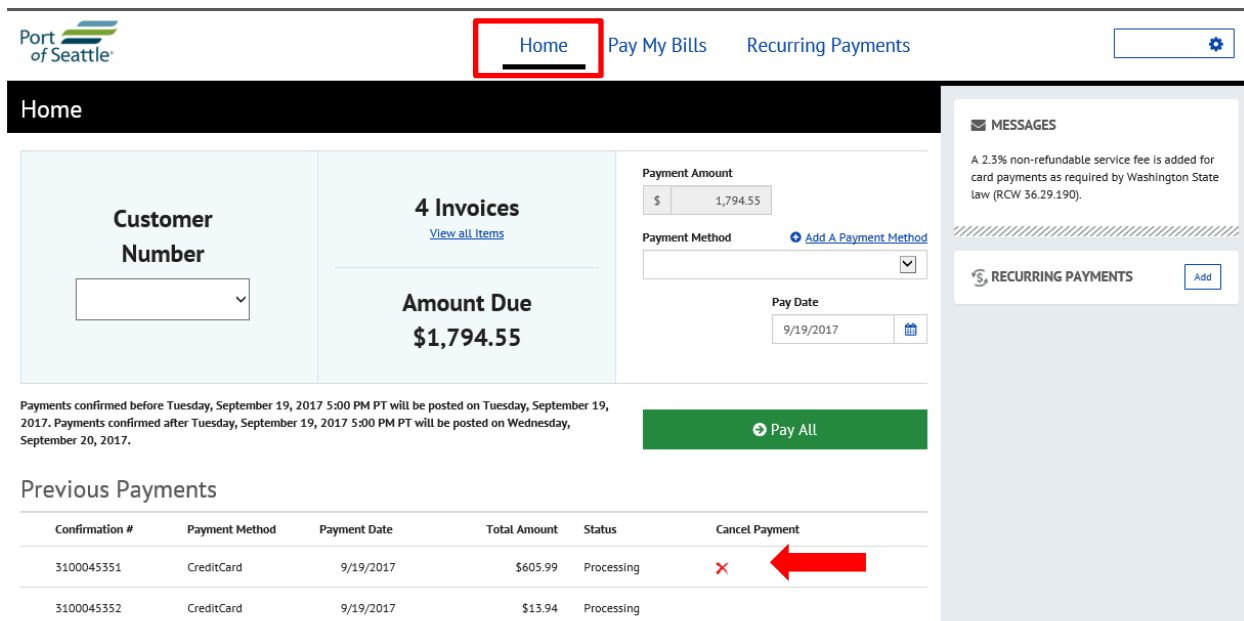
### Cancel a pending/processing payment

To cancel a pending/processing payment (both payment by card or bank account), i.e. the payment has not been processed by the financial institution (status not equal to "Paid"), an enrolled customer can initiate the cancellation.

If you logon as a "guest" using the "Pay Now" option, you could enroll, then log on as an "enrolled customer" to initiate the cancellation.

Once your payment is processed by the financial institution (status = Paid), you cannot initiate the cancellation.

1. Click **Home** tab
2. Scroll to the bottom of the page



Port of Seattle Home Pay My Bills Recurring Payments ⚙️

**Home**

**Customer Number**

**4 Invoices**  
[View all Items](#)

---

**Amount Due**  
**\$1,794.55**

**Payment Amount**

\$ 1,794.55

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

**Pay Date**  
9/19/2017

Pay All

**MESSAGES**


A 2.3% non-refundable service fee is added for card payments as required by Washington State law (RCW 36.29.190).

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**RECURRING PAYMENTS** [Add](#)

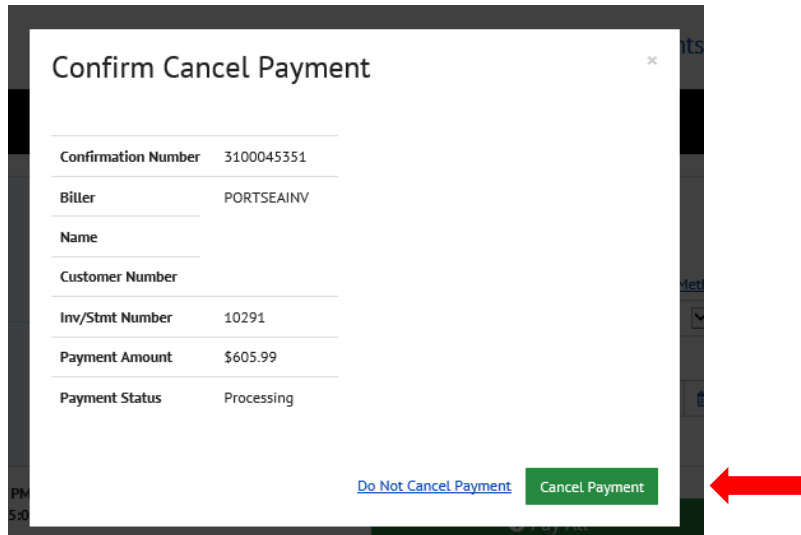
Payments confirmed before Tuesday, September 19, 2017 5:00 PM PT will be posted on Tuesday, September 19, 2017. Payments confirmed after Tuesday, September 19, 2017 5:00 PM PT will be posted on Wednesday, September 20, 2017.

**Previous Payments**

Confirmation #	Payment Method	Payment Date	Total Amount	Status	Cancel Payment
3100045351	CreditCard	9/19/2017	\$605.99	Processing	✖ 
3100045352	CreditCard	9/19/2017	\$13.94	Processing	

3. Click the red cross icon  under 'Cancel Payment'

- Click on the green button to confirm your cancellation of payment.




- Your payment (and the related service fee if paid by credit card) is now canceled.

Confirmation #	Payment Method	Payment Date	Total Amount	Status	Cancel Payment
3100045351	CreditCard	9/19/2017	\$605.99	Canceled	
3100045352	CreditCard	9/19/2017	\$13.94	Canceled	

- You will receive an email confirmation for your cancelled payment.

**Note:** You will not receive confirmation for the cancelled service fee but you can see it is cancelled at your “home” tab when you logon in E-Bill Express.

Subject: Your Payment to Port of Seattle has been cancelled



**Your Payment to Port of Seattle has Been Cancelled.**

Customer Number: [REDACTED]  
 Account Name: [REDACTED]  
 Payment Account: [REDACTED]  
 Payment Amount: \$605.99  
 Total Amount: \$605.99  
 Creation Date: Tuesday, September 19, 2017  
 Payment Date: Tuesday, September 19, 2017

**1 Item paid with this One-time Payment**

Confirmation #	Customer Number	Inv/Stmt Date	Inv/Stmt Number	Due Date	Amount Due	Payment Amount
3100045351		08/01/2017	10291	08/11/2017	\$605.99	\$605.99

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.