

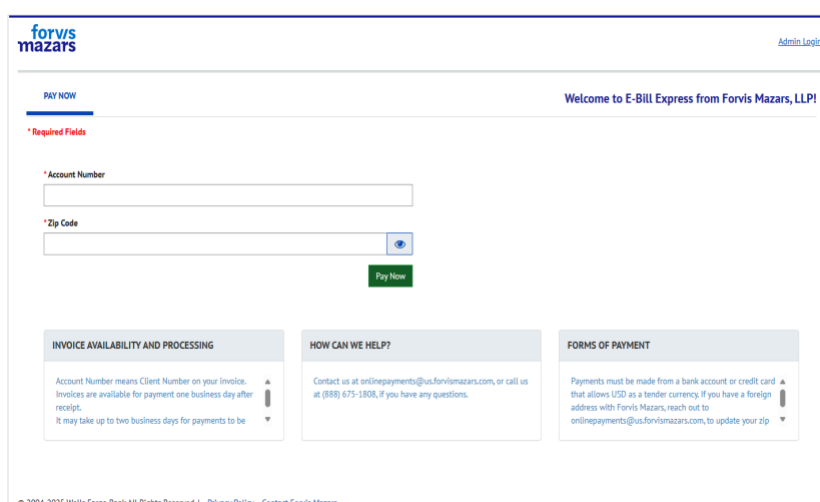
Forvis Mazars, LLP E-Bill Express Step-By-Step Manual

This manual will provide the user step-by-step instructions on how to process payments using the Forvis Mazars, LLP E-Bill Express pay system via Bank Account, Debit Card, or Credit Card. Forvis Mazars, LLP does accept international payments via the methods listed above if the bank and/or credit card institution tenders their payment in USD currency.

1. Go to www.e-billexpress.com/ebpp/forvismazars/login/index.

2. At the “Pay Now” screen, you can access open items by entering your client number on your invoice under the Account Number field as well as your ZIP code.

Note: Our practice management database allows Forvis Mazars, LLP to group-related clients and tags one of the clients as a “master client” and the rest as “child clients.” Forvis Mazars, LLP E-Bill Express allows the CFO/controller access to all clients at once via the master client number to view all open items and credits. If you wish to access via master client, please contact Forvis Mazars, LLP at onlinepayments@us.forvismazars.com and we will be happy to provide you with that information.

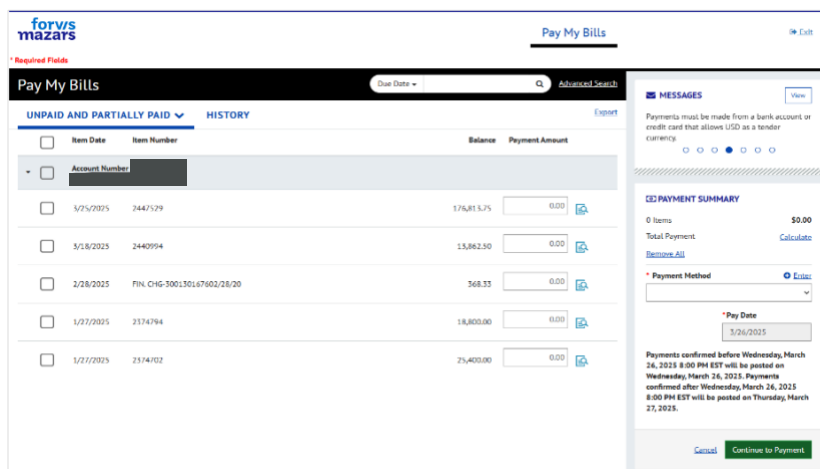


3. Click “Pay Now.”

4. At the Pay My Bills screen, you can use the column headings to sort your items. In the case to the right, it is sorted by Item Number so that the invoices are at the top.

It automatically places you in “Unpaid and Partially Paid” selection.

If you go to “All,” you will see if you have any credits that need to be utilized. If so, please contact onlinepayments@us.forvismazars.com and they will be happy to assist. When you are paying the bill, you can pay “less” the credit, and all will balance out.



5. If you click on the blue paper icon , you will be provided with more detail on that line. You can print this detail by clicking on the “Print” link at the bottom.

Forvis Mazars
P.O. Box 602828
Charlotte, NC 28260-2828

Account Number		Net Billings	\$176,813.75
Item Number	2447529	Payments/Adjustments	\$0.00
Item Date	3/25/2025	Balance	\$176,813.75

[Print](#)
[Close](#)

6. You can select the items you wish to pay by clicking on the boxes to the left. As you select the boxes, the Payment Summary on the right will update. You can remove an item by unclicking the box and choosing “calculate” to ensure the total is accurate.

Pay My Bills

Required Fields

Pay My Bills

Due Date

Advanced Search

UNPAID AND PARTIALLY PAID

HISTORY

Item Date	Item Number	Balance	Payment Amount
<input type="checkbox"/>	Account Number		
<input type="checkbox"/>	3/25/2025 2447529	176,813.75	0.00
<input checked="" type="checkbox"/>	3/18/2025 2440994	15,862.50	13862.50
No payments made against this invoice.			
<input type="checkbox"/>	2/28/2025 FIN. CHG-300130167602/28/20	368.33	0.00
<input type="checkbox"/>	1/27/2025 2374794	18,800.00	0.00
<input type="checkbox"/>	1/27/2025 2374792	25,400.00	0.00

MESSAGES

More questions such as, applying credits on your account to specific invoices, requesting further information on a specific invoice or

[View](#)

PAYMENT SUMMARY

1 Item

\$13,862.50

Total Payment

Calculate

Remove All

Payment Method

Enter

Pay Date

3/26/2025

Payments confirmed before Wednesday, March 26, 2025 8:00 PM EST will be posted on Wednesday, March 26, 2025. Payments confirmed after Wednesday, March 26, 2025 8:00 PM EST will be posted on Thursday, March 27, 2025.

[Cancel](#)
[Continue to Payment](#)

7. When you are ready to pay, click on “Enter” as depicted to the right. The Pay Date cannot be amended.

Payment Method

Enter

Pay Date

3/26/2025

8. You will be asked to Enter a Payment Method.

Enter a Payment Method

Choose your preferred payment method to pay your bills.

BANK ACCOUNT

CREDIT CARD


8. Once you are ready, click on "Make Payment." A confirmation page will then be displayed.

You can print the confirmation page if you wish; however, you will get an email as you entered that above.

9. You can Return to "Pay My Bills" or "Log Out."

Confirmation

Thank You! Your payment has been made.

 [Print Confirmation Page](#)

Payment Date	12/5/2022
Payment Method	WELLS FARGO BANK NA *****1111
Total Payment	\$22,980.00

Example Client A

Payments confirmed before Monday, December 05, 2022 8:00 PM EST will be posted on Monday, December 05, 2022. Payments confirmed after Monday, December 05, 2022 8:00 PM EST will be posted on Tuesday, December 06, 2022.

If you have any further questions about payments to FORVIS, LLP, please contact our office at 888-840-4713.

Account Number	Confirmation #	Payment Amount	Number of Items
2222222222	3100195684	\$22,980.00	2

[Return to Pay My Bills](#)
[Log Out](#)

Payment Method: Credit Card/Debit Card

1. If you choose to pay via credit card,* you will have a surcharge of approximately 3% added to your payment. The surcharge is not greater than the cost of acceptance and covers processing fees associated with U.S. credit card payments. If you pay via debit card, no surcharge fee will be applied. Enter the information in the fields provided, review and check off the terms, and click on “Enter Account.”

*Accepted credit cards are Visa, Mastercard, American Express, and Discover.

Enter a Payment Method

Choose your preferred payment method to pay your bills.

* Required Fields

BANK ACCOUNT

CREDIT OR DEBIT CARD

* Full Name on Card

* Card Number

* Expiration Date

* Country

* Street Address

* Security Code

* City

* State

Street Address Line 2

* ZIP Code

By selecting "Agree and Enter 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 Enter Account

Enter Account

2. When it brings you back to “Pay My Bills,” you now see the surcharge being applied.
3. Click on “Continue to Payment.”
4. You are then asked to “Verify Payment.” You can click on the +Enter if you wish to change any information.

PAYMENT SUMMARY

2 Items

\$8,178.50

Surcharge

\$204.70

Total Payment

\$8,383.20

[Remove All](#)

[Recalculate](#)

Payment Method

[+ Enter](#)

Mastercard *****8880

Security Code ?

Pay Date

11/18/2022

* We impose a surcharge on credit cards that is not greater than the cost of acceptance.

Payments confirmed before Friday, November 18, 2022 8:00 PM EST will be posted on Friday, November 18, 2022. Payments confirmed after Friday, November 18, 2022 8:00 PM EST will be posted on Monday, November 21, 2022.

[Cancel](#)

Continue to Payment

5. Add your email and phone number in the boxes provided. Check the box stating you agree to the terms.


Email 	Phone
<input type="text"/>	<input type="text"/>

PAYMENT DETAILS Export						
Item Date	Due Date	Item Number	Balance	Remaining Amount	Payment Amount	
ACCOUNT NUMBER 2122222222						
	6/11/2019	8/10/2019	123456	4,390.00	4,390.00	<input type="text" value="4,390.00"/> 
	7/16/2019	9/14/2019	123457	18,590.00	18,590.00	<input type="text" value="18,590.00"/> 

6. You can see the Payment Details at the bottom of the screen and adjust your item payments if desired.

Confirmation

Thank You! Your payment has been made.

 [Print Confirmation Page](#)

Client Example B

Payment Date	12/5/2022
Payment Method	Mastercard *****1235
Total Payment	\$8,178.50

In this provided example, payments confirmed before Monday, December 5, 2022 8 p.m. ET will be posted on Monday, December 5, 2022. Payments confirmed after Monday, December 5, 2022 8 p.m. ET will be posted on Tuesday, December 6, 2022.

If you have any further questions about payments to Forvis Mazars, LLP, please contact our office at 1.888.840.4713

Account Number	Confirmation #	Payment Amount	Number of Items
4444444444	3100195686	\$8,178.50	2

[Return to Pay My Bills](#)
[Log Out](#)