**E-Bill Express “EBE”-Online payment**

Online payments can be accepted through the E-Bill Express “EBE” when the citation is past the appeal deadline. You will need the customers ID; this can be found on the Invoice or the citation under Customer #: and the zip code the citation went to.

1. Go to the link, change tab to “Pay Now” enter customer number and zip code, then the green Pay Now button will take you to the invoices.

<https://ww2.e-billexpress.com/ebpp/PORTSEAINV/>



1. Once there, click the top check box or invoice they are wishing to pay and then “Add A Payment Method”, enter check or card information.
2. Continue to payment.
3. Card will be charged a small fee, please print the operator a copy of their receipt.



Things to Note:

* There is a 2.3% service fee for any card used. The amounted added on from the 2.3% goes directly to the VISA, MC. (RCW 36.29.190)
* Using a check is a way to avoid the service fee.
* Please email Kathy with what customer paid.