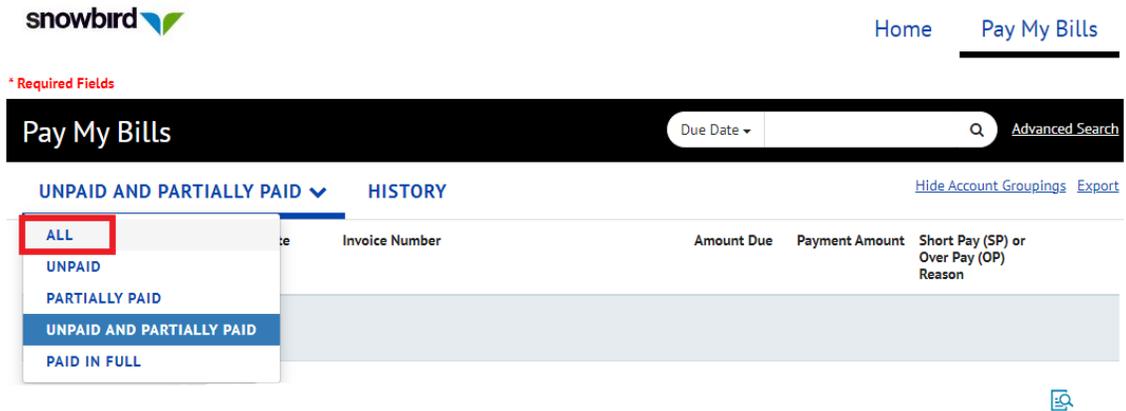


How to Make payments for estimated fees on E-Bill Express

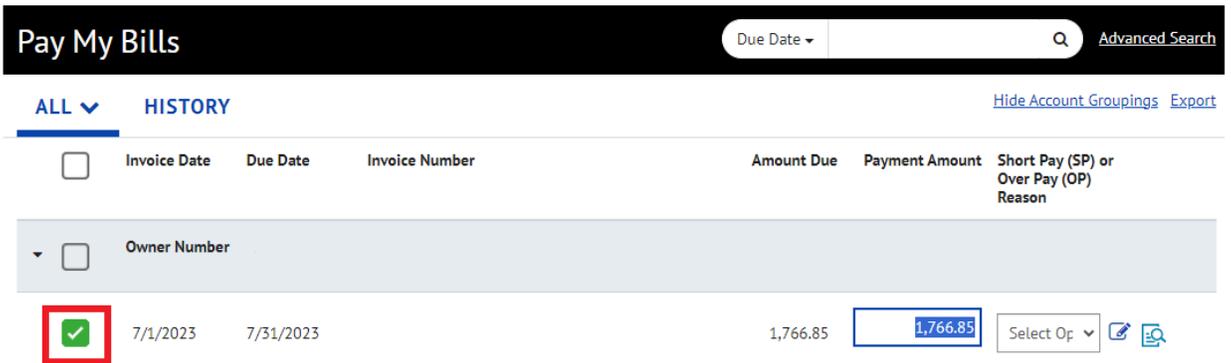
The E-Bill Express website allows payments to be made towards an invoice (statement). To manage this workaround, follow these instructions:

1. Select the filter that is normally pre-selected to “Unpaid and Partially Paid” and change it to “All.”



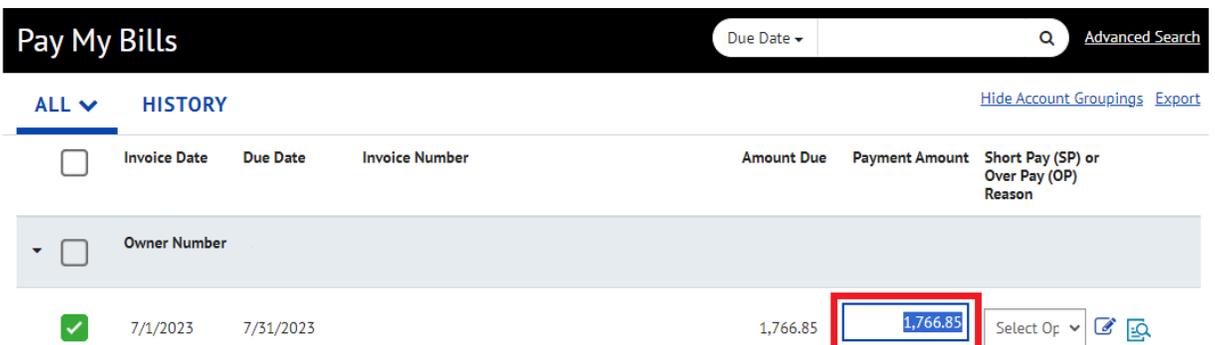
The screenshot shows the Snowbird logo at the top left and navigation links for 'Home' and 'Pay My Bills' at the top right. Below the logo is a red asterisk and the text '* Required Fields'. The main header is 'Pay My Bills' with a 'Due Date' dropdown and a search icon. A dropdown menu is open under 'UNPAID AND PARTIALLY PAID', showing options: 'ALL' (highlighted with a red box), 'UNPAID', 'PARTIALLY PAID', 'UNPAID AND PARTIALLY PAID', and 'PAID IN FULL'. The table below has columns: Invoice Number, Amount Due, Payment Amount, and Short Pay (SP) or Over Pay (OP) Reason.

2. Select the most recent/first statement line item, so that you have a statement to modify the payment amount.



The screenshot shows the 'Pay My Bills' interface with the filter set to 'ALL'. The table has columns: Invoice Date, Due Date, Invoice Number, Amount Due, Payment Amount, and Short Pay (SP) or Over Pay (OP) Reason. A row is selected, indicated by a green checkmark in a red box. The 'Payment Amount' field is highlighted with a blue box and contains the value '1,766.85'. There is a 'Select Op' dropdown and icons for edit and search.

3. In the “Payment Amount” field, you can fill in the desired amount to be paid towards your unit. Please disregard the “Short Pay” field and continue with payment.



The screenshot shows the 'Pay My Bills' interface with the filter set to 'ALL'. The table has columns: Invoice Date, Due Date, Invoice Number, Amount Due, Payment Amount, and Short Pay (SP) or Over Pay (OP) Reason. A row is selected, indicated by a green checkmark. The 'Payment Amount' field is highlighted with a red box and contains the value '1,766.85'. There is a 'Select Op' dropdown and icons for edit and search.