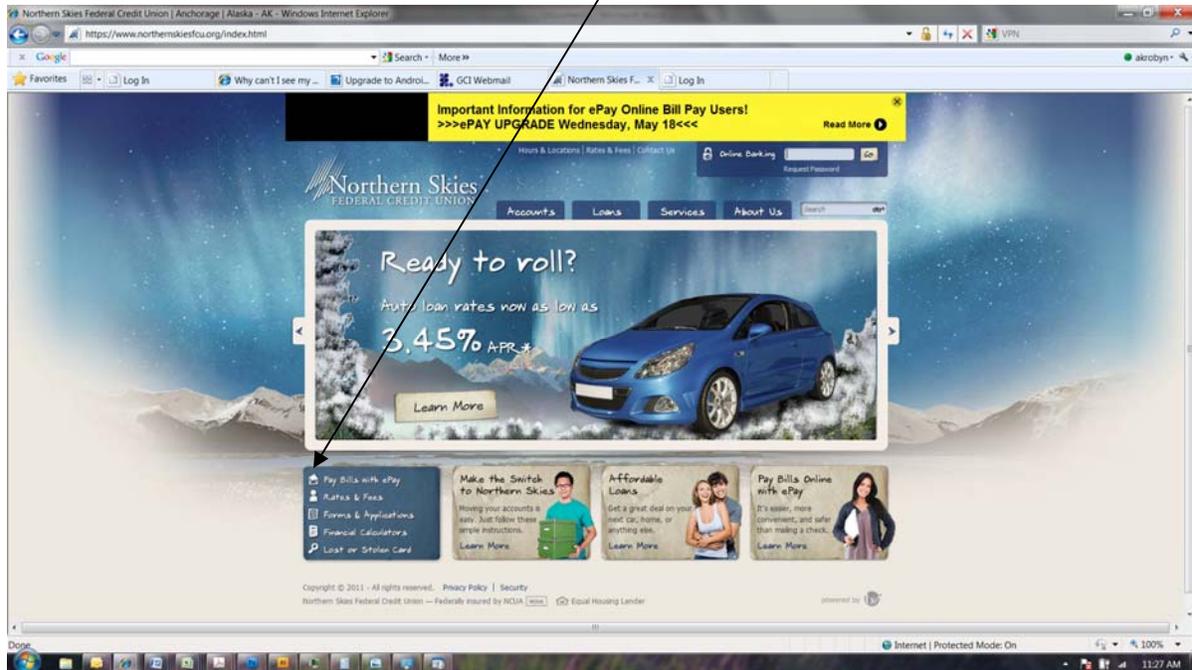


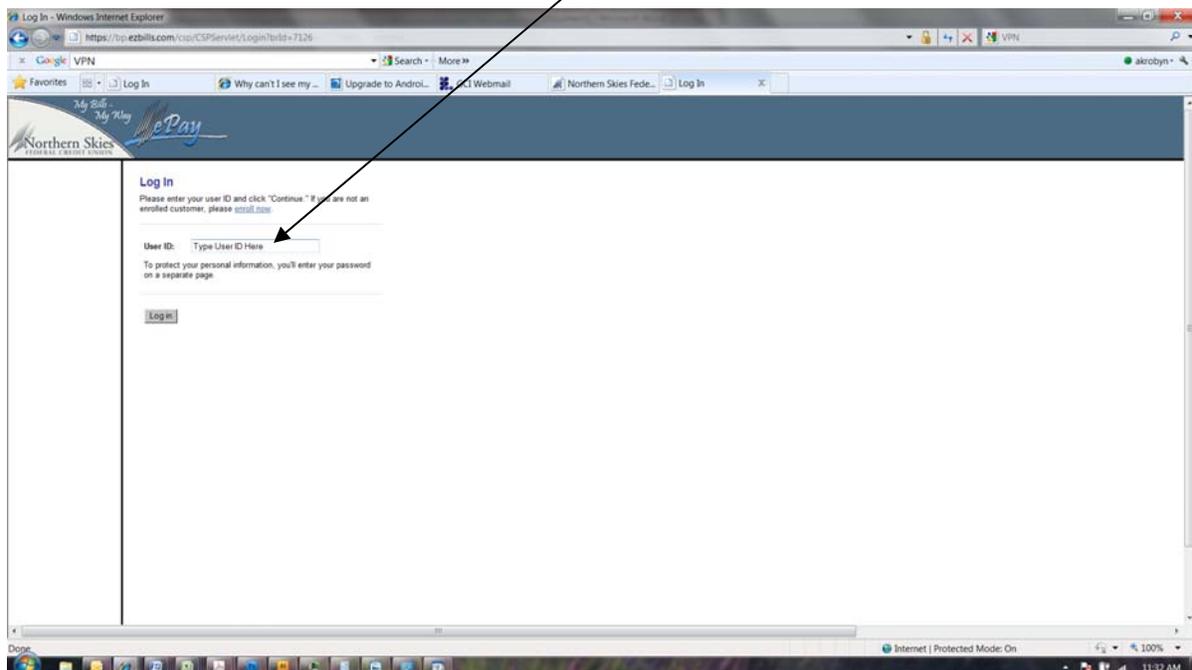
ePay Online Bill Payment System Post-Upgrade Login Instructions

The ePay Online Bill Payment System was upgraded May 18, 2011. As a result, existing users will need to follow these instructions to log in to the new system:

Step 1: Click on the new link from our website to access the new system at (<https://bp.ezbills.com/csp/CSPServlet/Login?brld=7126>).

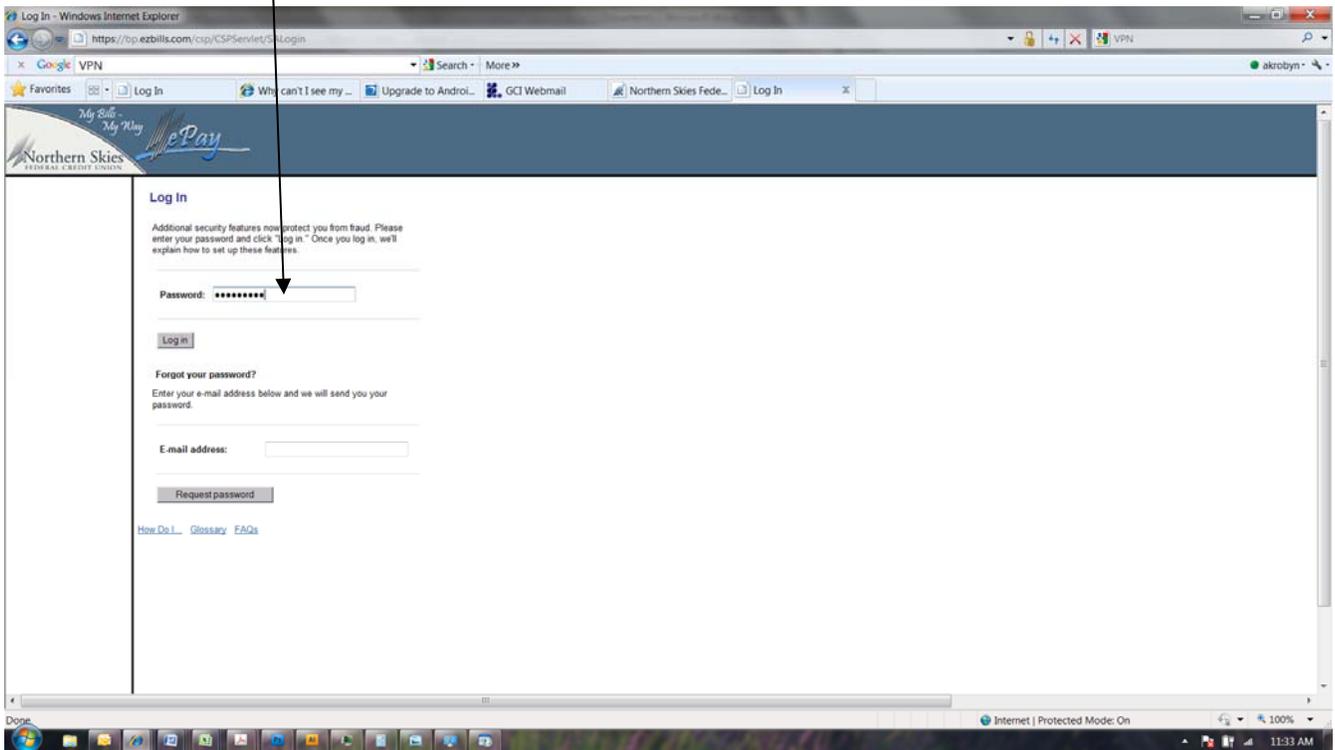


Step 2: Type in your existing User ID in **ALL CAPITAL LETTERS** and click "log In".

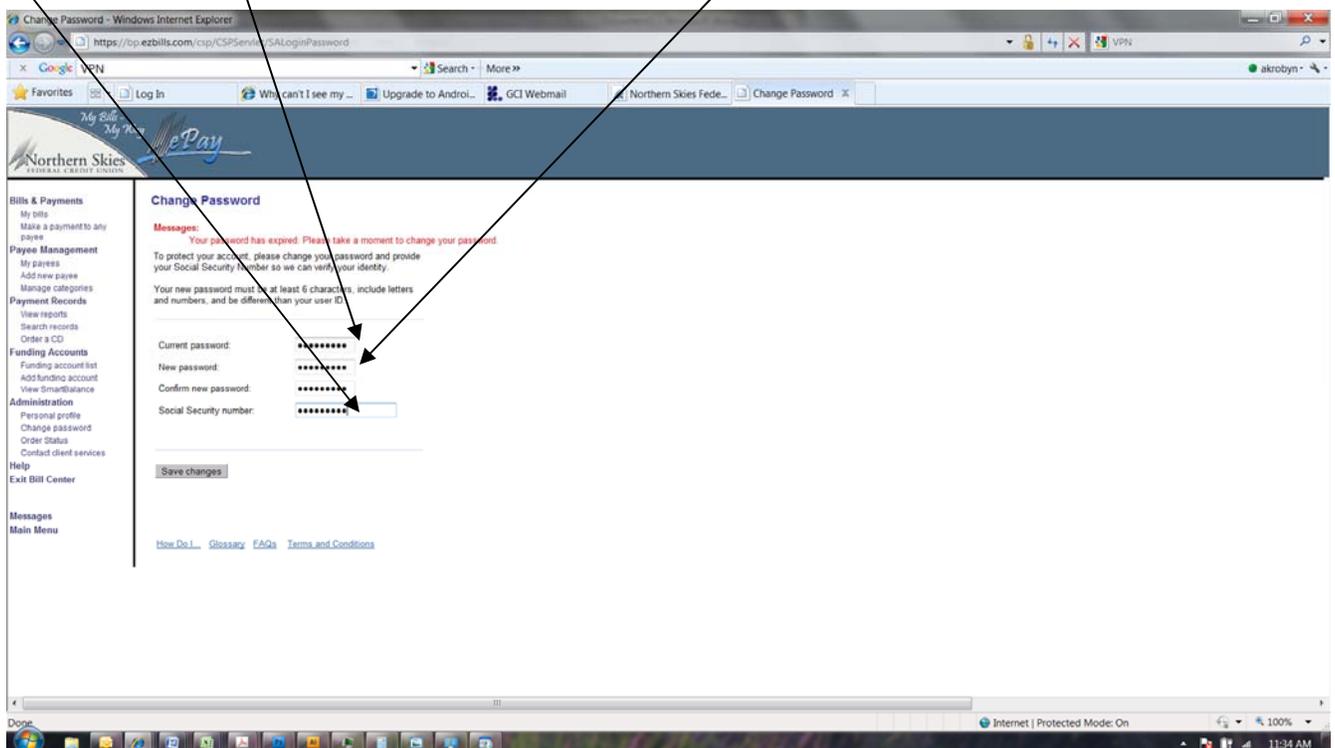


Step 3: Enter **12epay34!** as your password and click “Log In”.

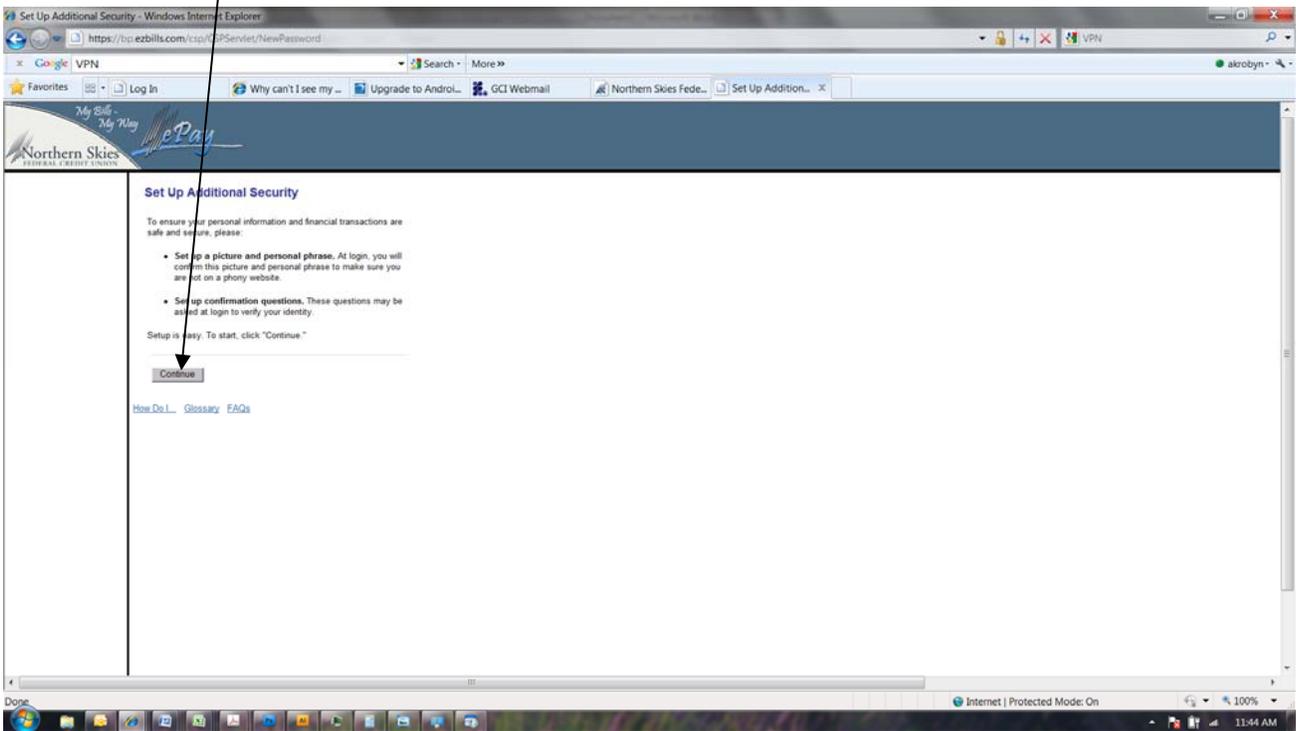
PLEASE NOTE: Your old password is no longer recognized and all users will need to enter **12epay34!** to gain access to the new system. After doing so, you will be prompted to set up your own new password on the next screen.



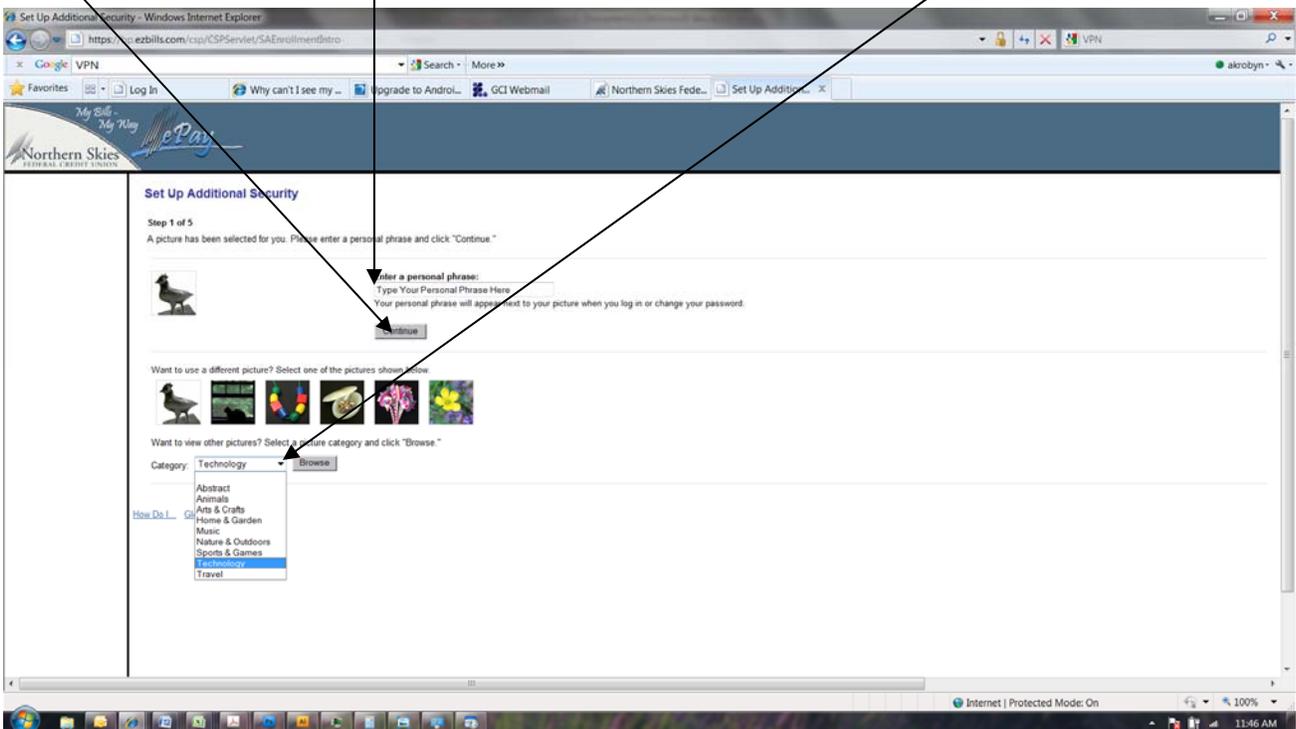
Step 4: Enter **12epay34!** as your Current Password. Enter a new password (must be at least 6 characters, include letters and numbers, and must be different than your User ID) and then confirm it. Enter your Social Security Number (without dashes), and click on “Save Changes”.



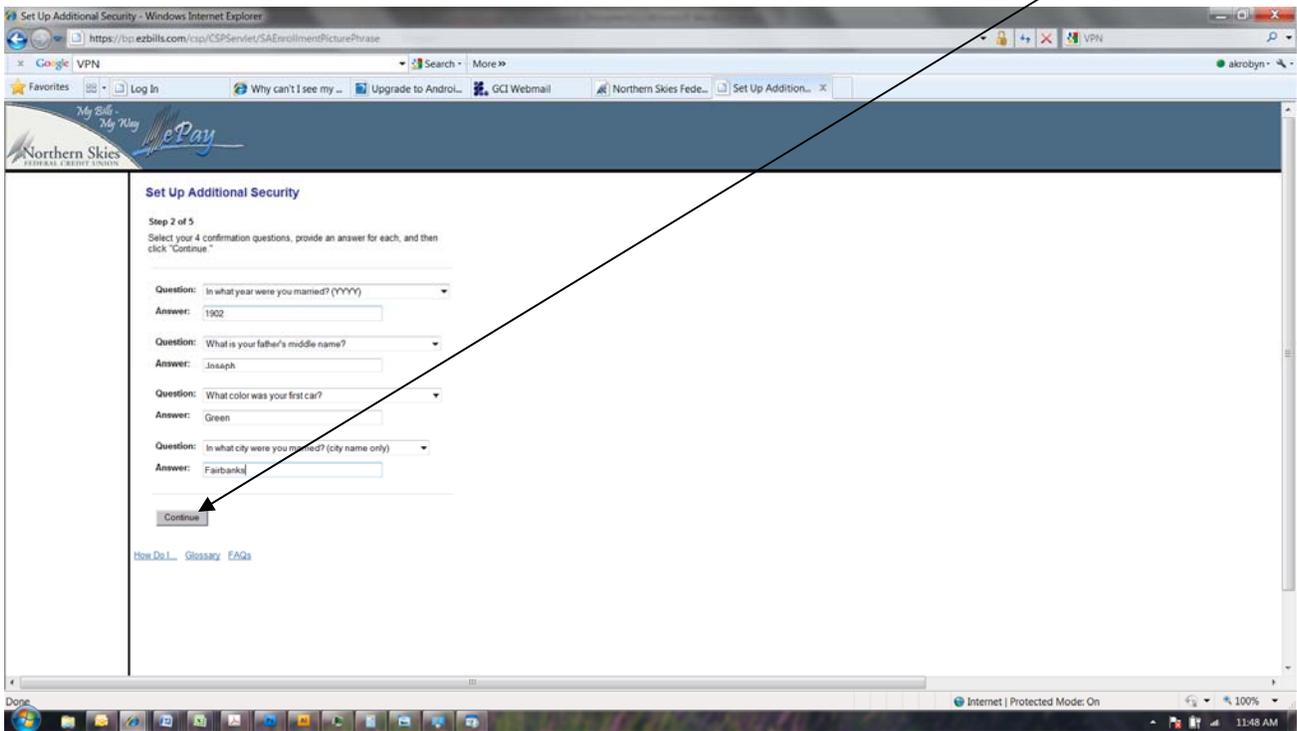
Step 5: Click on “Continue” to set up an additional “Passmark” security feature.



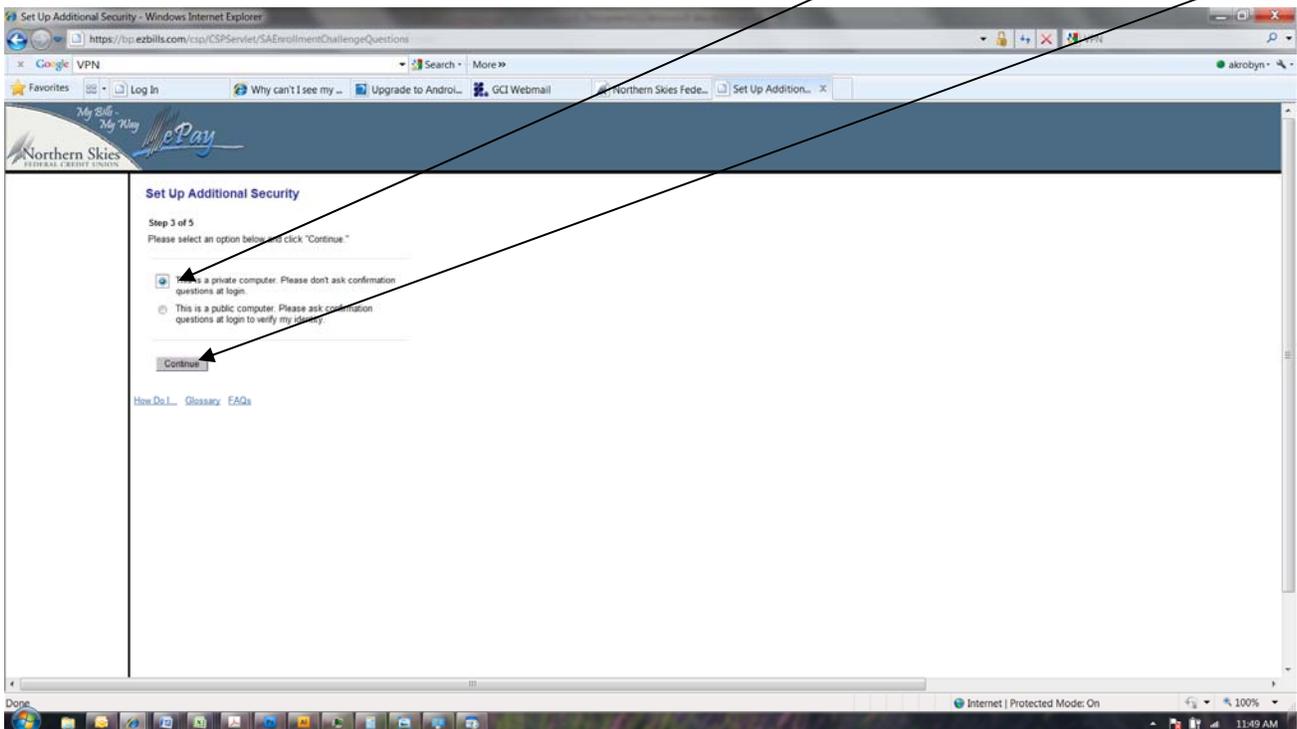
Step 6: Enter a “Personal Phrase” (this will appear along with the image you select each time you login), select an image (there are more to choose from in the categories in the drop-down menu), and click “Continue”.



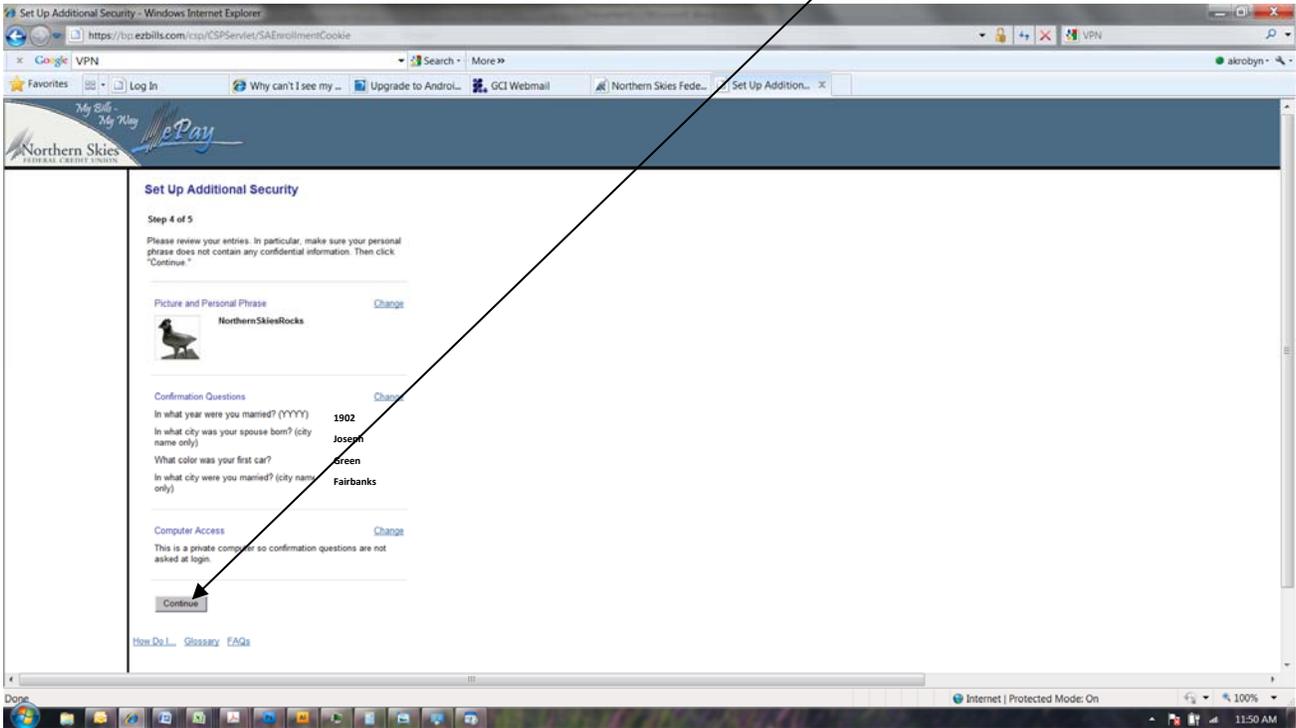
Step 7: Select and type your answers to the Security Questions and click “Continue”.



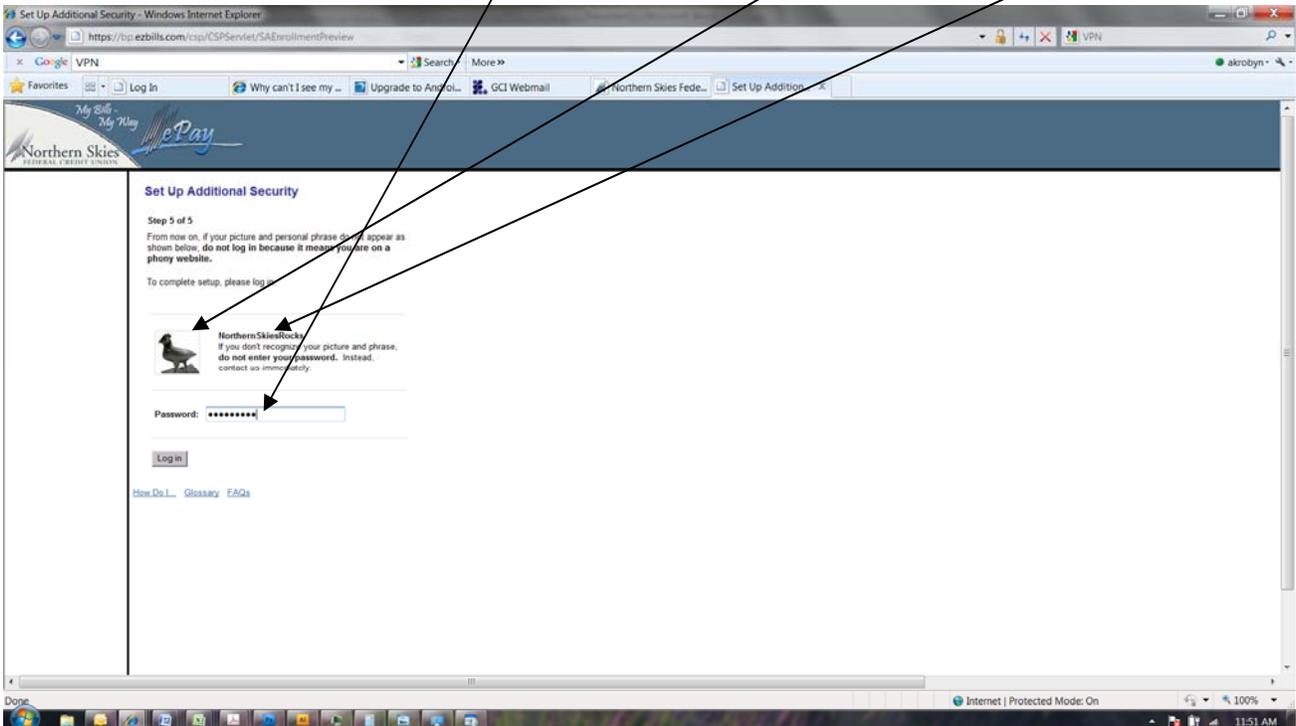
Step 8: Select whether the computer you are using is private or public and then click “Continue”.



Step 9: Review that your entries are correct and click “Continue”.



Step 10: To complete the setup, please verify that the Passmark Image and Personal Phrase are the one's you selected, enter the new password that you chose, and click “Log In”.



Congratulations!

You have successfully completed the setup and are now logged into the upgraded ePay Online Bill Payment System.

For additional information about the features added in the upgrade, please visit the ePay Online Bill Pay page of our website or give Joyce White a call at 550-4221 or toll free at (800) 747-1407.

