

## E-Bill Express Payment Instructions


To make an ACH payment online, please go to **E-Bill Express** at <https://www.e-billexpress.com/ebpp/CSDPool/>. If you are a first time user, you will be asked to enter your **member or management company name**, and click “Make a payment without registration”.

[LOGIN](#)      [MAKE A PAYMENT WITHOUT REGISTRATION](#)      Welcome

---

**Member or Management Co Name**

**Confirm Member or Management Co Name**

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Make a payment without registration](#)

On **Home** page, enter **your name, phone number and email**. Enter the **total payment amount** for this payment. For “**Payment Method**”, click “Enter” to add a bank account.

**Home**

**Your Name**

**Your Phone**  
 [Mobile](#)

**Your Email**

**Payment Amount**  
\$

**Payment Method** [Enter](#)

**Pay Date**

Once the bank account is added, please provide **member name, coverage number and amount due** in the boxes. The coverage number can be found on the invoice and it usually starts with “POL-“. You may make a payment for multiple invoices by entering all required information separated by comma(s). See an example on the next page. Click “Continue to Payment” to navigate to the final step.

Member Name(s), separate by commas

Test Metro District, Test Sanitation District

Coverage Number(s), separate by commas

POL-0001234, POL-0004567

Invoice Amount(s), separate by commas

500, 1000

Memo

WC invoice, PL invoice

Continue to Payment

Once you are on **Verify Payment** page, you can still edit the information you have previously entered. When you are ready, click **“Make Payment”**. You will receive an email to confirm the payment has been made.

## Verify Payment

PAYMENT SUMMARY		Payment Method	<a href="#">+ Enter</a>
1 Payment	\$1,500.00	BANK OF AMERICA N A *****4567	▼
		Payment Date	7/15/2022
<p>Payments confirmed before Friday, July 15, 2022 6:00 PM MST will be posted on Friday, July 15, 2022. Payments confirmed after Friday, July 15, 2022 6:00 PM MST will be posted on Friday, July 15, 2022.</p>			

Once you have made your first payment, click **“Enroll with Your Current Information”** if you like to enroll. If you do not wish to enroll, click **“Log Out”**.

Please refer to our Payment Instructions for alternative payment methods.

Please contact us at [billing@cspdpool.org](mailto:billing@cspdpool.org) or 800-318-8870 ext. 3 for billing questions.