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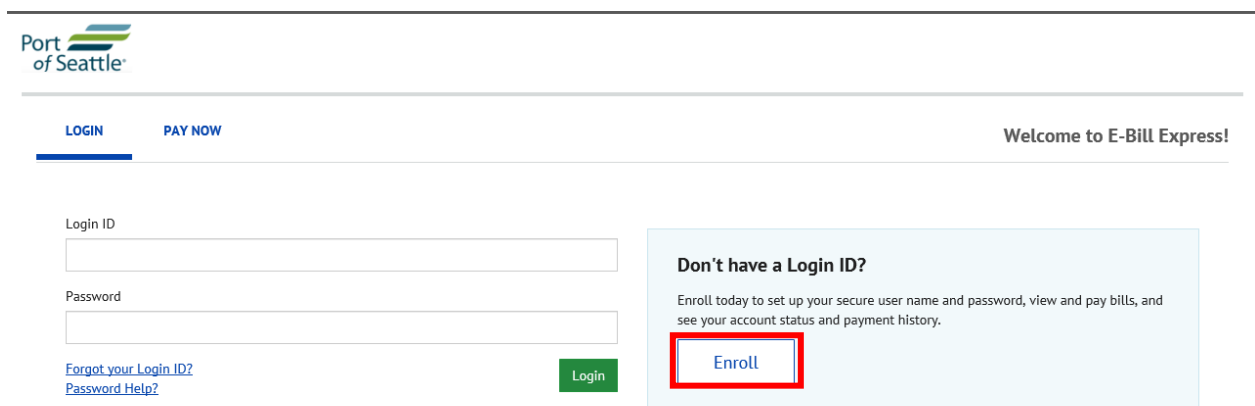
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Welcome!

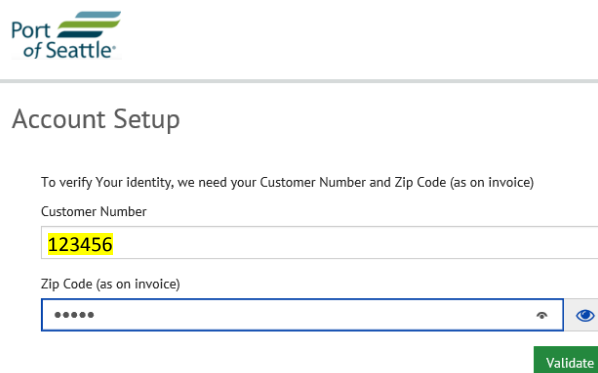
The Port of Seattle welcomes you to E-Bill Express where you can logon to view and pay bills online. You can read the terms of service at here – <http://www.portseattle.org/Pages/privacy.aspx>
As a reminder, you will no longer receive paper invoice/statement from the Port of Seattle once you enroll as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



Account Setup

PROFILE

LOGIN & PASSWORD

TERMS OF SERVICE

PAYMENT ACCOUNTS

Name

JOHN SMITH

First Name

(optional)

Middle Name

(optional)

Last Name

(optional)

Primary Telephone Number

Mobile ▾

[Add Another Telephone Number](#)

Primary Email Address

[Add Another Email Address](#)

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

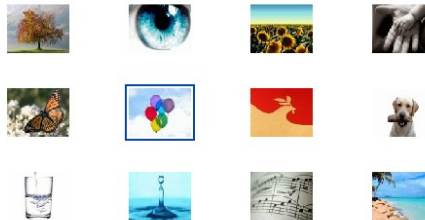
Login ID

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

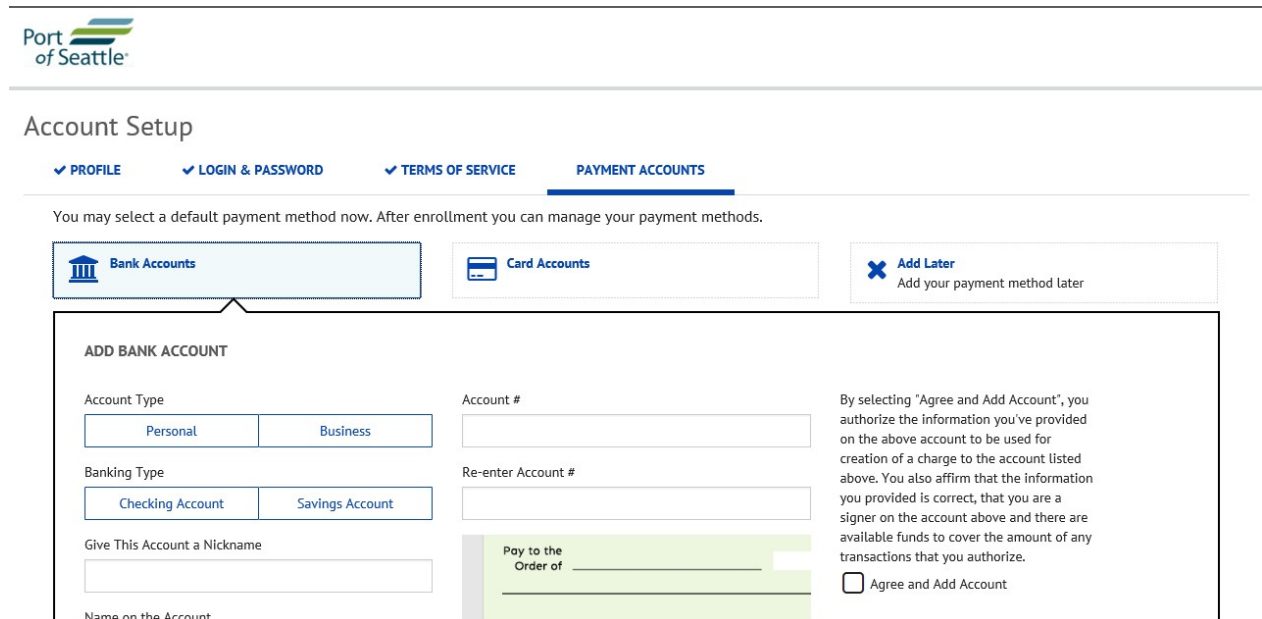
We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

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**

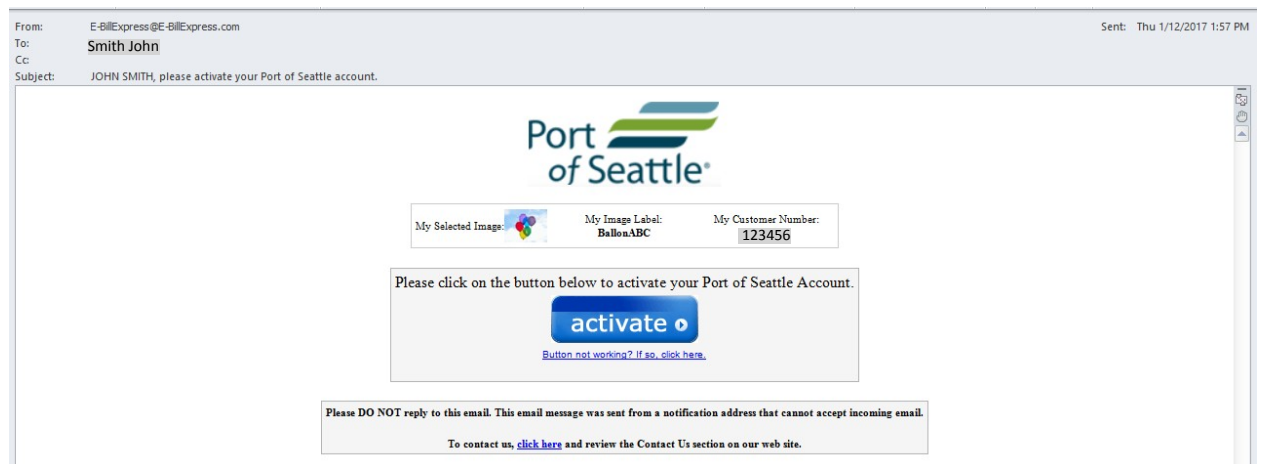
 **Add Later**
Add your payment method later

ADD BANK ACCOUNT

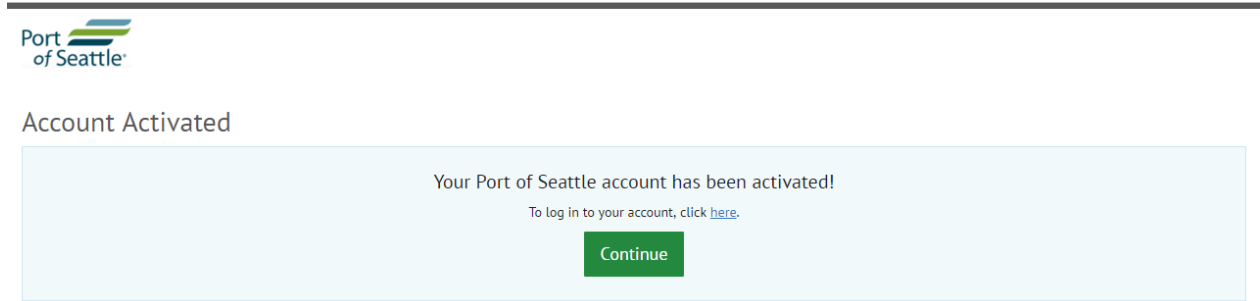
<p>Account Type</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px 10px; width: 45%;">Personal</div> <div style="border: 1px solid #ccc; padding: 2px 10px; width: 45%;">Business</div> </div>	<p>Account #</p> <input style="width: 90%;" type="text"/>	<p>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.</p> <p><input type="checkbox"/> Agree and Add Account</p>
<p>Banking Type</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px 10px; width: 45%;">Checking Account</div> <div style="border: 1px solid #ccc; padding: 2px 10px; width: 45%;">Savings Account</div> </div>	<p>Re-enter Account #</p> <input style="width: 90%;" type="text"/>	
<p>Give This Account a Nickname</p> <input style="width: 90%;" type="text"/>	<p>Pay to the Order of</p> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e6f2e6;"> <input style="width: 90%;" type="text"/> </div>	

Name on the Account

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



11. You will see an "Account Activated" notification



Port of Seattle

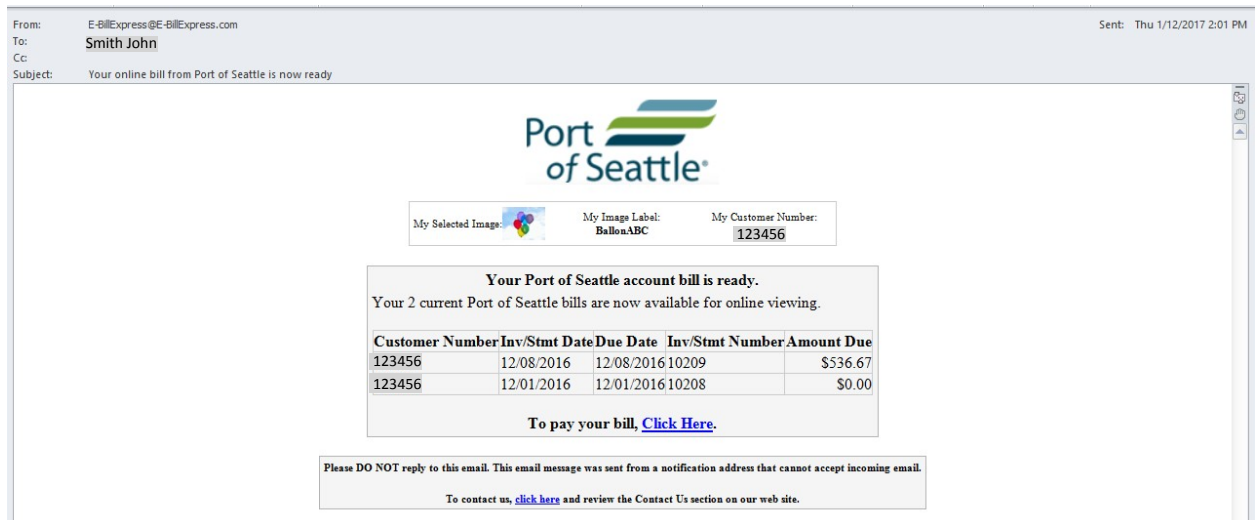
Account Activated

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.

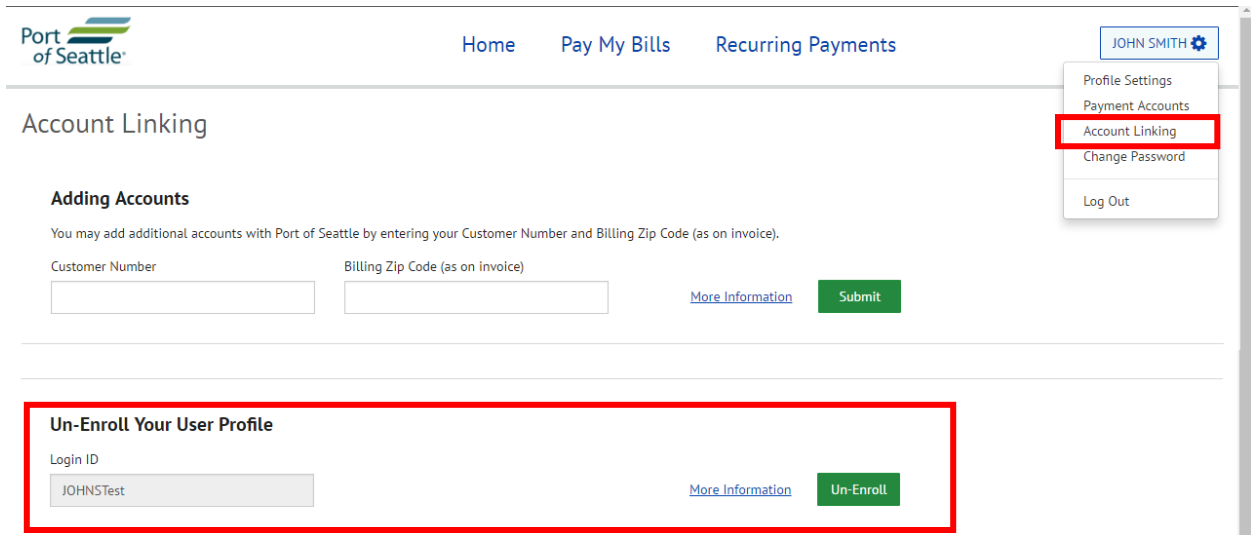
Customer Number	Inv/Stmt Date	Due Date	Inv/Stmt Number	Amount Due
123456	12/08/2016	12/08/2016	10209	\$536.67
123456	12/01/2016	12/01/2016	10208	\$0.00

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 Port of Seattle website interface. At the top left is the Port of Seattle logo. To the right are navigation links: Home, Pay My Bills, and Recurring Payments. In the top right corner, the user's name "JOHN SMITH" is displayed with a gear icon for settings. A dropdown menu is open, showing options: Profile Settings, Payment Accounts, Account Linking (highlighted with a red box), Change Password, and Log Out. The main content area is titled "Account Linking". Under the heading "Adding Accounts", there is a sub-heading "Adding Accounts" and a note: "You may add additional accounts with Port of Seattle by entering your Customer Number and Billing Zip Code (as on invoice)." Below this are two input fields: "Customer Number" and "Billing Zip Code (as on invoice)", followed by a "More Information" link and a green "Submit" button. At the bottom of the page, there is a section titled "Un-Enroll Your User Profile" (highlighted with a red box). It contains a "Login ID" label and an input field with the text "JOHNSTest", a "More Information" link, and a green "Un-Enroll" button.

Enrolled User's Settings

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

Port of Seattle Home Pay My Bills Recurring Payments JOHN SMITH

Profile Settings

PROFILE SECURITY NOTIFICATIONS

Name: JOHN SMITH Primary Telephone Number: 7-4354 Mobile

First Name: (optional) Add Another Telephone Number

Middle Name: (optional) Primary Email Address: le.org

Last Name: (optional) Add Another Email Address

What's Your Billing Address?

Country

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

Profile Settings

PROFILE SECURITY NOTIFICATIONS

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

BallonABC

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

Profile Settings

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

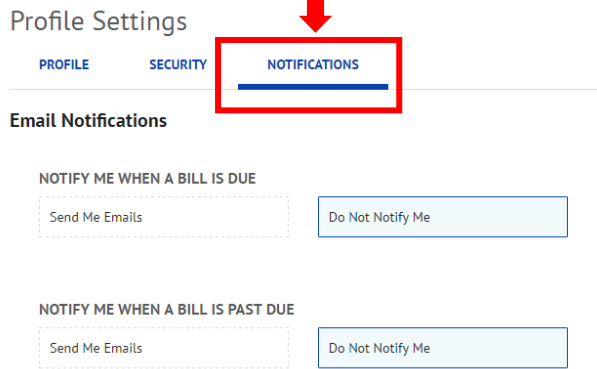
Email Notifications

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

<p>Account Type</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Personal</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Business</div> </div>	<p>Account #</p> <input style="width: 90%;" type="text"/>	<p>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.</p> <p><input type="checkbox"/> Agree and Add Account</p>
<p>Banking Type</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Checking Account</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Savings Account</div> </div>	<p>Re-enter Account #</p> <input style="width: 90%;" type="text"/>	
<p>Name on the Account</p> <input style="width: 90%;" type="text"/>		
<p>Routing Number</p> <input style="width: 90%;" type="text"/>	<p><i>Make sure to use your bank account number, not your ATM or Debit card number.</i></p>	

Bank Accounts
Link to Bank Accounts

Card Accounts
Link to Card Accounts

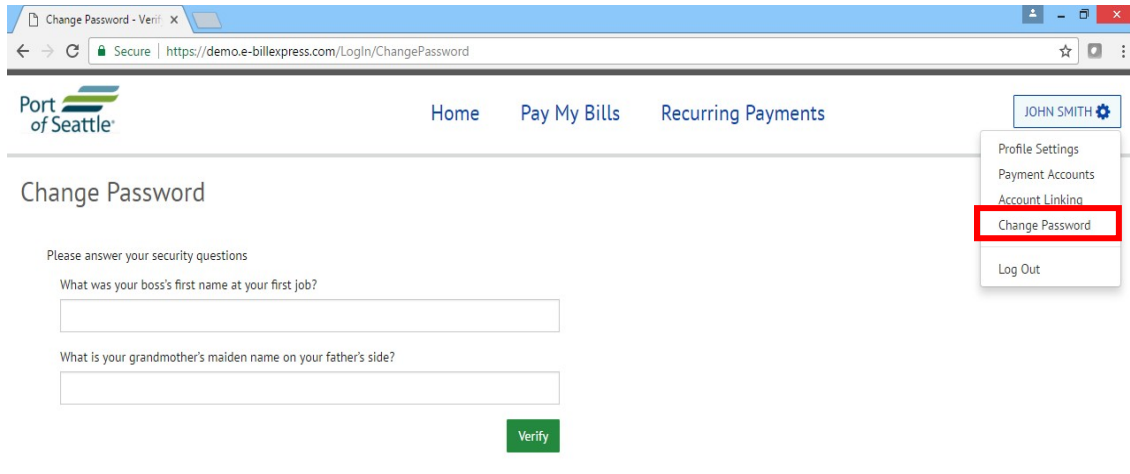
ADD CARD ACCOUNT

<p>Card Info</p> <p>Full Name on Card</p> <input style="width: 95%;" type="text"/>		<p>Card Billing Address</p> <p>Country</p> <div style="display: flex; align-items: center;"> <input style="width: 80%;" type="text" value="United States"/> <div style="border: 1px solid #ccc; padding: 0 5px;">▼</div> </div>	
<p>Card Number</p> <input style="width: 95%;" type="text"/>	<p>Street Address</p> <input style="width: 95%;" type="text"/>	<p>City</p> <input style="width: 95%;" type="text"/>	<p>State</p> <div style="border: 1px solid #ccc; padding: 2px;"> Select State ▼ </div>
<p>Expiration Date</p> <input style="width: 40%;" type="text" value="MM/YY"/>	<p>Security Code ?</p> <input style="width: 40%;" type="text" value="(3 or 4 digits)"/>	<p>Street Address Line 2</p> <input style="width: 95%;" type="text" value="(optional)"/>	<p>ZIP Code</p> <input style="width: 95%;" 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

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

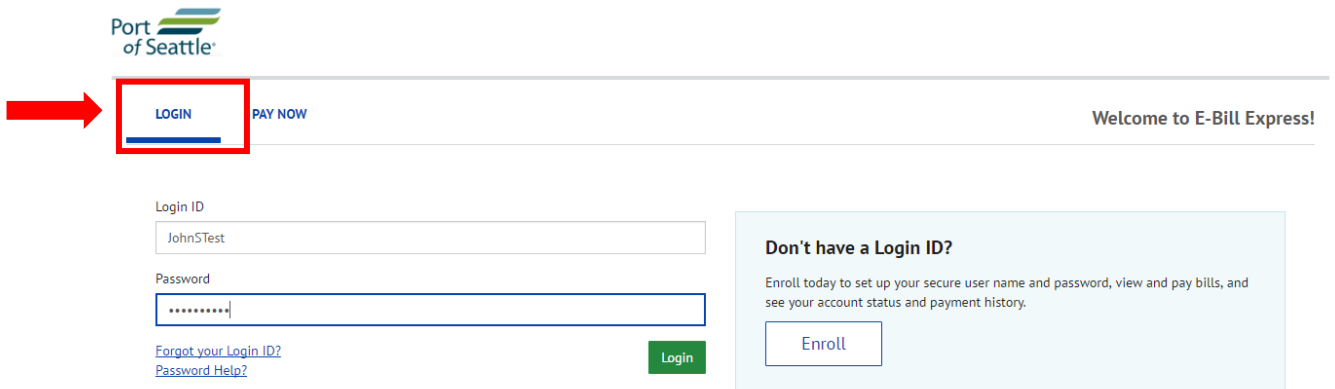
New Password

Re-enter password, just to be sure

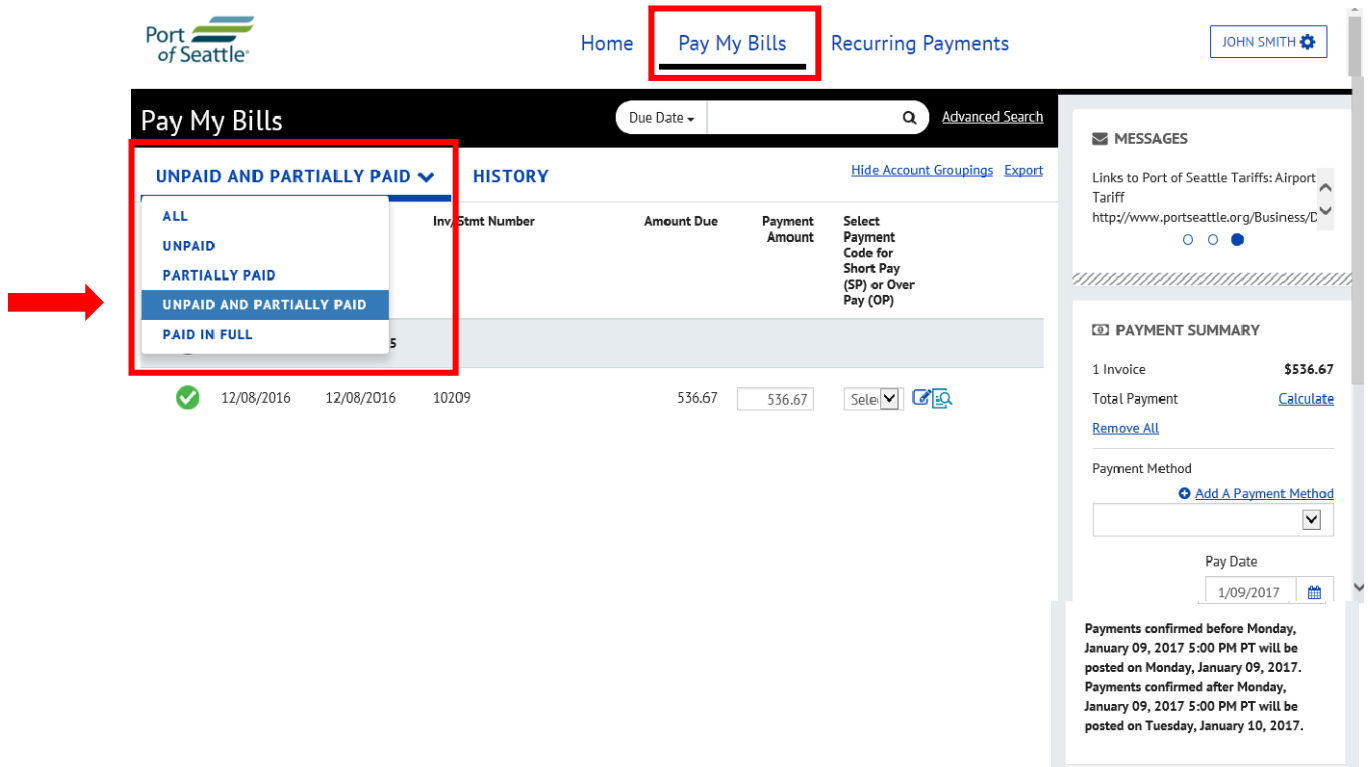
[Change Password](#)

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 #ccc; padding: 5px; margin-bottom: 5px;">ALL</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">UNPAID</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">PARTIALLY PAID</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #0070c0; color: white;">UNPAID AND PARTIALLY PAID</div> <div style="border: 1px solid #ccc; padding: 5px;">PAID IN FULL</div>	12/08/2016	12/08/2016	10209	536.67	536.67	Sele ▾ <input type="button" value="🔍"/>

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

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	<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
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

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)
12/08/2016	12/08/2016	10209	536.67	524.47	Select Option OP01-Pre Payment OP02-Revise Self-Report OP03-Other SP01-Dispute SP02-Payment Plan SP03-Credit SP04-Other

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

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)
12/08/2016	12/08/2016	10209	536.67	524.47	

COMMENTS

Cancel OK

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

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

The screenshot displays two overlapping forms for adding payment methods. The top form is titled "ADD BANK ACCOUNT" and includes the following fields and options:

- Bank Accounts** (selected): Link to Bank Accounts
- Card Accounts**: Link to Card Accounts
- Account Type**: Personal (selected), Business
- Banking Type**: Checking Account (selected), Savings Account
- Account #**: [Text Input]
- Re-enter Account #**: [Text Input]
- Name on the Account**: [Text Input]
- Routing Number**: [Text Input]
- Pay to the Order of**: [Text Input]
- Routing Number**: 123456789
- Account Number**: 1000123456789
- Agree and Add Account**: (unchecked)

A note below the routing number states: "Make sure to use your bank account number, not your ATM or Debit card number."

The bottom form is titled "ADD CARD ACCOUNT" and includes the following fields and options:

- Bank Accounts**: Link to Bank Accounts
- Card Accounts** (selected): Link to Card Accounts
- Card Info**:
 - Full Name on Card**: [Text Input]
 - Card Number**: [Text Input] (with MasterCard, VISA, and American Express logos)
 - Expiration Date**: MM/YY [Text Input]
 - Security Code**: (3 or 4 digits) [Text Input]
- Card Billing Address**:
 - Country**: United States (dropdown)
 - City**: [Text Input]
 - Street Address**: [Text Input]
 - State**: Select State (dropdown)
 - Street Address Line 2**: (optional) [Text Input]
 - ZIP Code**: [Text Input]
- Agree and Add Account**: [Text Input]

A note at the bottom of the form states: "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

7. Receive 1st 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

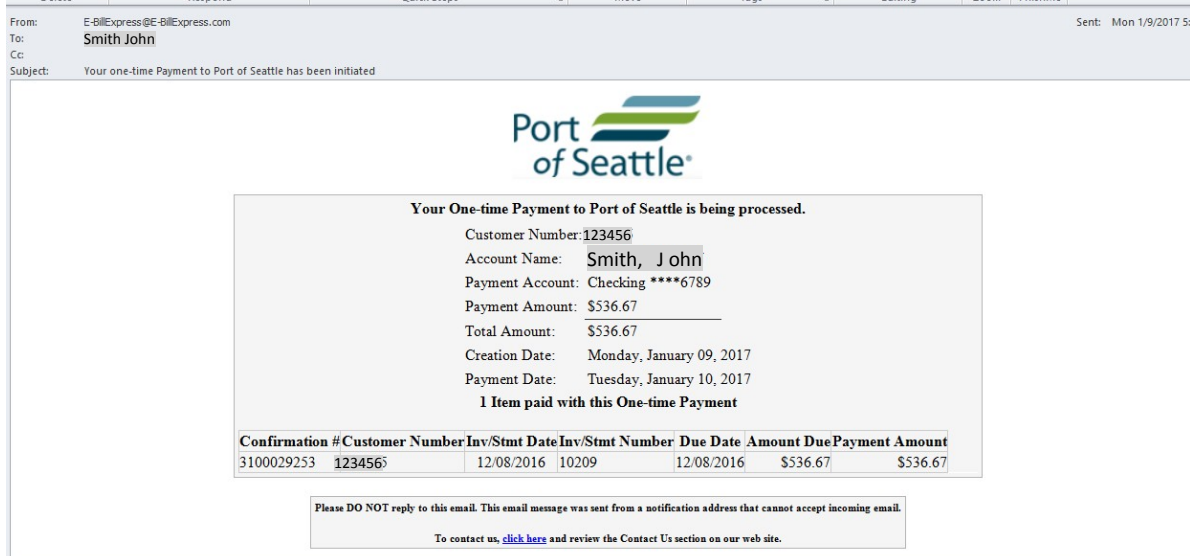
[Cancel](#)

[Export](#)

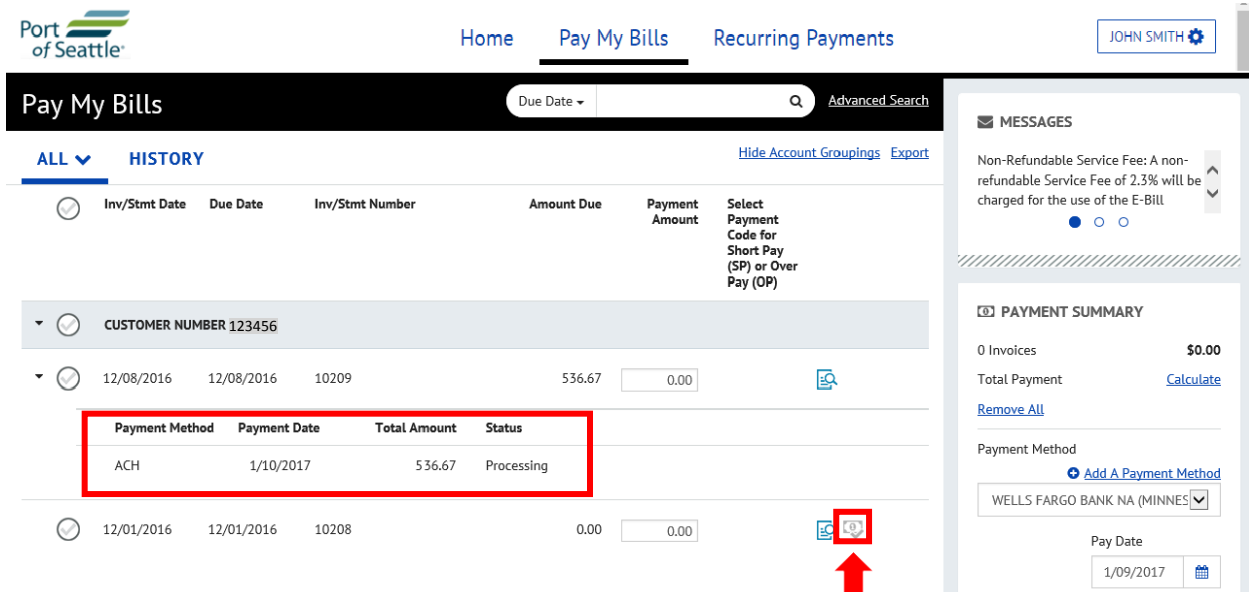
Select Payment Code for Short Pay (SP) or Over Pay (OP)

Select Op

8. Receive 2nd email confirmation for your payment being posted



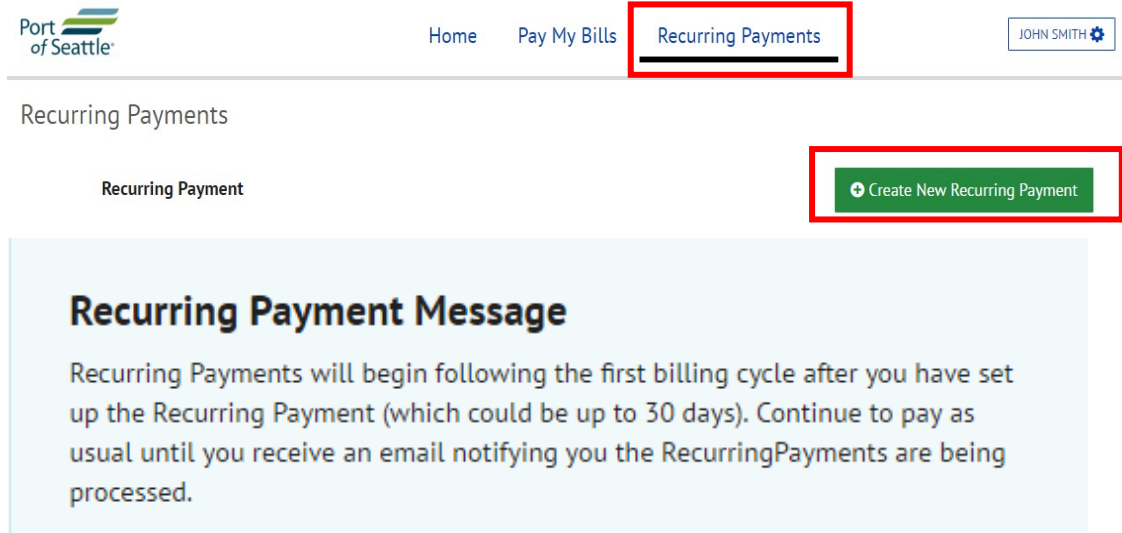
9. View your account history for your payment made



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.)

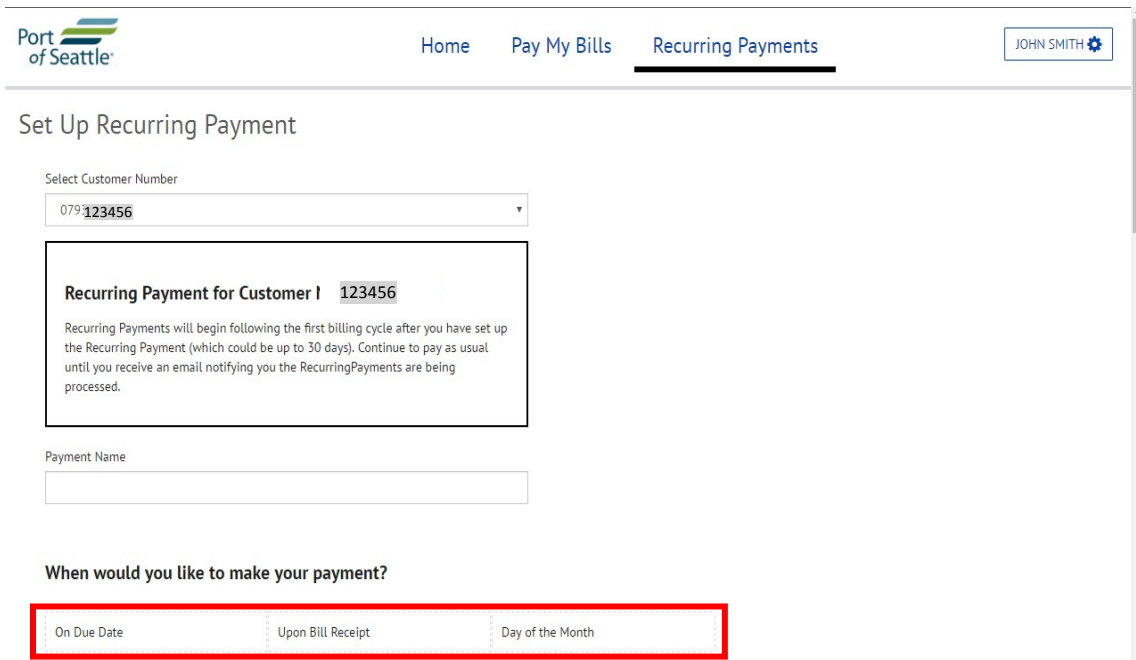
Enrolled User's Recurring Payments

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 interface. At the top left is the Port of Seattle logo. To its right are navigation links: Home, Pay My Bills, and Recurring Payments (highlighted with a red box). Further right is a user profile box for JOHN SMITH with a settings gear icon. Below the navigation bar, the page title is "Recurring Payments". Underneath, there is a "Recurring Payment" section with a green button labeled "Create New Recurring Payment" (highlighted with a red box). Below this is a light blue box titled "Recurring Payment Message" containing 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 xth 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.

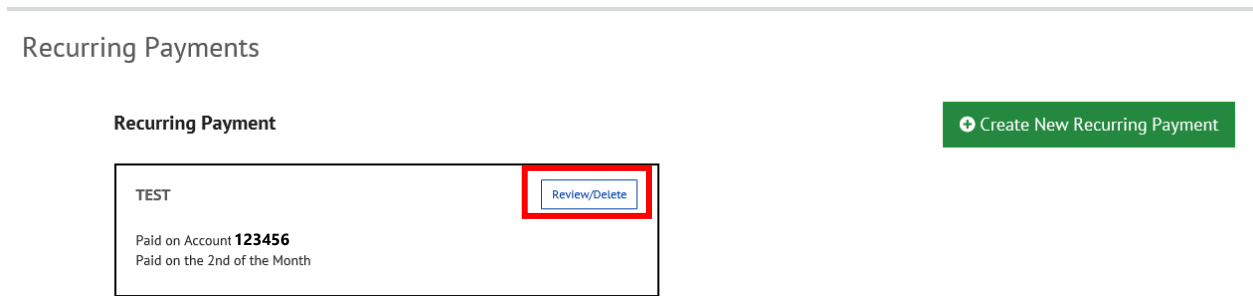
By checking this box you agree to the terms and conditions stated above.

[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.

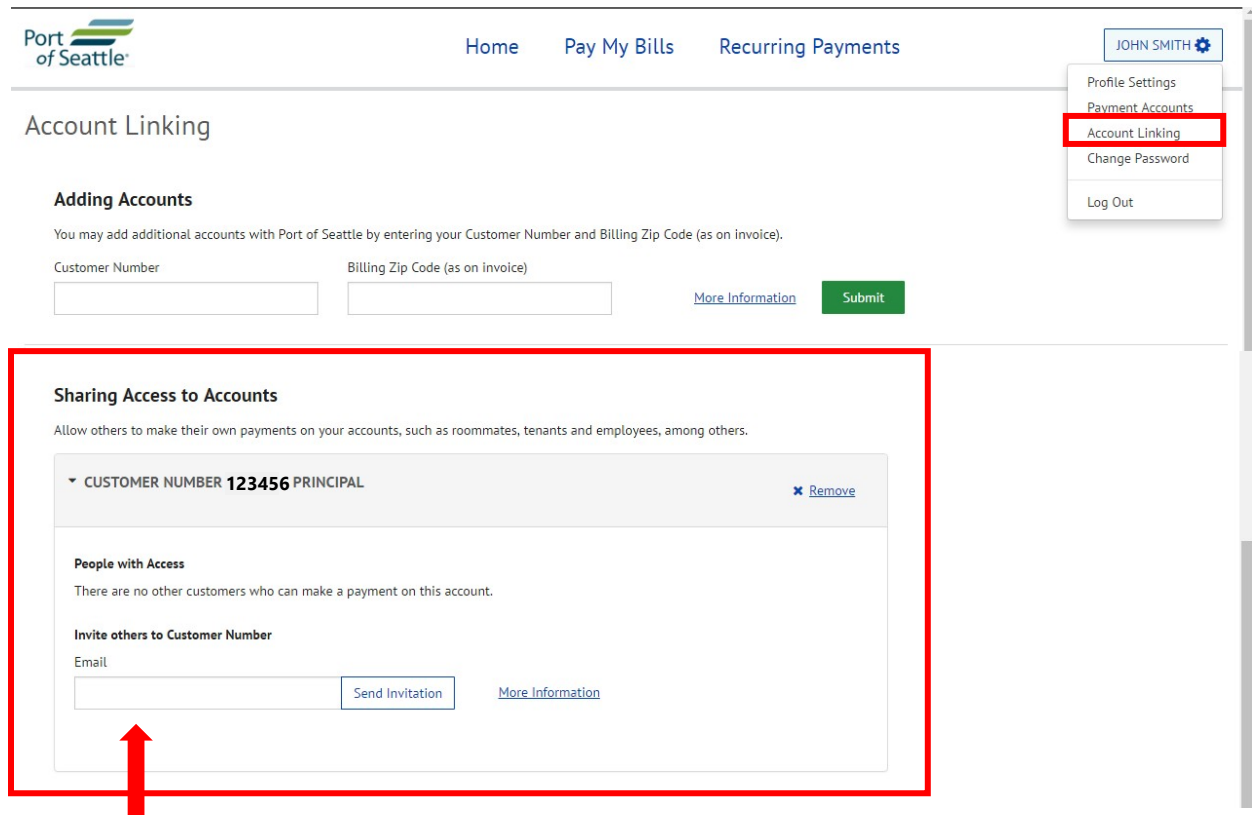


Enrolled User – Multiple Users Sharing Same Account

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. Navigation links include Home, Pay My Bills, and Recurring Payments. A user profile dropdown for JOHN SMITH is visible, with 'Account Linking' highlighted in red. The main content area is titled 'Account Linking' and contains two sections: 'Adding Accounts' and 'Sharing Access to Accounts'. The 'Adding Accounts' section has input fields for Customer Number and Billing Zip Code, with a 'Submit' button. The 'Sharing Access to Accounts' section is highlighted with a red box and contains a dropdown for 'CUSTOMER NUMBER 123456 PRINCIPAL' with a 'Remove' link. Below this, there is 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, a 'Send Invitation' button, and a 'More Information' link. A red arrow points to the 'Email' input field.

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

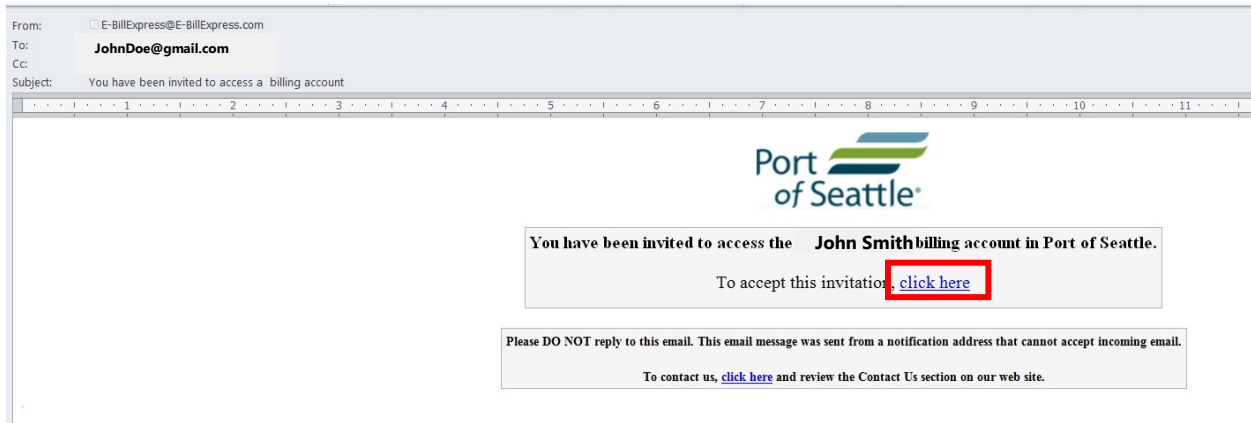
Name	Email	Status	Actions
	JohnDoe@gmail.com	Invitation Pending	Resend Invitation Cancel

Invite others to Customer Number

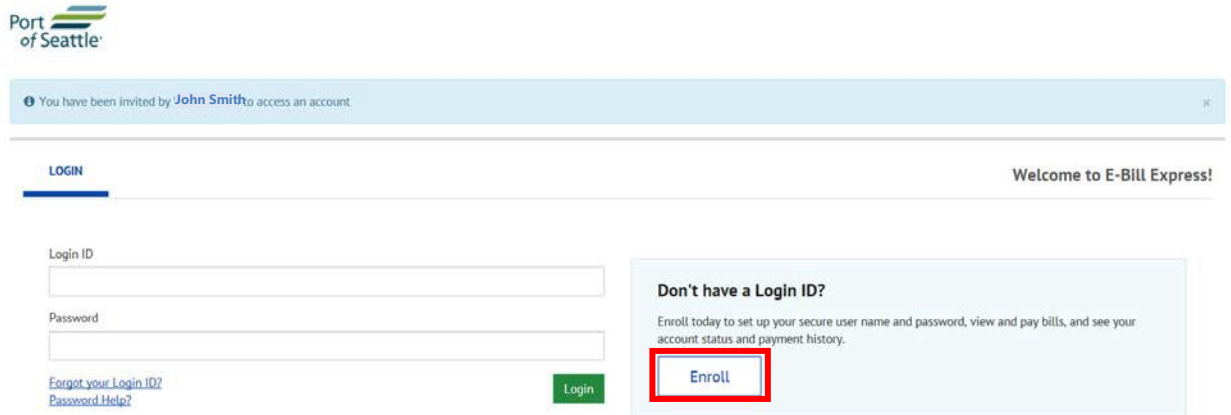
Email:

 [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!

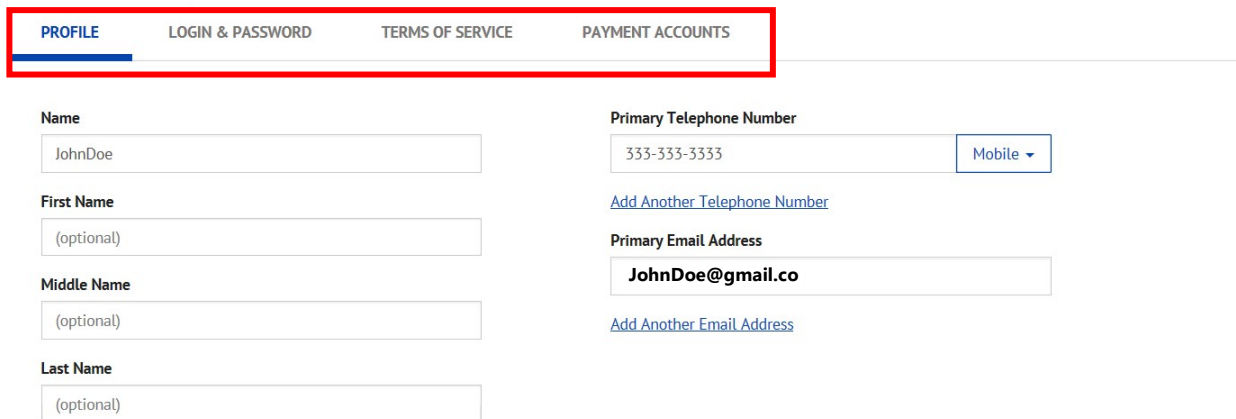
Login ID

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](#)

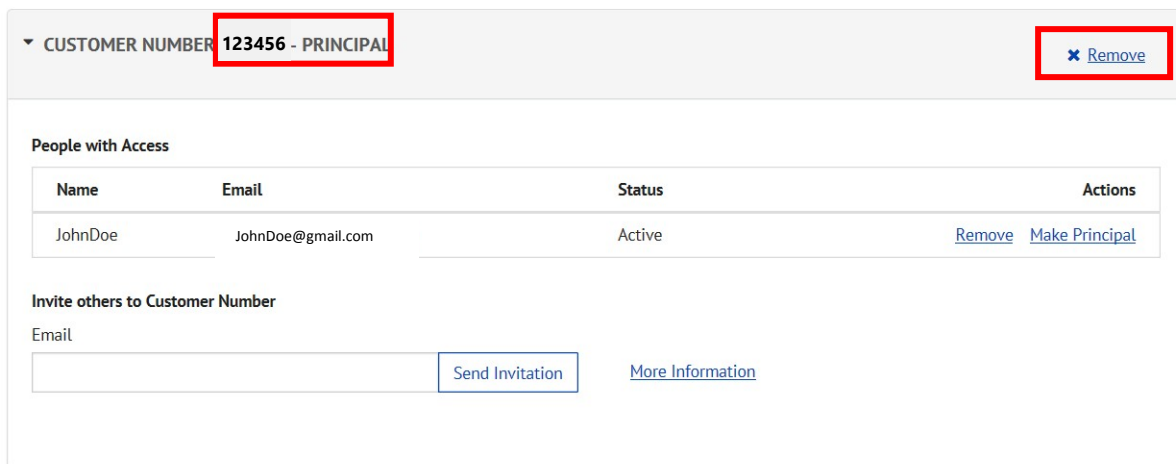
Once enrolled, the 2nd user can share access to the 1st user account.

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

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

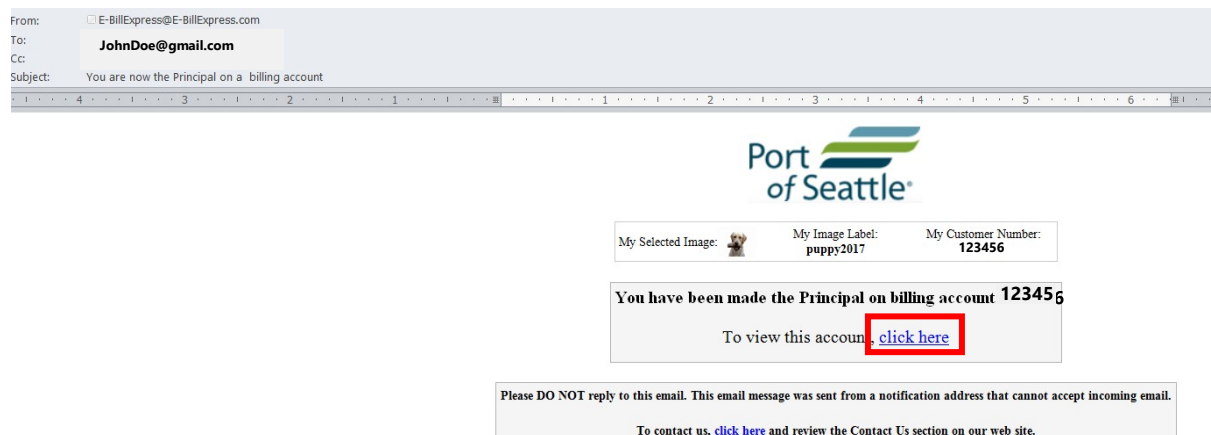
Sharing Access to Accounts

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



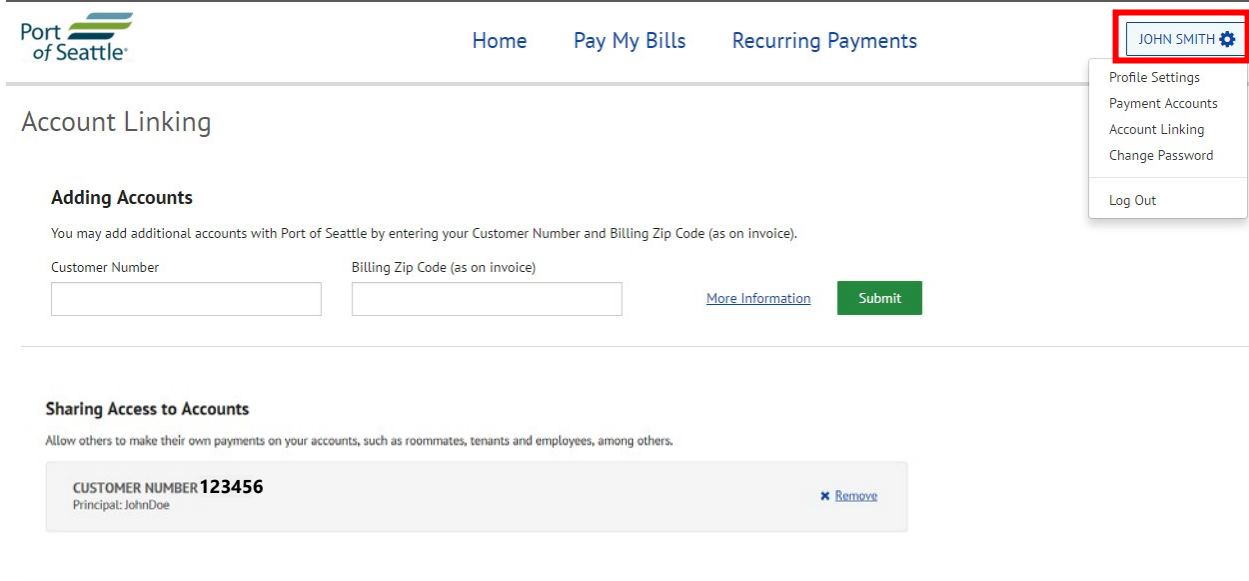
The screenshot shows a user interface for account sharing. At the top, there is a dropdown menu for 'CUSTOMER NUMBER' with the value '123456 - PRINCIPAL' highlighted in a red box. To the right of this dropdown is a 'Remove' button with a red 'x' icon, also highlighted in a red box. Below this is a section titled 'People with Access' containing a table with columns for Name, Email, Status, and Actions. The table lists one user: JohnDoe, with email JohnDoe@gmail.com and status Active. The Actions column for JohnDoe contains links for 'Remove' and 'Make Principal'. Below the table is a section titled 'Invite others to Customer Number' with an 'Email' input field, a 'Send Invitation' button, and a 'More Information' link.

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



The screenshot shows an email notification from E-BillExpress@E-BillExpress.com to JohnDoe@gmail.com. The subject is 'You are now the Principal on a billing account'. The email body features the Port of Seattle logo, a metadata bar showing 'My Selected Image: puppy2017' and 'My Customer Number: 123456', and a main message box that reads: 'You have been made the Principal on billing account 123456'. Below this message is a link labeled 'click here' with a red box around it. At the bottom, there is a disclaimer: '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 1st 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).

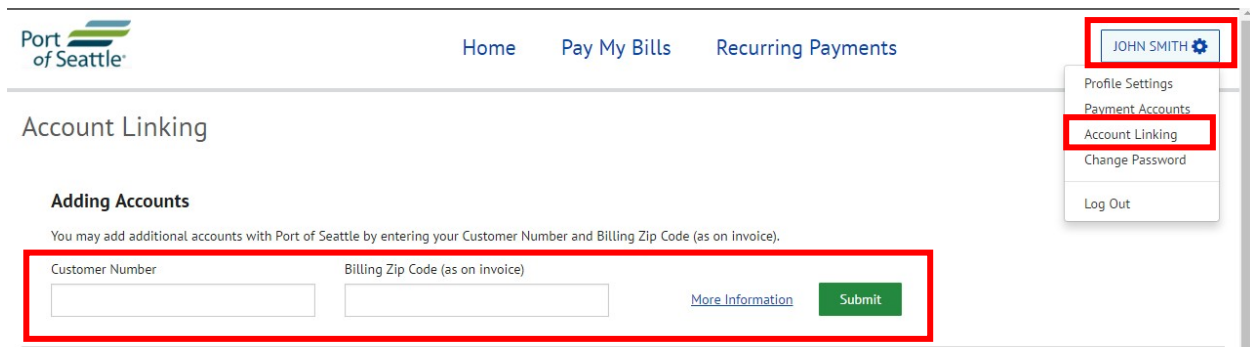
Customer Number Billing Zip Code (as on invoice) [More Information](#)

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 2nd account “customer number” and “billing zip code”, then click ‘**Submit**’.

- (A) If the 2nd account has not been enrolled in E-Bill Express, you will see the green message bar (see below) stating the 2nd account is now linked with your 1st 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 2nd account has already been enrolled by another user (e.g. co-worker for a commercial account), the enrolled 2nd account user will receive the following email, click the link, and logon to E-Bill Express.

The 2nd account user can decide whether to grant the 1st 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	Grant Access Deny

Once "grant access", the 1st account user can see both 1st and 2nd account on one logon.

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]

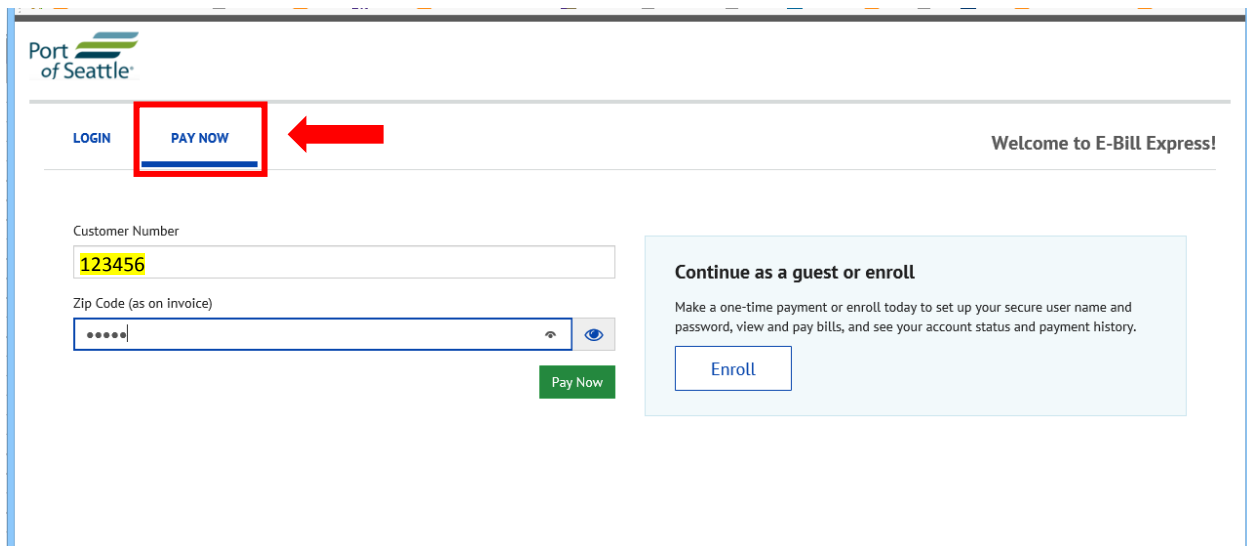
MESSAGES
A 2.3% non-refundable service fee is added for card payments as required by Washington State law (RCW 36.29.190).

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



Port of Seattle

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

Customer Number
123456

Zip Code (as on invoice)
.....

Pay Now

Continue as a guest or enroll
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.

Enroll

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

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](#)

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	

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	

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
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

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 screenshots illustrate the process of making a payment on an invoice. The top screenshot shows the 'Pay My Bills' interface with a table of invoices. A red arrow labeled 'a)' points to a green checkmark in the 'Inv/Stmt Date' column. Another red arrow labeled 'b)' points to a dropdown menu for selecting a payment code. The dropdown menu options are:

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

The bottom screenshot shows the same interface with a 'COMMENTS' dialog box open, where a user can enter a reason for over/short payment. The dialog box has a 'Cancel' button and an 'OK' button.

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

Add A Payment Method

ADD BANK ACCOUNT

Link to Bank Accounts
 Link to Card Accounts

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

ADD CARD ACCOUNT

Link to Bank Accounts
 Link to Card Accounts

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

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 1st 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.

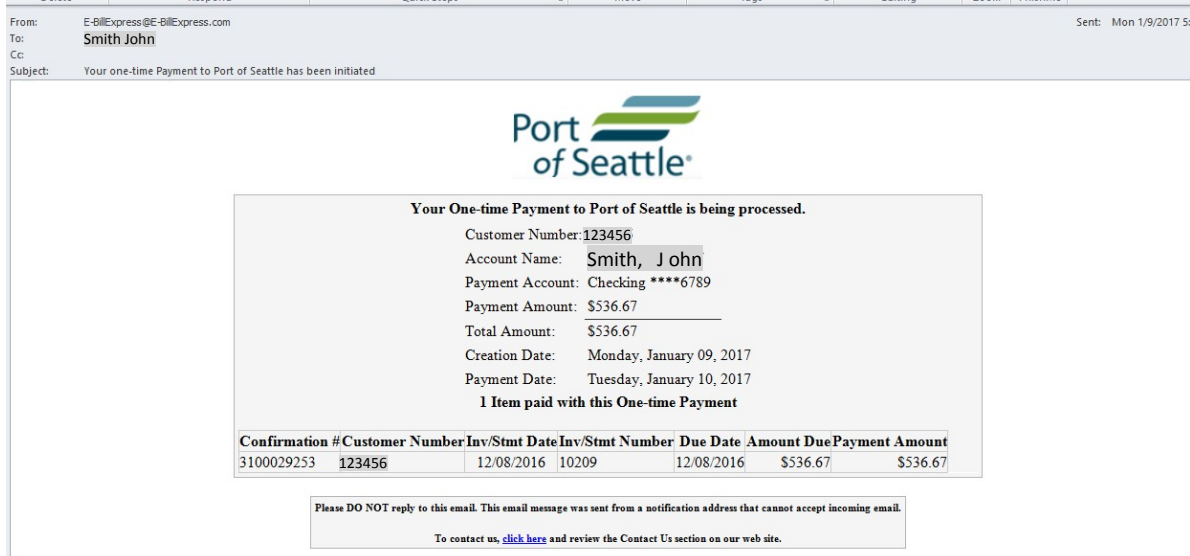
Make Payment

Cancel

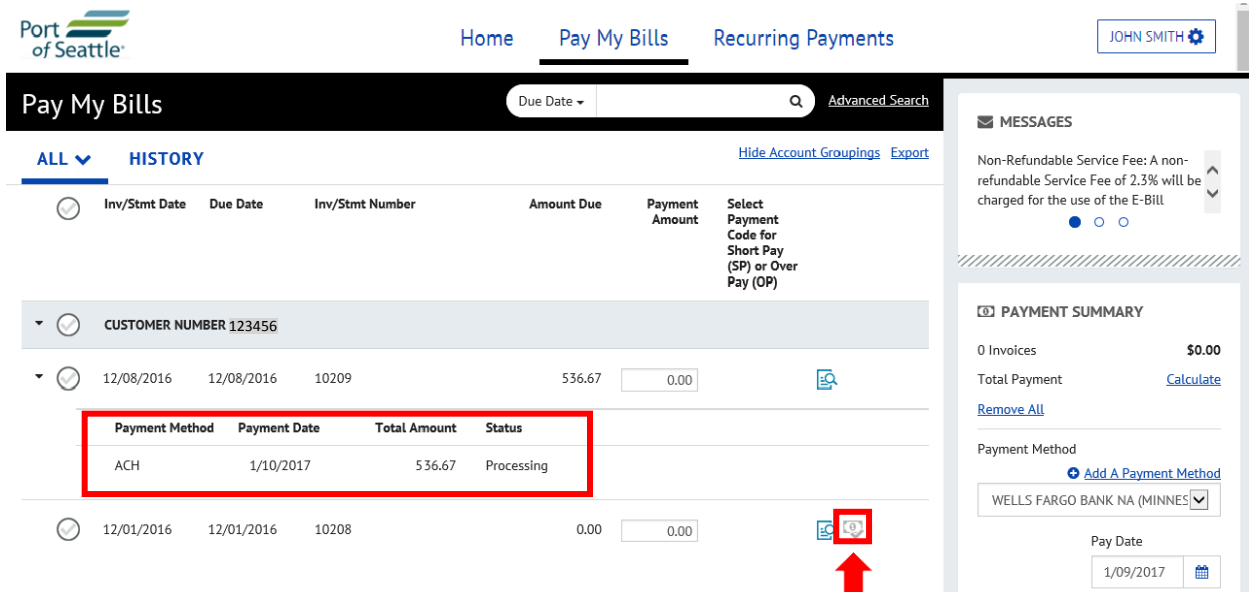
Select Payment Code for Short Pay (SP) or Over Pay (OP)

Select Op

7. Receive 2nd 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.)

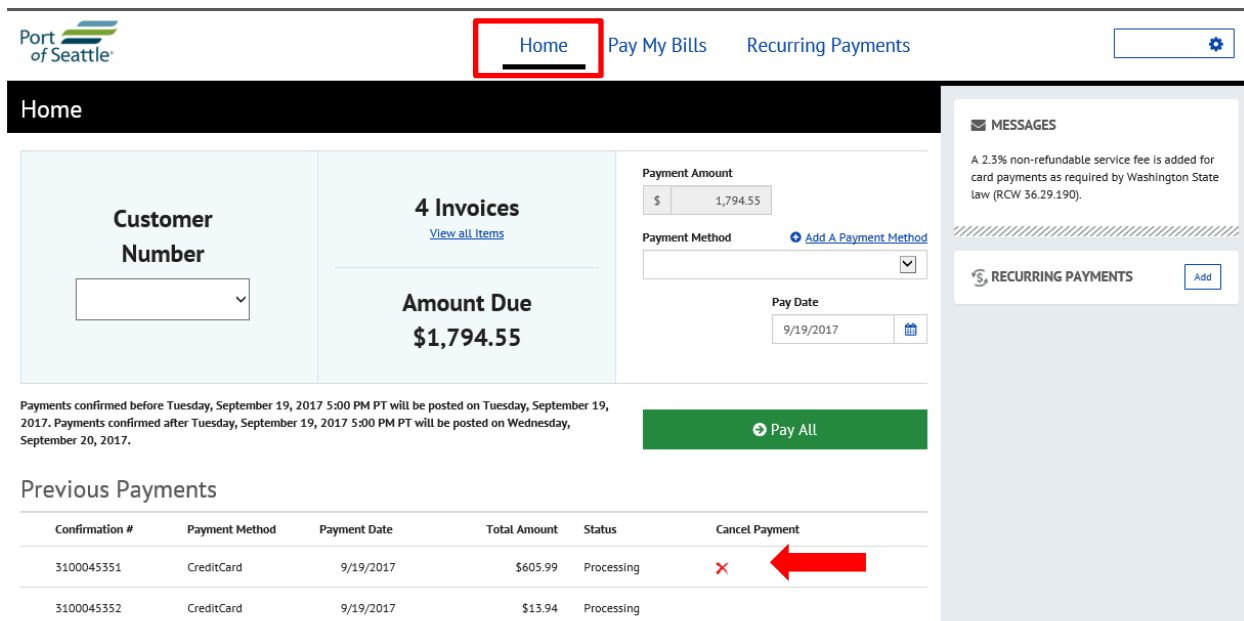
Cancel a pending/processing payment

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

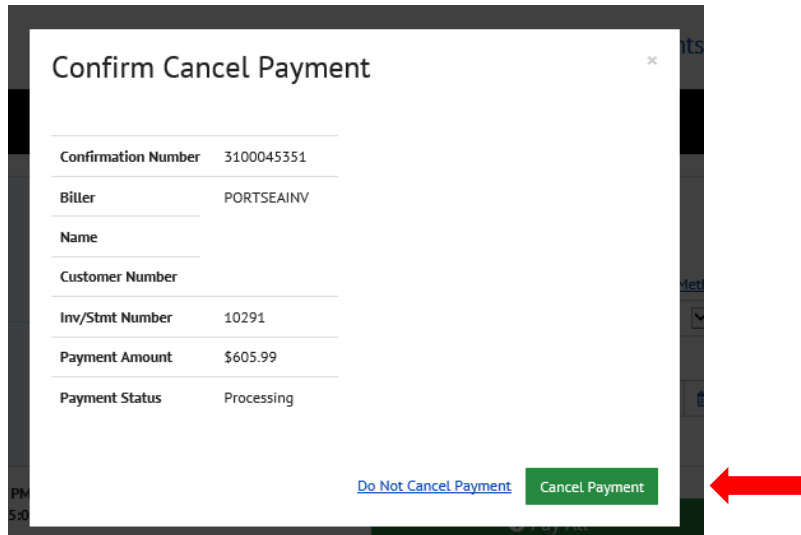


The screenshot shows the Port of Seattle E-Bill Express interface. The 'Home' tab is selected and highlighted with a red box. The main content area displays a customer's account summary, including a customer number dropdown, 4 invoices, and an amount due of \$1,794.55. A 'Pay All' button is visible. Below this, a table titled 'Previous Payments' lists two payments. The first payment, with confirmation number 3100045351, is in 'Processing' status and has a red cross icon under the 'Cancel Payment' column, which is highlighted by a red arrow. The second payment, with confirmation number 3100045352, is also in 'Processing' status. On the right side, there are sections for 'MESSAGES' and 'RECURRING 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.


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.

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.