

eBill

Quick Setup Guide for Individual Consumers

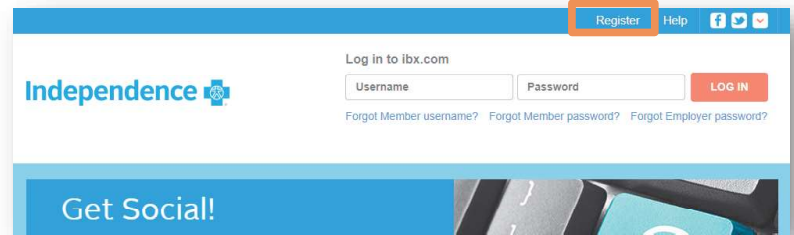
Members can make one-time payments or create recurring payments using eBill on lbx.com. Recurring payments help the member pay their invoice on time without having to remember if they made a payment.

Set-up a member account

Go to **lbx.com** and to log in or register for a new account.

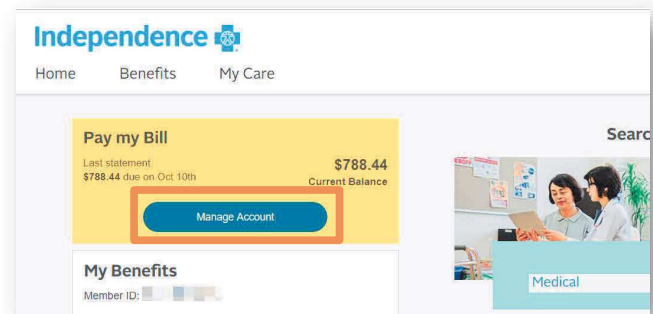
You will need the following to register:

- **Member ID or Social Security #**
- **Valid email address.** A verification code will be sent to your email address, so be sure to use a valid email account.



Make a Payment – one time or recurring

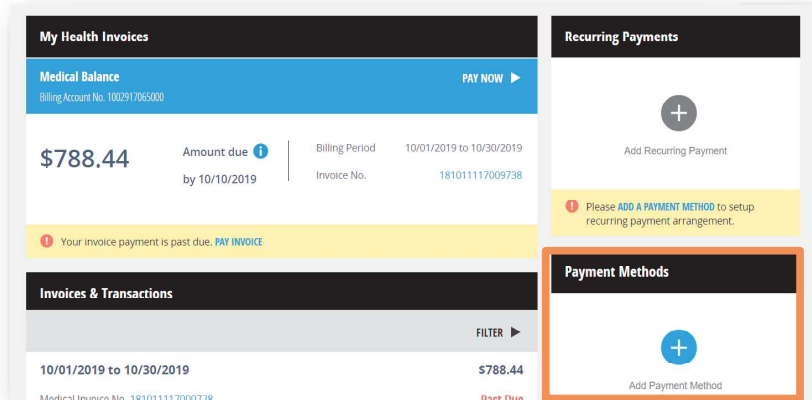
1. On the member account home page, click **Manage account** in the Pay My Bill section.



2. Click **add a payment method**.

You will need the following information:

- Institution name
- Type of account (checking or savings)
- Routing number
- Account number



3. Click **add a recurring payment** to set up automatic payments. Then:

- Select the plan you want to pay for
- Set the amount you want to pay
- Select a starting date for payments

