

# Making a Payment/Enrolling in E-Bill Express

- 1. There are two ways to navigate to the portal:
  - Option 1: Access E-Bill Express by entering <u>www.redbulldistributioncompany.com</u> into your browser
  - Click 'Customers' tab at top of web page
  - Click 'Make A Payment' button

	OUR COMPANY PRODUCTS	DISTRIBUTORS CUSTOMERS JOBS
CUSTOMIERS		
Upon clicking the "Make a Payment" button, you will be redirected	ILL EXPRESS FROM WELLS FARGO BA d to our third party payment vendor. You are not able to p d online, you will need to call 303-388-0120.	
-	MAKE A PAYMENT	
PRIVACY POLICY   TERMS OF USE		FOLLOW US 🕇 🎔 🖸 in
@ 2020 Red Buil Distribution Company. All Rights Reserved.		REDBULL REDBULLETIN REDBULLTV

• Option 2: Access E-Bill Express by entering <u>www.e-billexpress.com/ebpp/RedBullDC</u> into your browser. It is recommended that you use Internet Explorer if possible.

1	
	LOGIN PAY NOW
	AR Account Number
	Confirm AR Account Number
	Pay Now
	MESSAGE
	Payment subject to the terms and conditions set forth in any purchase order, invoice or other written agreement between you and Red Bull Distribution Company. Inc.

- 2. Ensure you are on the 'PAY NOW' tab. Enter your AR account number as shown on your statements and confirm the AR number in the second field.
- 3. Click 'Pay Now'

			_	Home		(⊛ <u>Exit</u>
Home Customer Name	Phone	Payment Amount			MESSAGES	View
	Mobile -	S Payment Method	<ul> <li>Add A Payme</li> </ul>	nt Method		
			Pay Date 4/20/2020			
		Invoice Number	4/20/2020			
		오 Cor	ntinue to Paymen	t		
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- 4. Enter all information in the indicated required fields.
- 5. Click 'Add A Payment Method' hyperlink to add payment method (which can be set for future payments or recurring payments if enrolled)

Account Type		Account #
Personal	Business	
Banking Type		Re-enter Account #
Checking Account	Savings Account	
Name on the Account		Pay to the
Routing Number		1:153456789 (:000153456* 1111
		Routing Number Account Number
		Make sure to use your bank account number, not your or Debit card number.
charge to the account lis	ted above. You also affirm that	on you've provided on the above account to be used for creation it the information you provided is correct, that you are a signer or ne amount of any transactions that you authorize.

- 6. Complete Bank Account info and click 'Add'
- 7. Enter Invoice Number detail in the Invoice Number field.

voice Number	

- 8. Click 'Continue to Payment'
- 9. Verify all payment information. (Payments can be set to be paid on a future date; use the Payment Date field to select the specific date)

					Home	(* <u>Exit</u>
Verify Paymen	t					
	\$545.00 re Monday, April 20, 2020 (	5:00 PM MT will be post	Add A Payment Method MKK NA (ARIZONA) ****65* *      Payment Date     4/20/2020  ed on Menday, April 20, 2020. ten Tuesday, April 21, 2020.	"Service"). As used in these Ten affiliate). The words "you" and the Service. The words "you" and behalf. 1. Erroneous Instructions. If we erroneous in any way, we shall 2. Transaction Limitations. Plea of transfers or withdrawals the exceed such limits, so we recor	vern your use of the internet Bill Presentment and m, the words "we," Luc and "sur" refet to Wells Farey of "your" refet to you a the business entity accepting to d"your" also include any user you authorize to use "reserve a payment instruction authorized by you an have no obligation or liability for the error. The aware that carries how the sure and the sure that may be made you than to determine what many gou chick with you than to determine what	o Bank, N.A. (or its hese Terms and using the Service on your ad the instruction is we limits on the numbers insfers which would t limitations are
Customer Name	fress Information	nnditions stated above		Print Terms and Conditions     Email	anv account. If we are not able to debit the amount	required to cover an
By clicking the Make P ending in *****6545 in 2020.	ayment button I, sdf, confirm	m that today, Monday Ap ) to be remitted to Red 8	Bull Distribution Company. This debi	time debit from my Checking account t will occur on or after Monday April 2		ent

- 10. After reviewing the terms and conditions, click the Box to agree.
- 11. Click 'Make Payment'
- 12. Once confirmed, you can click 'Return to Home' or 'Log out'
- 13. **To enroll and create Login ID**, Click 'Enroll with Your Current Information' on the confirmation page.



#### Confirmation

Thank You! Your payment has been scheduled.

Print Confirmation Page	1	Payment Date	4/22/2020
		Payment Method	WELLS FARGO BANK NA (ARIZONA) *****654
lsgf		Total Payment	\$545.00
fou have been provided a o	onfirmation number. Please	e save this page for you	r records.
f you have any further que	confirmation number. Please stions about payments to R		
f you have any further que		led Bull Distribution Cor	
f you have any further que office at 303-388-0120 .	stions about payments to R	ed Bull Distribution Con	mpany, please contact our
f you have any further que office at 303-388-0120 . AR Account Number	stions about payments to R Confirmatior	ed Bull Distribution Con	mpany, please contact our Payment Amoun

14. Confirm Customer Name and Contact Information and click 'Continue to Login & Password'

	Create an Account	Choose a Security Image and give it a label and give it a label
	Login ID	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.
	Customer could not be enrolled. Login ID squintana already ex In the system for a different user	atias 💽 💽 🚮
	Password	
	Personnershi must have at least 5 characters and have at least 5 of the fold -1 or more supervise transitions -1 or more uppendise transitions -1 or more uppendise transitions	anna 🎆 😵 🔽 🔮
	<ul> <li>1 in more short-care constructs</li> <li>1 in more short-care characters "+-, #"+]=(g)5</li> <li>Pesswords convect include:</li> <li>-the last 3 parameters</li> <li>-ther last 3 parameters</li> </ul>	8 📑
	-pair Login (D)     -more than 3 meteoring characters; humbers or special characters; such a     AuxA, 2222 or 11     -more than 3 consecutive characters or numbers, such as abCD or 4557     -the area character is the tor ord     -the area characters' (thermore characters) termological termological     -the area (thermore) "(thermore characters)" (thermore) termological	
	Re-enter password, just to be sure	
ose Your Security Ques		
e these questions to help verif	y your identity if you forget your login credentials. Mai	ake sure you give answers that you can easily remember. Answer 1
- 1	nome on unit father's side?	
	name on your fathers side?	
en 1 it is your grandmother's malder en 2	name on your father's side?	Answer 2
t is your grandmother's maider an 2		Answer 2
it is your grandmother's maider		Activer 2 Activer 3

- 15. Set Login ID, Password, security image, label and security questions. These will be used to reset your password if needed. Click 'Continue to Terms of Service'
- 16. Click the Box after reviewing Terms of Service and click 'Continue To Payment Accounts'
- 17. Enter/Review Payment Account information (Multiple payment accounts may be saved)
- 18. Click 'Finish Enrollment'
- 19. Open the activation email and click 'Activate' button or hyperlink. NOTE: You will not have access or be able to make payments on the E-Bill Express site until you click 'Activate'

## Logging into E-Bill Express

- 1. After activating enrollment, you may log in to pay your bill.
- 2. On the Home page, click 'Login' tab on the top of the screen to pay bills.



LOGIN PAY NOW	
Login ID	
Password	
Estrost vour Leolin 102 Estrost vour Leolin 102 Password Hele2	
MESSAGE	
Payment subject to the terms and conditions set forth in any purchase order, invoice or other written ap	reement between you and Red Bull Distribution Company, Inc.

- 3. Enter Login Credentials and click 'Login'
- 4. Once logged in, users can create a new, quick payment by entering payment information on the main page and following payment directions.
- 5. Users can check payment history by clicking the 'Payment History' tab.
- 6. Users can also review/edit/delete recurring payments in the 'Recurring Payment' tab.

### Forgot Login ID

- 1. Click on 'Forgot Login ID' under the Login fields on the Login page.
- 2. Enter your account number and email address used during enrollment and click 'Send My Password'
- 3. An email will be sent with a temporary password.

### **Forgot Password**

- 1. Click 'Password Help?' on the Login page.
- 2. Enter your Login ID and email address used during enrollment and click 'Send My Password'
- 3. An email will be sent with a temporary password.
- 4. Enter your Login ID and the temporary password from your email into the Password field on the Login page and click 'Login'

Current Password		
Current Password           New Password           1 or more upercase characters           1 or more upercase characters **           1 or more upercase characters           1 or more upercase characters and makes or special characters, such as AAAA, 2222 or IIII           1 or more upercase characters at the start or end           2 the word "password" (common dictionary words should be avoided)           Re-enter password" (common dictionary words should be avoided)	da	ate Password
New Password         Passwords must have at least 8 characters and have at least 3 of the following:         - or more upmerse characters         - or more lowercase characters         - or more of lowercase characters         - prove login 0         - more than 3 regarding characters, numbers, such as aBcD or 4567         - more than 3 caractive character at the star or end         - the word password" (common dictionary words should be avoided)         Re-enter password, just to be sure	-	
New Password         Passwords must have at least 8 characters and have at least 3 of the following:         - or more upmerse characters         - or more lowercase characters         - or more of lowercase characters         - prove login 0         - more than 3 regarding characters, numbers, such as aBcD or 4567         - more than 3 caractive character at the star or end         - the word password" (common dictionary words should be avoided)         Re-enter password, just to be sure		
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- I or more numbers - I or more lowercase characters - I or more lowercase characters - I or more of these special characters *+/vP^_UPI@S Pesswords cannot include: - The last 3 passwords - your clogin D - your clogin D - your clogin D - more than 3 consecutive characters, numbers or special characters, such as AAAA, 2222 or 1111 - more than 3 consecutive characters or numbers, such as a 8CA or 4567 - the arror character at the start or end - the word "password" (common dictionary words should be avoided) Re-enter password, just to be sure	N	ew Password
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- 1 or more uppercase characters - 1 or more uppercase characters - 1 or more uppercase characters - 1 or more of these special characters *-v=?^_[]-1@§ Passwords cannot include: - 1 be last 3 passwords - your name - your Login D - more than 3 respecting characters, numbers or special characters, such as AAAA, 2222 or 1111 - more than 3 respective characters or numbers, such as BCD or 4567 - me zero character at the start or end - the word "password" (common dictionary words should be avoided) Re-enter password, just to be sure	Pa	asswords must have at least 8 characters and have at least 3 of the following:
- I or more Universate characters - J or more of these special characters *+_vP^UP-(@S Pesswords cannot include: - vour lange - your chains - your chains - your bains for the second of the s	- 1	1 or more numbers
-1 or more of these special characters "+,4"?_[]=1@§ Passwords cannot include: - be last 3 passwords - your name - your Login ID - more than 3 creating characters, numbers or special characters, such as AAAA, 2222 or 1111 - more than 3 creative characters or numbers, such as BEO or 4567 - me zero character at the start or end - the word" password" (common dictionary words should be avoided) Re-enter password, just to be sure	- 1	1 or more uppercase characters
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-your name -your Login D - more than 3 respecting characters, numbers or special characters, such as AAAA, 2222 or !!!! - more than 3 consecutive characters or numbers, such as aBcD or 4567 - me zero character at the start or end - the word "password" (common dictionary words should be avoided) Re-enter password, just to be sure	Pa	asswords cannot include:
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Re-enter password, just to be sure		
	-1	the word "password" (common dictionary words should be avoided)
	R	e-enter password, just to be sure
		Change Password

- 5. On the next page, enter the temporary password in the 'Current Password' field and create a new password in the 'New Password' fields.
- 6. Answer your security questions and click 'Change Password'



## Locked Out

- 1. The password is case sensitive. If you incorrectly enter your password three times, the system will disable your account.
- 2. Click 'Contact Us' on the bottom of the Login page for contact information.
- 3. Ask your biller to unlock you. You will not have to change your password unless you cannot remember it.