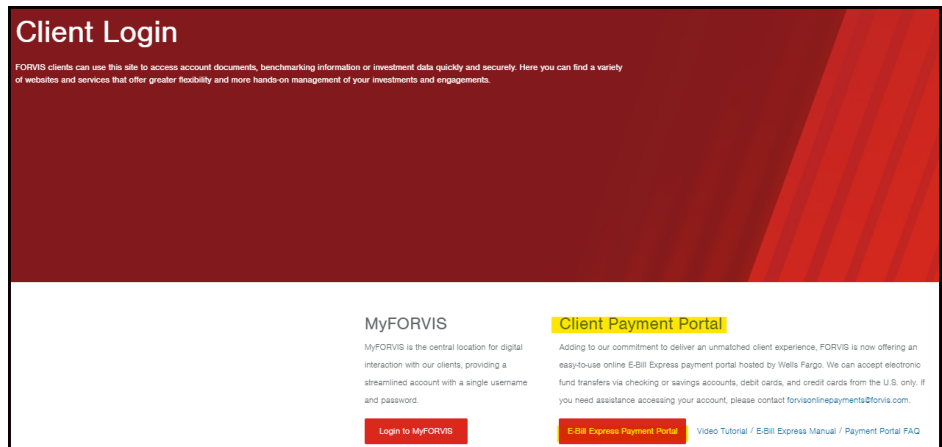


E-Bill Express Step-by-Step Manual

This guide provides detailed instructions for processing payments through FORVIS' E-Bill Express pay system with a bank account, debit card, or credit card.

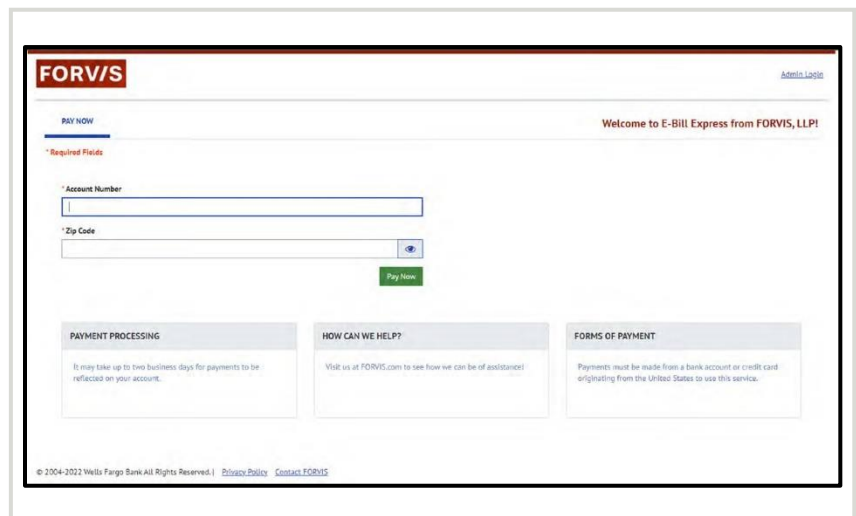
1. Visit www.forvis.com/client-login
2. Under **Client Payment Portal**, click on **E-Bill Express Payment Portal**.



3. At the Pay Now screen, access open items by entering your client number and zip code from your latest invoice.

Note:

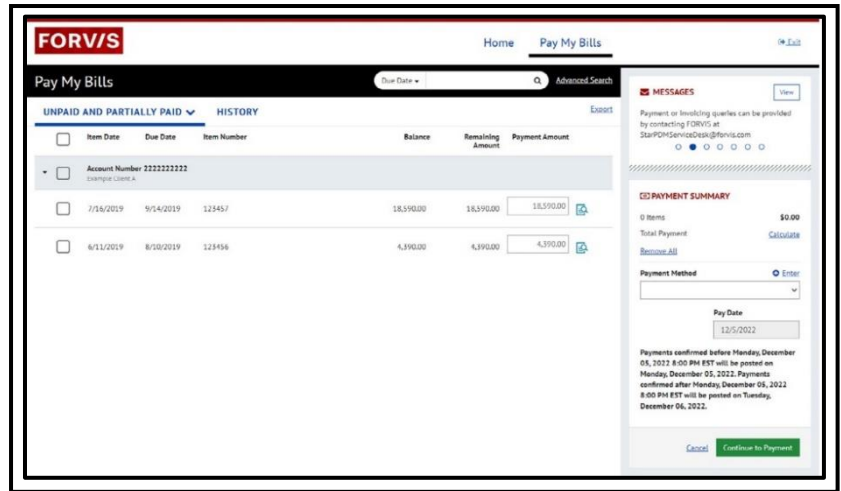
Our practice management database allows us to group related clients and tag one of them as a master client and the rest as child clients. CFOs/controllers can access all clients at once via the master client number to view open items and credits. If you wish to gain access via master client, please contact us at FORVISonlinepayments@forvis.com




4. Click "Pay Now."

- At the Pay My Bills screen, use the column headings to sort your items. In the graphic to the right, entries are sorted by item number, placing invoices at the top.

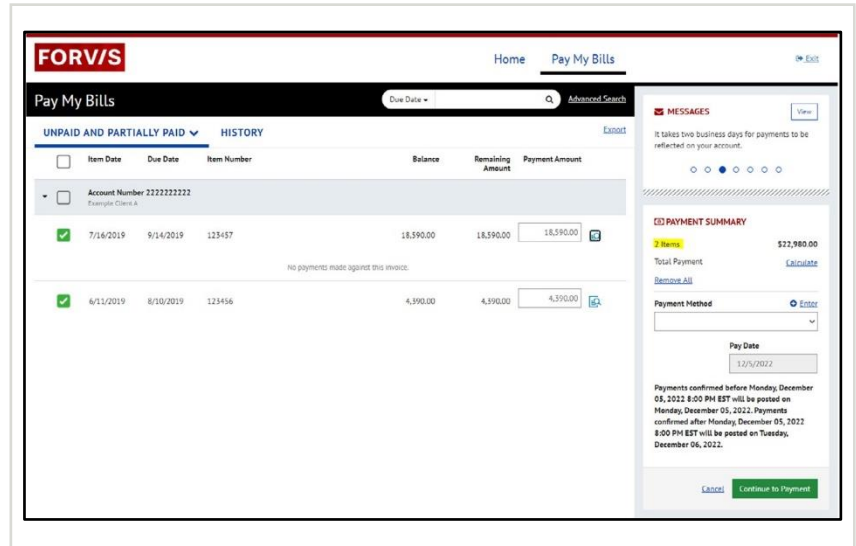
The default selection is Unpaid and Partially Paid. Click All to review your credits, if any. If you have available credits, please contact FORVISONlinePayments@forvis.com. When paying, you can pay "less" the credit, and all will balance out.



- Click on the blue paper icon for more information on that entry. Print out those details by clicking the Print link at the bottom. 



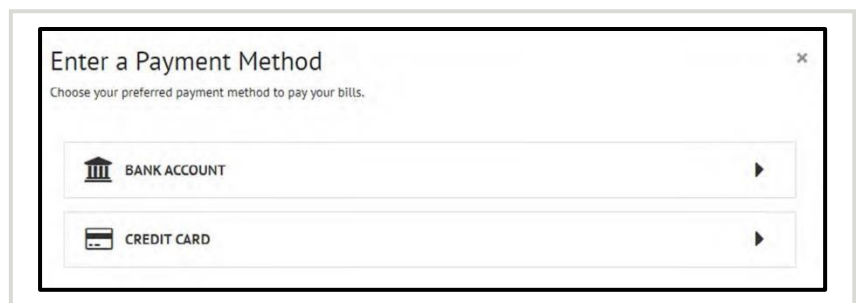
7. Select the items you wish to pay by clicking the boxes to the left. As you select the boxes, the right-hand Payment Summary will update. You can remove an item by unchecking the box and clicking Calculate to ensure the total is accurate.



9. When you're ready to pay, click Enter. The pay date cannot be amended.



10. You will be asked to provide a payment method.



Bank Account

1. Select the Account Type and Banking Type by clicking the boxes. Fill in the rest of the fields.
2. Read the authorization statement and check the Agree and Enter Account box.
3. Click Enter Account.

4. This will return you to your Pay My Bills screen and your payment method will be listed.
5. Click Continue to Payment.
6. You'll be asked to verify payment. Click Enter if you wish to change any information.

- Add your email and phone number.
Check the box to agree to the terms.

The screenshot shows a registration form with two input fields: "Email" and "Phone". Both fields are currently empty. There is a small question mark icon next to the "Email" label.

- View payment details and adjust itemized payments at the bottom of the page.

The screenshot displays a table titled "PAYMENT DETAILS" with columns for Item Date, Due Date, Item Number, Balance, Remaining Amount, and Payment Amount. The account number is 2222222222. Two items are listed with their respective dates, item numbers, and amounts.

Item Date	Due Date	Item Number	Balance	Remaining Amount	Payment Amount
ACCOUNT NUMBER 2222222222					
6/11/2019	8/30/2019	123456	4,390.00	4,390.00	4,390.00
7/16/2019	9/14/2019	123457	18,590.00	18,590.00	18,590.00

- Click Make Payment, and you'll be taken to the confirmation webpage. You can print the page or use the email sent to your inbox for your records.

- Return to the Pay My Bills webpage or log out.

The screenshot shows a "Confirmation" page with a "Thank You!" message. It includes a "Print Confirmation Page" button, payment details (Date: 12/5/2022, Method: WELLS FARGO BANK NA), and a total payment of \$22,980.00. A summary table at the bottom provides account and confirmation details.

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

Payment Date: 12/5/2022

Payment Method: WELLS FARGO BANK NA *****1111

Example Client A

Total Payment: \$22,980.00

Payments confirmed before Monday, December 05, 2022 8:00 PM EST will be posted on Monday, December 05, 2022. Payments confirmed after Monday, December 05, 2022 8:00 PM EST will be posted on Tuesday, December 06, 2022.

If you have any further questions about payments to FORVIS, LLP, please contact our office at 888-840-4713.

Account Number	Confirmation #	Payment Amount	Number of Items
2222222222	3100195684	\$22,980.00	2

[Return to Pay My Bills](#) [Log Out](#)

Credit Card/Debit Card

1. Paying with credit card* will add a surcharge of approximately 3% to your payment. This surcharge is not greater than the cost of acceptance and covers the processing fees associated with credit card payments. Paying with debit card will *not* add a surcharge.
2. Enter your information in the required fields, review and check off the terms, and click Enter Account.

*We accept all major credit cards.

Enter a Payment Method

Choose your preferred payment method to pay your bills.

* Required Fields

BANK ACCOUNT ▶

CREDIT OR DEBIT CARD ▼

* Full Name on Card

* Country

* City

* Card Number

* Address

* State

* Expiration Date

* Security Code

Address2

* ZIP Code

By selecting "Agree and Enter 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 Enter Account

3. Once you return to the Pay My Bills page, you'll note the surcharge has been applied, if applicable.
4. Click Continue to Payment.
5. You will be asked to verify payment. Click Enter if you wish to change your information.

PAYMENT SUMMARY

2 Items	\$8,178.50
Surcharge	\$204.70
Total Payment	\$8,383.20

[Remove All](#) [Recalculate](#)

Payment Method Enter

Mastercard ****8880

Security Code ? **Pay Date**

*** 11/18/2022

*We impose a surcharge on credit cards that is not greater than the cost of acceptance.

Payments confirmed before Friday, November 18, 2022 8:00 PM EST will be posted on Friday, November 18, 2022. Payments confirmed after Friday, November 18, 2022 8:00 PM EST will be posted on Monday, November 21, 2022.

Cancel
Continue to Payment

6. Enter your email and phone number in the provided fields; both are required for payment. Check the box to agree to the terms.

Email ?

Phone

- 7. View payment details and adjust itemized payments at the bottom of the page.

PAYMENT DETAILS					
Item Date	Due Date	Item Number	Balance	Remaining Amount	Payment Amount
ACCOUNT NUMBER 2222222222					
<input checked="" type="checkbox"/>	6/11/2019	8/10/2019	123456	4,390.00	4,390.00
<input checked="" type="checkbox"/>	7/16/2019	9/14/2019	123457	18,590.00	18,590.00

Confirmation

Thank You! Your payment has been made.

[Print Confirmation Page](#)

Payment Date 12/5/2022

Payment Method Mastercard *****1235

Total Payment \$8,178.50

Client Example B

Payments confirmed before Monday, December 05, 2022 8:00 PM EST will be posted on Monday, December 05, 2022. Payments confirmed after Monday, December 05, 2022 8:00 PM EST will be posted on Tuesday, December 06, 2022.

If you have any further questions about payments to FORVIS, LLP, please contact our office at 888-840-4713.

Account Number	Confirmation #	Payment Amount	Number of Items
4444444444	3100195686	\$8,178.50	2

[Return to Pay My Bills](#)

[Log Out](#)