



EBILL REFERENCE GUIDE

—
Aug. 9, 2023

Table of Contents

Overview	1
Registration Process	2
Registration page	3
Registration emails	4
Adding a customer to a profile	6
Customer Portal	7
Invoice notification email	7
Login page	7
Homepage	8
Switching between customers	8
Make a Payment tile	9
Account Summary tile	12
Invoice History tile	14
Invoice Details	15
Send LCRA Billing a message	16
Invoice Activity	16
Invoice Attachment	16
Invoice Image	17
Email Invoice	17
Pending and Payment History tile	18
Payment Cart tile	18
Contact Us tile	21
Account Settings tile	22
Password Change tile	22
Sign Out	23

Overview

eBill is an online portal where LCRA customers can view and pay invoices with a credit/debit card or by direct payment (ACH).

eBill process summary:

- The contact person for an LCRA customer registers for eBill at www.lcra.org/ebill. The contact person will need their customer number and invoice prefix, which can be found on their invoice, to complete the registration form.
- The customer contact receives an email that their registration has been received and is being reviewed.
- The customer contact receives an email with login information and a link to the eBill portal.
- The customer contact receives an email notifying them that they have an invoice ready to be viewed and/or paid. The email contains a link to eBill and a PDF of the invoice.
- When the customer contact logs into eBill, they can view and download invoices, make payments, see credits, send messages to Billing, change their contact information, and change their password.
- Customer contacts who manage multiple LCRA customers can add customers to their profile at www.lcra.org/ebill.

Registration Process

Visit www.lcra.org/ebill and click the Register button.

lcra.org/ebill/

LCRA
ENERGY • WATER • COMMUNITY SERVICES

eBill

EXISTING USER? LOG IN NEW USER? REGISTER BELOW

View account details and make online payments through LCRA's eBill portal.

Benefits of using LCRA eBill

- Receive invoices by email. By registering for eBill, you will no longer receive a paper invoice.
- Download invoice copies.
- Pay invoices online by credit card or direct payment (ACH). Credit card payments will include a fee of 0.5% of the invoice total (or \$1, whichever is higher), and no more than \$25. There is no fee to pay by ACH.
- View account balance, historical invoices and payment information.
- Check payment status.
- Easily change contact information.
- View information for all customers you represent in one place.

For Water billing, LCRA customers have separate portals for payments and meter readings. LCRA customers who receive a Wholesale Power bill will continue to find those invoices on DataSelect.

Existing customer contacts

LOG IN

Forgot your username or password? Please call the LCRA Service Desk at 512-578-3300, Monday through Friday from 6 a.m. to 6 p.m. If you have other questions about your profile, please email ebill@lcra.org.

Add a customer to profile

If you would like to add customers to your profile, visit the [registration page](#) and select the "Update Customer Contact" button at the top. Fill in the form and submit. You will receive an email after the customer has been added to your eBill profile.

New customer contact registration

If you represent an LCRA customer and would like to create an eBill profile, please register below as a contact for that customer. You will need your customer number and invoice prefix that can be found on your invoice. Upon approval, you will receive an email within two business days with a username and password to access the eBill portal.

Registering your contact information with LCRA and using the LCRA eBill portal is voluntary. You are responsible for ensuring LCRA has your correct name, address, phone number, email address and customer number.

REGISTER

Registration page

Complete the registration form with your name, email address and phone number. You will need your customer number and invoice prefix, which can be found on your bill.

To fill in the Bill Type, click on the magnifying glass and select the invoice prefix on your bill. Multiple Bill Types can be added by clicking the “+” sign.

LCRA
ENERGY • WATER • COMMUNITY SERVICES

Customer Contact Registration

New Customer Contact Add Customer to Profile

*First Name:

*Last Name:

*Email Address:

*Confirm Email Address:

*Telephone:

*Customer Number: EBILL TESTER 2

To fill in the Bill Type field below, click on the magnifying glass and select the invoice prefix on your bill. [View Sample Bill](#)

Bill Types		1 of 1	
Bill Type	Description		
1 LAB	Environmental Lab Billing	+	-

I Agree to Terms and Conditions [Terms and Conditions](#)

LCRA | Environmental Laboratory Services

INVOICE

Invoice Number: **LAB 0066723**
Invoice Date: 07/25/23
Page: 1 of 1

Remit To: Lower Colorado River Authority
P.O. Box 301142
Dallas TX 75303-1142

Customer No: 000112093
Payment Terms: Net 30
Due Date: 08/24/23

Bill To: EBILL TESTER 2
ATT: ACCOUNTS PAYABLE
600 MAIN AVE
PARADISE, TX 78641

Look Up Bill Type

Search by: Invoice Prefix begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-41 of 41 Last

Invoice Prefix	Bill Type Identifier	Description
CMC	CMC	Bay City MISC
CR1	CR1	Bay City 1 Rice Crop
CR2	CR2	Bay City 2 Rice Crop
ENTIN	ENT	Enterprise Initiative Billing
EXPT	EXP	Transmission Export Billing
FAC	FAC	Facility Use
FBR	FBR	Telecommunications Fiber Lease
LAB	LAB	Environmental Lab Billing
LMC	LMC	Lakeside Misc
LR1	LR1	Eagle Lake 1st Rice Crop
LR2	LR2	Eagle Lake 2 Rice Crop
LEAS	LSE	Land Lease
MRNA	MRN	Marina Lease
MISC	MSC	Miscellaneous billing
OFFSY	OFF	Off System Sales
PARK	PRK	Parks related billing
T4A	T4A	Sys Plan & Prot Rev
T4C	T4C	Customer Relations
T4E	T4E	Environmental Services
T4G	T4G	Cust Project Services Rev
T4H	T4H	Surveying & Mapping
T4J	T4J	Transmission Engineer Serv Rev
T4M	T4M	Technical Services Revenue
T4N	T4N	Line Services Revenue
T4P	T4P	Substation Constructn Ser Rev
T4Q	T4Q	Panel Shop Services
T4R	T4R	Materials Mgmt Services Revenue
T4S	T4S	Substation Services Revenue
T4T	T4T	Fleet Services Revenue
TAR	TAR	Reg TRANS Sys Plan & Prot Rev
TCI	TCI	Telecom Install.&Maint Revenue
TCOS	TCO	Transmission Cost of Service
TELM	TEL	Telecom Miscellaneous Billing
ETS	TES	Telecom Site Escort Services

If you select the incorrect Bill Type, email LCRA Billing at ebill@lcra.org.

Registration emails

Once the registration form has been submitted, you will receive a notification email within 48 hours. If you do not receive an email registration notification, please email LCRA Billing at ebill@lcra.org.

From: ebill@lcra.org
 Date: July 27, 2023 at 12:41:39 PM CDT
 To: ebilltester2@gmail.com
 Subject: Your request to create an LCRA customer contact profile


We received your request to create an LCRA customer contact profile. Your request for registration ID 000000601 has been submitted for approval.

We will notify you at this email address of any changes in your registration status. You will be able to access your online account within two days.

If you have any questions or feedback regarding your registration ID 000000601, please call the LCRA Service Desk at 512-578-3300 Monday through Friday between 6 a.m. and 6 p.m.

Thank you,

LCRA Billing
ebill@lcra.org



If the registration is approved, you will receive an email with login information and a link to the eBill portal.

From: LCRA Ebill Management <ebill@lcra.org>
Date: September 19, 2023 at 11:41:59 AM CDT
To: ebilltester1@gmail.com
Subject: Your new LCRA customer contact profile is now available.

Your new LCRA customer contact profile is now available.

To begin using your online eBill account, please follow these steps:

1. Go to <https://custtst.lcra.org>.
2. Enter your username: EB01257 and initial password: FTzrhez83183*
3. After logging in, we highly recommend you change your password.

You may log in any time to review or update your contact information.

Need help?

Passwords: Call the LCRA Service Desk at 512-578-3300 Monday through Friday between 6 a.m. and 6 p.m.

Questions about your profile or the eBill application: Email LCRA Billing at ebill@lcra.org.

More information about using eBill: Read the [eBill Reference Guide](#).



Note: The username (EB0XXX) is autogenerated and it cannot be changed.

If the registration is denied, you will receive an email.

From: ebill@lcra.org
Date: August 16, 2023 at 12:18:20 PM CDT
To: ebilltester4@gmail.com
Subject: Your request to create an online LCRA customer contact profile

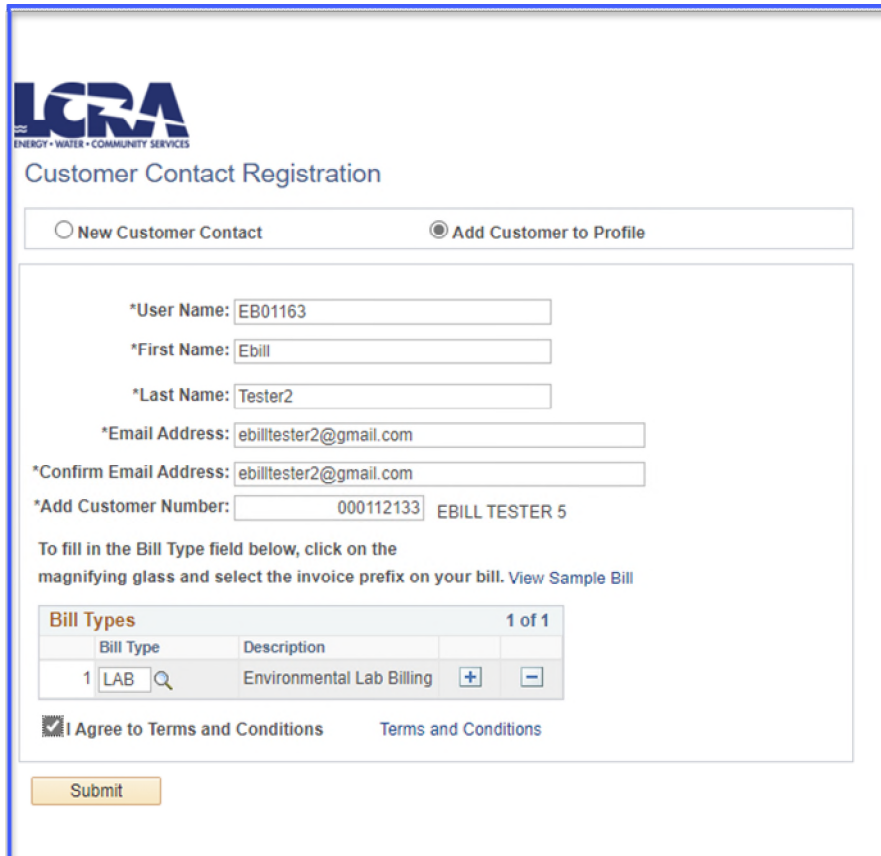
We are unable to fulfill your recent request to create an online LCRA customer contact profile because your request does not meet the criteria at this time. If you have questions, please email LCRA Billing at ebill@lcra.org

Thank you,
LCRA Billing



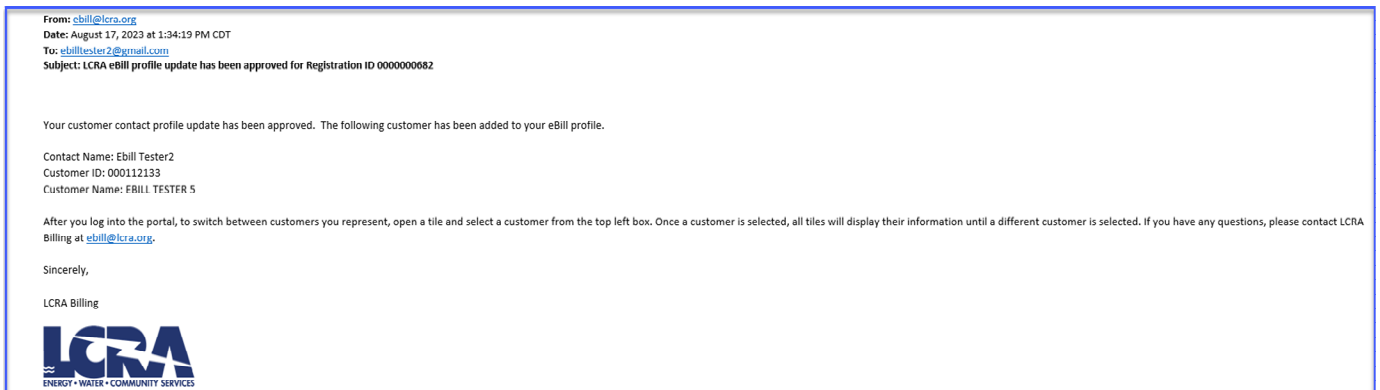
Adding a customer to a profile

Additional customers can be added to a profile from the [registration page](#). This is helpful for management companies that pay bills for several customers. If multiple customer contacts are needed, email LCRA Billing at ebill@lcra.org.



The screenshot shows the 'Customer Contact Registration' form on the LCRA website. At the top left is the LCRA logo with the tagline 'ENERGY • WATER • COMMUNITY SERVICES'. The title 'Customer Contact Registration' is centered. Below the title are two radio buttons: 'New Customer Contact' (unselected) and 'Add Customer to Profile' (selected). The form contains several input fields: '*User Name:' with 'EB01163', '*First Name:' with 'Ebill', '*Last Name:' with 'Tester2', '*Email Address:' with 'ebilltester2@gmail.com', and '*Confirm Email Address:' with 'ebilltester2@gmail.com'. There is also an '*Add Customer Number:' field with '000112133' and a dropdown menu showing 'EBILL TESTER 5'. Below these fields is a note: 'To fill in the Bill Type field below, click on the magnifying glass and select the invoice prefix on your bill. View Sample Bill'. This is followed by a table titled 'Bill Types' with '1 of 1' items. The table has columns for 'Bill Type', 'Description', and actions. One row is visible: '1 LAB' with a magnifying glass icon, 'Environmental Lab Billing', and '+' and '-' icons. At the bottom of the form is a checkbox for 'I Agree to Terms and Conditions' with a link to 'Terms and Conditions', and a 'Submit' button.

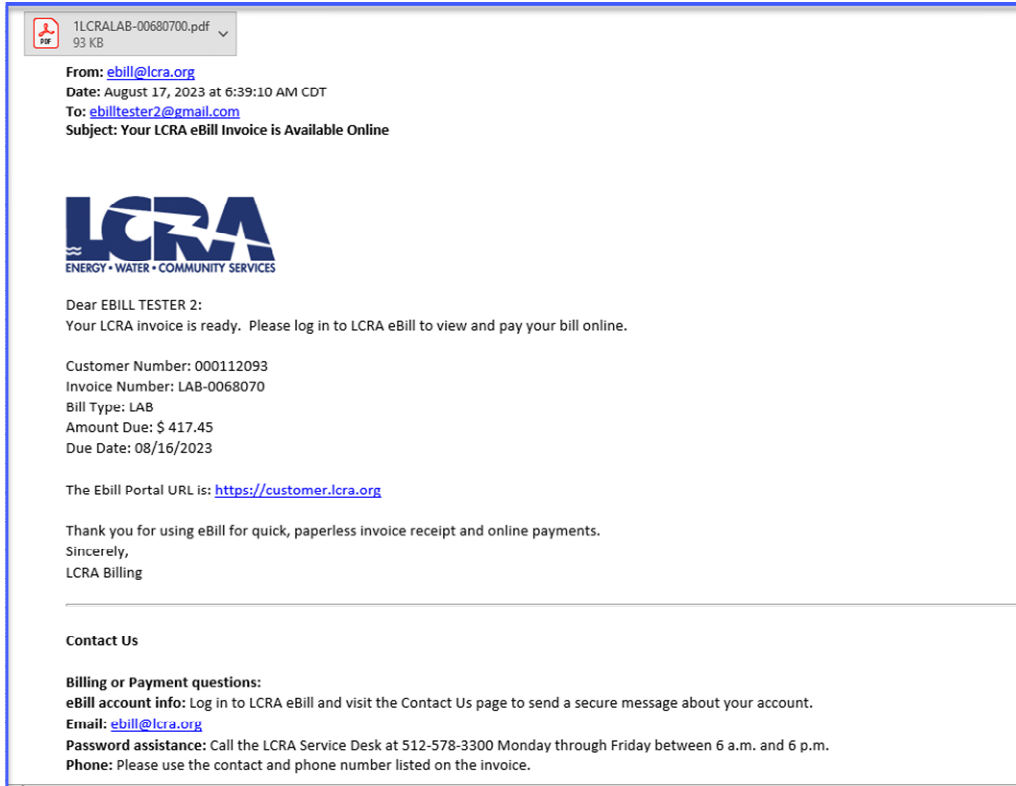
You will receive an email that the additional customer has been added to your eBill profile.



Customer Portal

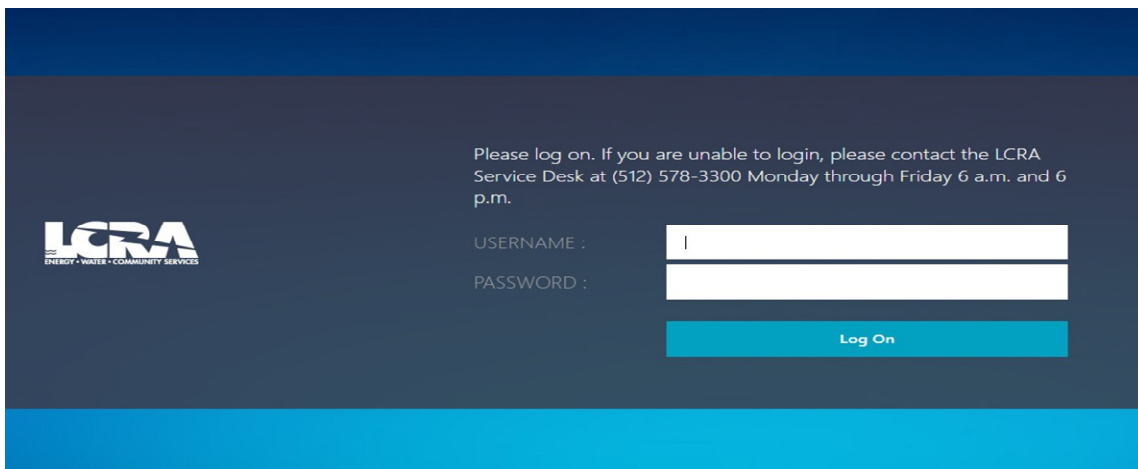
Invoice notification email

Once registered, you will receive an email notification every time an invoice is generated by the LCRA Billing department. The email will contain a link to the portal and a PDF of the invoice.



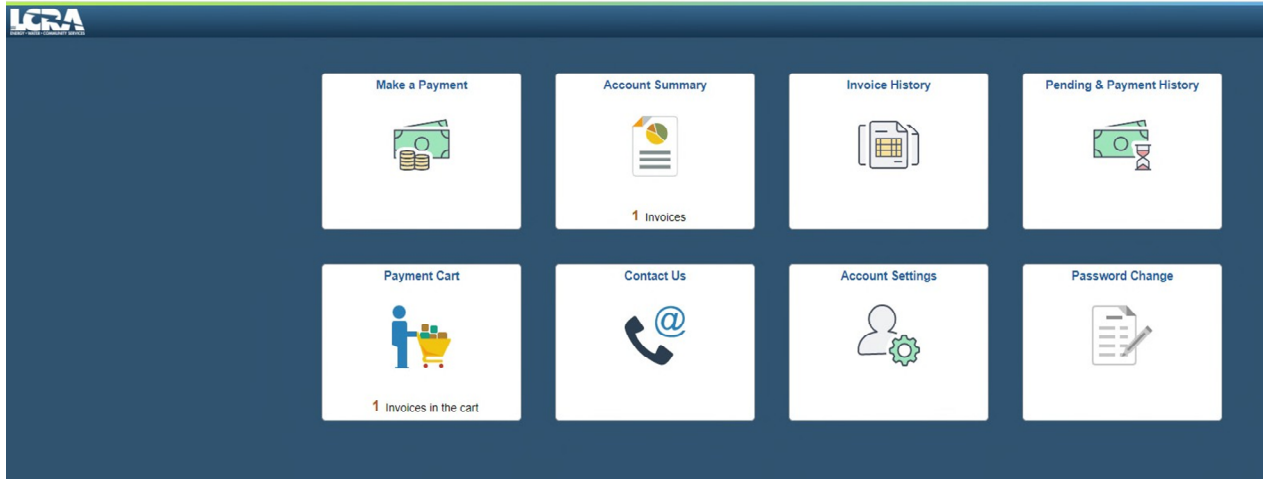
Login page

When you click on the link in the email or the Log In button on www.lcra.org/ebill, you will be directed to a login page. **Please note:** there is no “Forgot Username” or “Forgot Password” functionality on the login page. Please contact the LCRA Service Desk at 512-578-3300 if you need help with your username or password. It is recommended that you save the username and change the password upon first logging in.



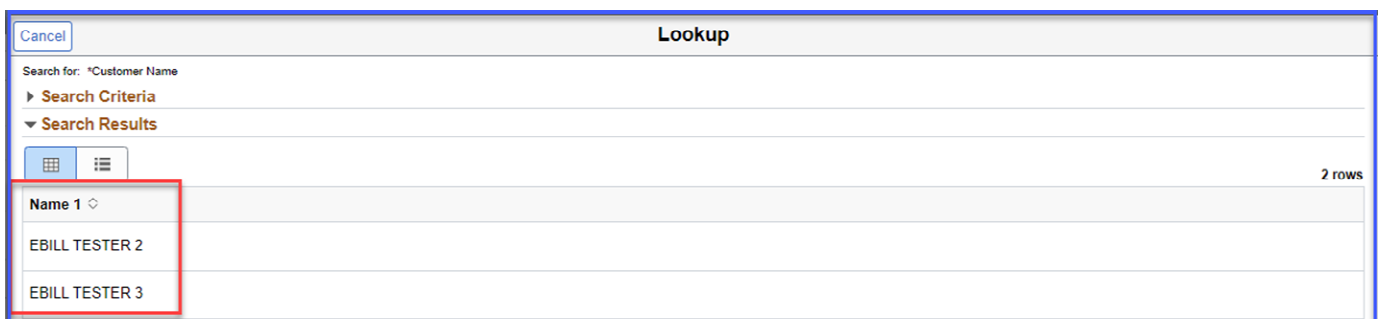
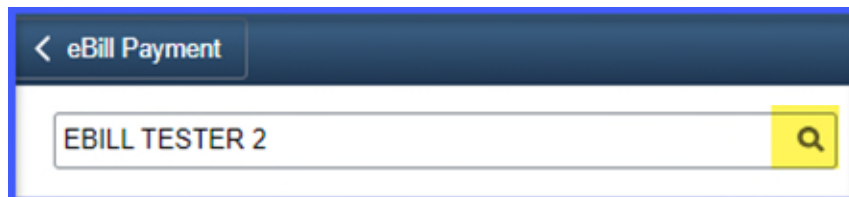
Homepage

Once logged in, you will see a homepage with tiles to make a payment, view your account summary, view invoices, view pending payments and payment history, change your contact information and password, and contact us.



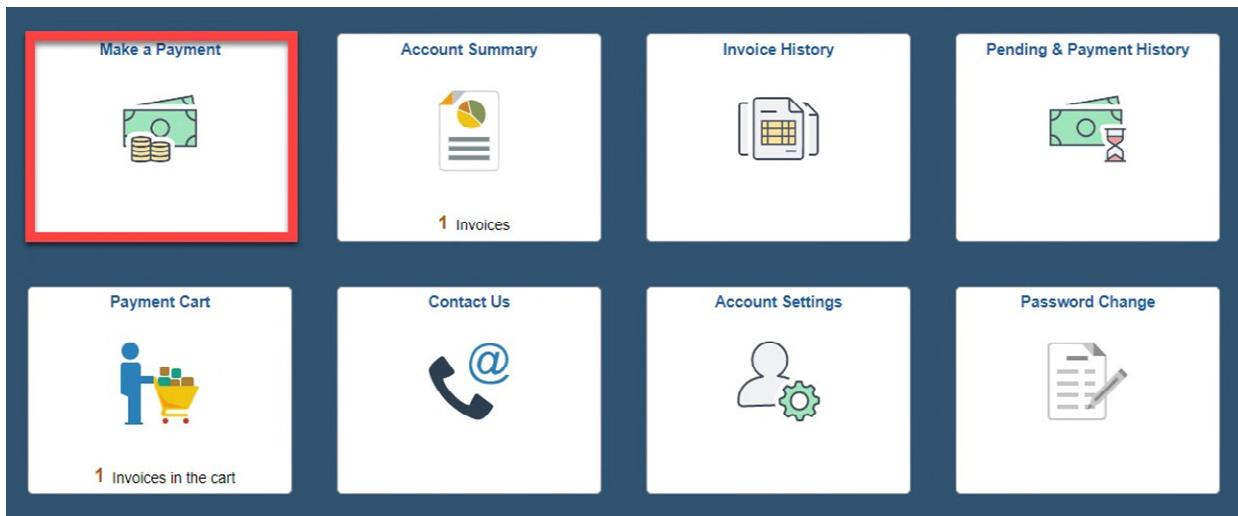
Switching between customers

After selecting any tile on the homepage, you can switch between customers linked to your profile by clicking the magnifying glass in the top left corner of the page. All tiles will then display information for that customer.

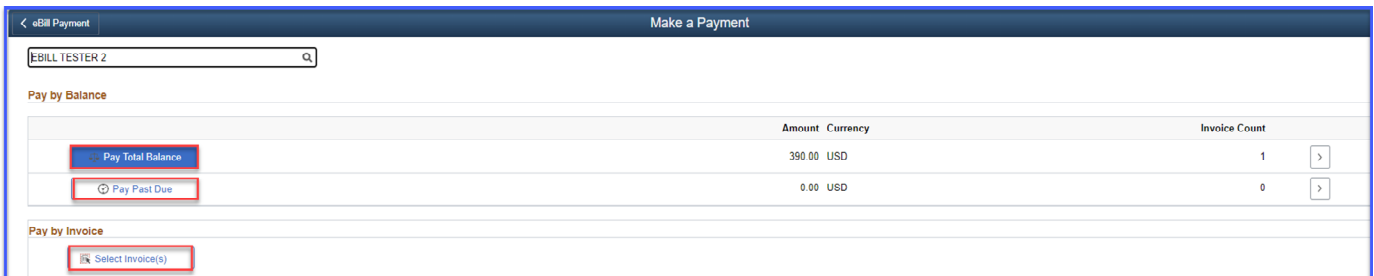


Make a Payment tile

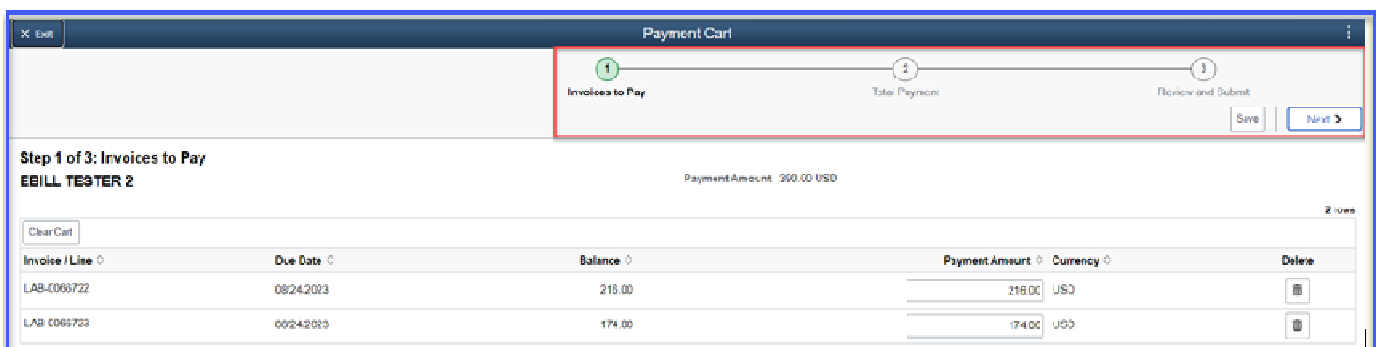
Make a payment by clicking on the Make a Payment tile on the homepage.



There are options to “Pay Total Balance”, “Pay Past Due” or “Select Invoices”.



Selecting “Pay Total Balances” and “Pay Past Due” will take you directly to the Payment Cart.



Click on “Select Invoices” for the option to select which invoices to pay.

The screenshot shows the 'Invoice Balances' interface. At the top, there is a search bar with 'EBILL TESTER 2' and a search icon. Below it, the 'Total Balance' is 0.00 USD and 'Totals Selected' is 0 USD. A 'Pay' button is highlighted with a red box. Below the button is a table with the following data:

Invoice / Line	Invoice Date	Due Date	Invoice Amount	Balance	Currency	In Cart
<input checked="" type="checkbox"/> LAB-0096723	07/25/2023	08/24/2023	174.00	174.00	USD	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> LAB-0096722	07/25/2023	08/24/2023	216.00	216.00	USD	<input checked="" type="checkbox"/>

After selecting the appropriate invoices, click “Pay” to go to the Payment Cart. To make a payment, follow the prompts at the top of the page.

Number 1 lists the invoices selected for payment.

The screenshot shows the 'Payment Cart' interface at Step 1 of 3: 'Invoices to Pay'. A progress bar at the top indicates Step 1 is active. Below the progress bar, the 'Payment Amount' is 390.00 USD. A 'Clear Cart' button is present. Below that is a table with the following data:

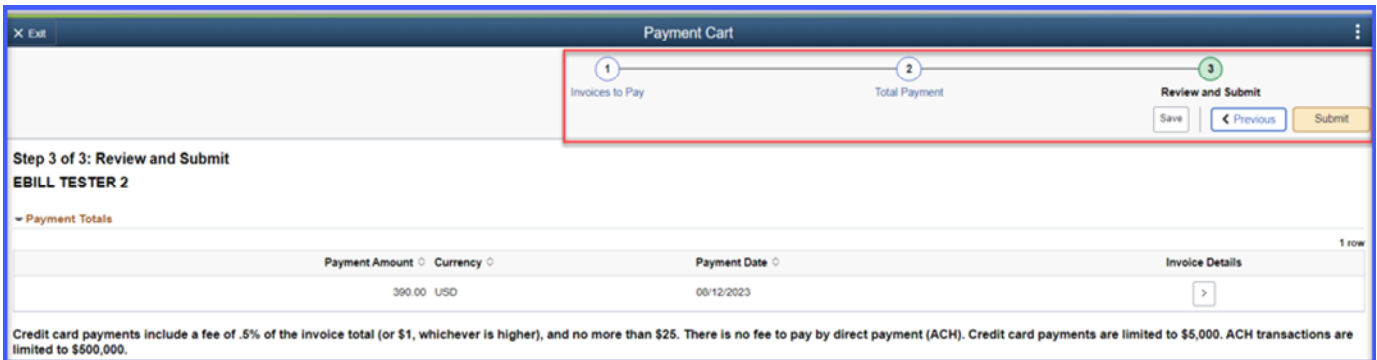
Invoice / Line	Due Date	Balance	Payment Amount	Currency	Delete
LAB-0096722	08/24/2023	216.00	<input type="text" value="216.00"/>	USD	<input type="button" value="X"/>
LAB-0096723	08/24/2023	174.00	<input type="text" value="174.00"/>	USD	<input type="button" value="X"/>

Number 2 summarizes the total payment.

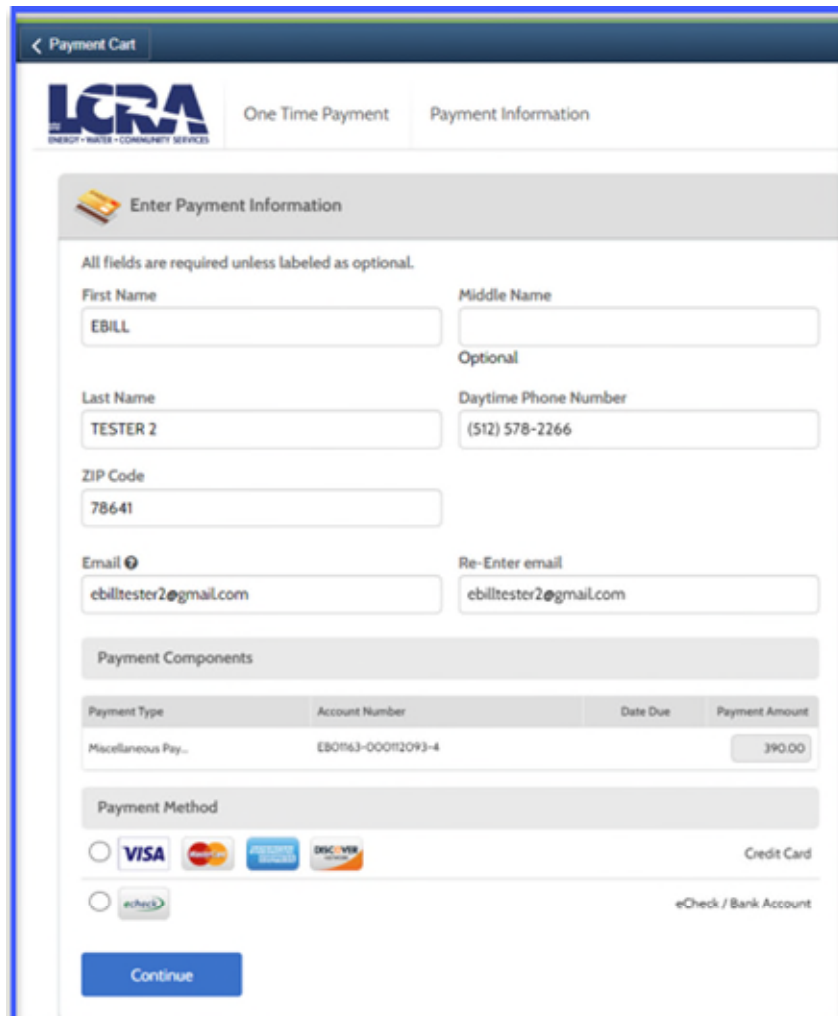
The screenshot shows the 'Payment Cart' interface at Step 2 of 3: 'Total Payment'. A progress bar at the top indicates Step 2 is active. Below the progress bar, there is a 'Save' button and navigation buttons for 'Previous' and 'Next'. Below that is a table with the following data:

Payment Amount	Currency	Payment Date
390.00	USD	08/12/2023

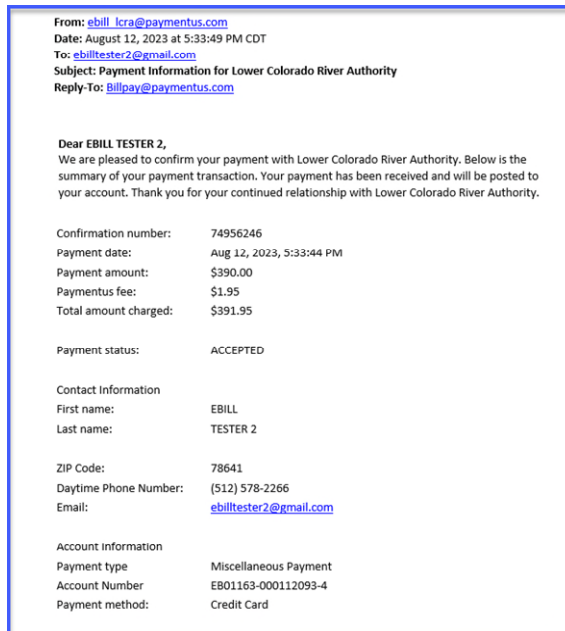
Number 3 includes a notice of credit card fees. Credit card payments will include a fee of 0.5% of the invoice total (or \$1, whichever is higher), and no more than \$25. There is no fee to pay by ACH.



Click "Submit", and the system will redirect you to a Paymentus page to enter your payment information.

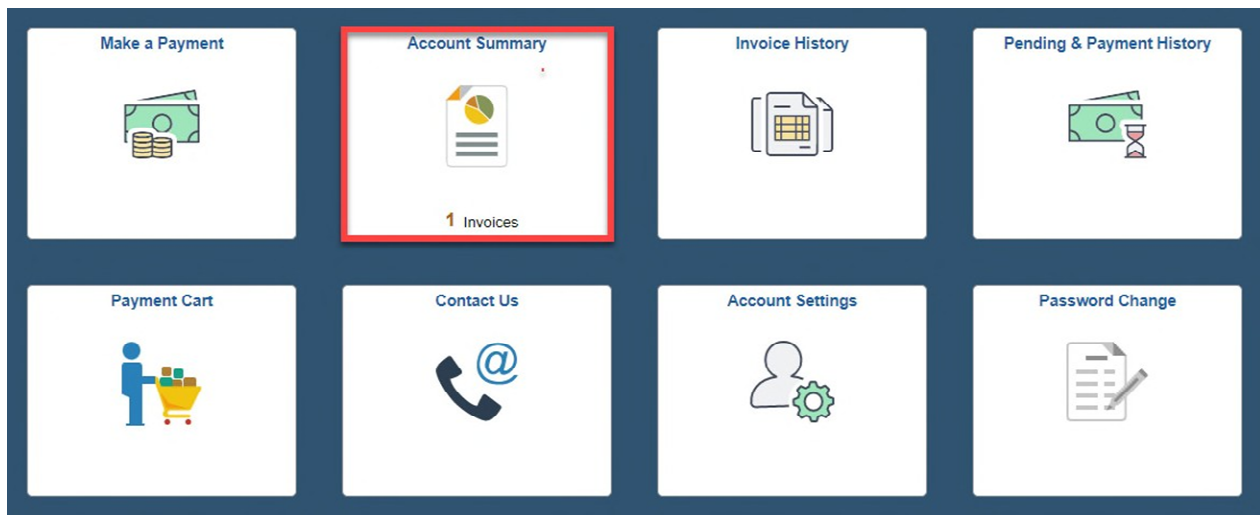


After payment is submitted and accepted, you will receive a confirmation email.



Account Summary tile

Click on the Account Summary tile from the homepage to see the balance on the account, past due balance, credits, recent invoices and recent payments.



Account Summary

FRILL TESTER 2

Balance

Description	Amount	Currency	As of Date	Count
Total Balance	217.45	USD	08/17/2023	2
Past Due		USD	08/17/2023	

Account Credits

	Amount	Currency	As Of Date
Payments on Account	-200.00	USD	08/17/2023

Recent Invoices

Invoice / Line	Invoice Amount	Balance	Currency	Due Date
OA-5182_LAB	-200.00	-200.00	USD	08/17/2023
LAB-0068070	417.45	417.45	USD	09/15/2023

More...

Recent Payments

Payment ID	Payment Amount	Currency	Payment Date	Date Applied
28096	216.00	USD	08/17/2023	08/17/2023
CK 1495	200.00	USD	08/17/2023	08/17/2023
28096	174.00	USD	08/17/2023	08/17/2023

More...

To download invoices or select invoices for payment, click "More" under "Recent Invoices". This will take you to the Invoice Balances page.

Account Summary

EBILL TESTER 2

Balance

Description	Amount	Currency	As of Date	Count
Total Balance	217.45	USD	08/30/2023	2
Past Due	-200.00	USD	08/30/2023	1

Account Credits

	Amount	Currency	As Of Date
Payments on Account	-200.00	USD	08/30/2023

Recent Invoices

Invoice / Line	Invoice Amount	Balance	Currency	Due Date
OA-5182_LAB	-200.00	-200.00	USD	08/17/2023
LAB-0068070	417.45	417.45	USD	09/15/2023

More...

Recent Payments

Payment ID	Payment Amount	Currency	Payment Date	Date Applied
28095	216.00	USD	08/17/2023	08/17/2023
CK 1495	200.00	USD	08/17/2023	08/17/2023
28096	174.00	USD	08/17/2023	08/17/2023

More...

Account Summary

Invoice Balances

EBILL TESTER 2

Total Balance 0.00 USD

Totals Selected 0 USD

Pay

Actions

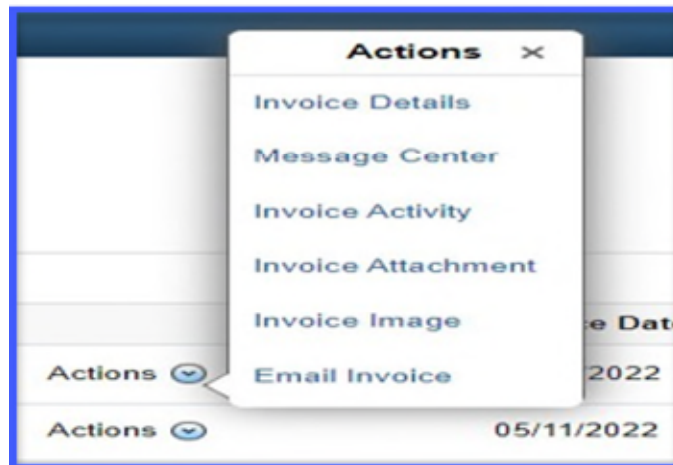
- Invoice Details
- Message Center
- Invoice Activity
- Invoice Attachment
- Invoice Image
- Email Invoice

Invoice / Line	Date	Due Date	Invoice Amount	Balance	Currency
LAB-0066723	08/23	08/24/2023	174.00		USD
LAB-0066722	07/25/2023	08/24/2023	216.00		USD

2 rows

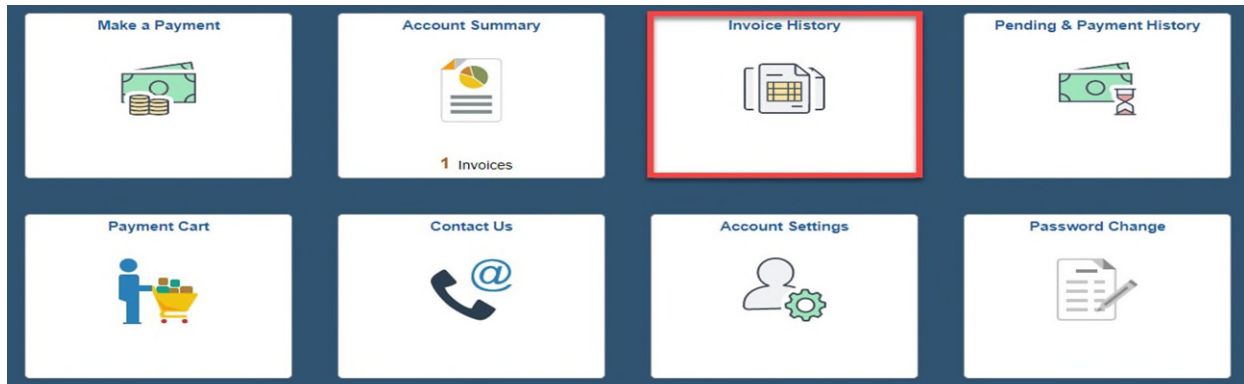
(Ctrl)

Click on “Actions” to email an invoice, view an invoice and attachments, if applicable, and send a message to LCRA Billing.



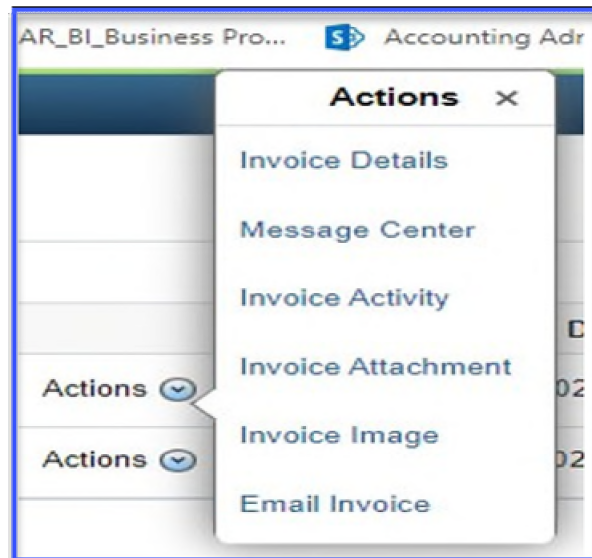
Invoice History tile

To see six months of invoices, click the Invoice History tile from the homepage.



Invoice	Invoice Date	Due Date	Payment Method	Invoice Amount	Balance	Currency
LAB-0066723	07/25/2023	08/24/2023	Actions	174.00	174.00	USD
LAB-0066722	07/25/2023	08/24/2023	Actions	216.00	216.00	USD

Click “Action” to email the invoice, view an invoice image or attachment, see invoice activity, message LCRA Billing, and view invoice details.



Invoice details

“Invoice Details” provides the details of the line items in an invoice.

Invoice Details							
Invoice LAB-0066723				Balance 174.00 USD			
Invoice Status Open				Due Date 08/24/2023			
All Invoice Lines							
Line	Description	Quantity	Unit of Measure	Unit Price	Discount/Surcharge	Tax Amount	Total Amount
1	Q2311779007	1.00	EA	45.0000	0.00	0.00	45.00
2	Q2311779007	1.00	EA	42.0000	0.00	0.00	42.00
3	Q2311779008	1.00	EA	45.0000	0.00	0.00	45.00
4	Q2311779008	1.00	EA	42.0000	0.00	0.00	42.00
Subtotal							174.00
Total Discounts							0.00
Total Surcharges							0.00
Net Extended Amount							174.00
Total Invoice Amount							174.00

Send LCRA Billing a message

Send a message to LCRA Billing about a specific invoice by selecting “Message Center”.

Add New Message

*Name: EBILL TESTER 2

Email Address: ebilltester2@gmail.com

Email me a copy: Yes

Subject: Billing

Sub-Topic: Inquiry

Invoice ID: LAB-0066723

*Message: Hello LCRA,
I believe this invoice amount is incorrect. Can someone contact me please?
Thank you,
Ebill Tester2

Buttons: Cancel, Send

Invoice Activity

“Invoice Activity” provides the status of an invoice.

Invoice Activity

Invoice: LAB-0066723 Balance: 174.00 USD
Invoice Status: Open Due Date: 08/24/2023

Accounting Date	Activity Type	Amount	Currency
07/26/2023	Environmental Lab Revenue	174.00	USD

Invoice Attachment

“Invoice Attachment” will download the invoice which allows you to attach it to an email.



Invoice Attachments

Invoice / Line: LAB-0068070 Balance: 417.450
Due Date: 09/15/2023

Invoice Supporting Documents	Description	File Type
1 View	Invoice Image	PDF

Download an invoice

Download an invoice by selecting "Invoice Image". If there are additional details in an attachment, click "Invoice Attachment" to view them.

 LCRA ENERGY • WATER • COMMUNITY SERVICES	 Environmental Laboratory Services	INVOICE	Invoice Number: LAB-0066723 Invoice Date: 07/25/23 Page: 1 of 1		
Remit To: Lower Colorado River Authority P.O. Box 301142 Dallas TX 75303-1142		Customer No: 000112093 Payment Terms: Net 30 Due Date: 08/24/23			
Bill To: EBILL TESTER 2 ATT: ACCOUNTS PAYABLE 600 MAIN AVE PARADISE, TX 78641					
Line	Lab ID	Test Description	Purchase Order	UOM	Net Amount
1	Q2311779007	Alkalinity DW	SAN ANGELO	EA	45.00
2		Conductance DW		EA	42.00
3	Q2311779008	Alkalinity DW		EA	45.00
4		Conductance DW		EA	42.00
Subtotal:					174.00
AMOUNT DUE:					\$174.00
<p>Thank you for your business.</p> <p>Now you can pay your invoice and view account information online. Go to www.lcra.org/ebill for details and to register. Contact your LCRA representative if you have any questions.</p> <p>If you have questions about this invoice, please contact LCRA Environmental Laboratory Services at (877) 362-5272 or (512) 730-6030.</p> <p>Please reference the invoice number when remitting payment to the address above.</p>					

Email Invoice

When "Email Invoice" is selected, this screen pops up.

Email Invoice Copy

Enter your email address (or multiple addresses separated by a semicolon). You may also enter an email message. Then, press the Send button.

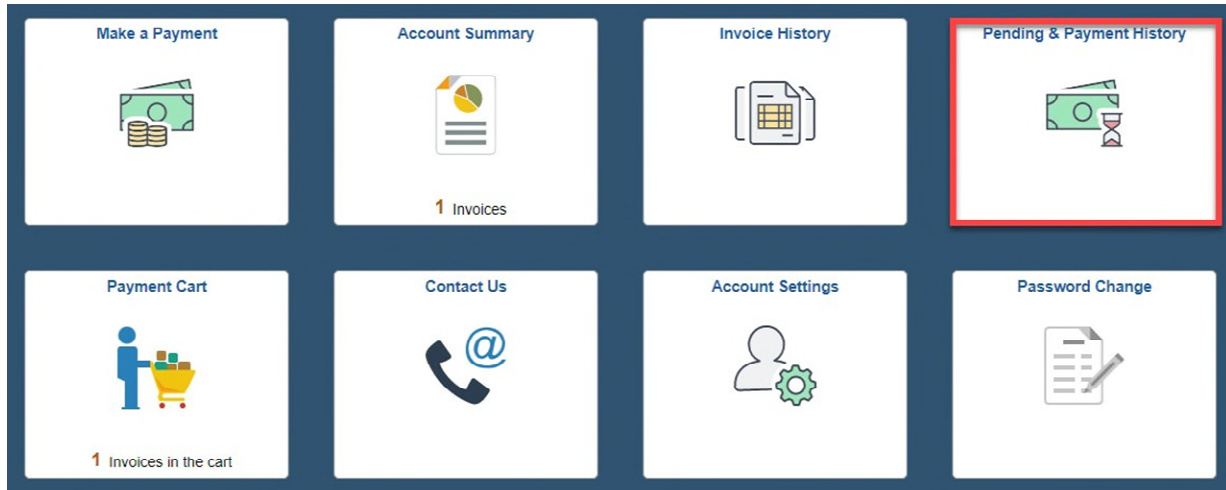
*Email Address

Email Message

Hello Accounts Payable,
Please pay this invoice from LCRA.
Thank you,
Ebill Tester2

Pending and Payment History tile

See six months of payment history by clicking on the Pending and Payment History tile from the homepage.



EBILL Payment Pending & Payment History

EBILL TESTER 2 EBILL TESTER 2

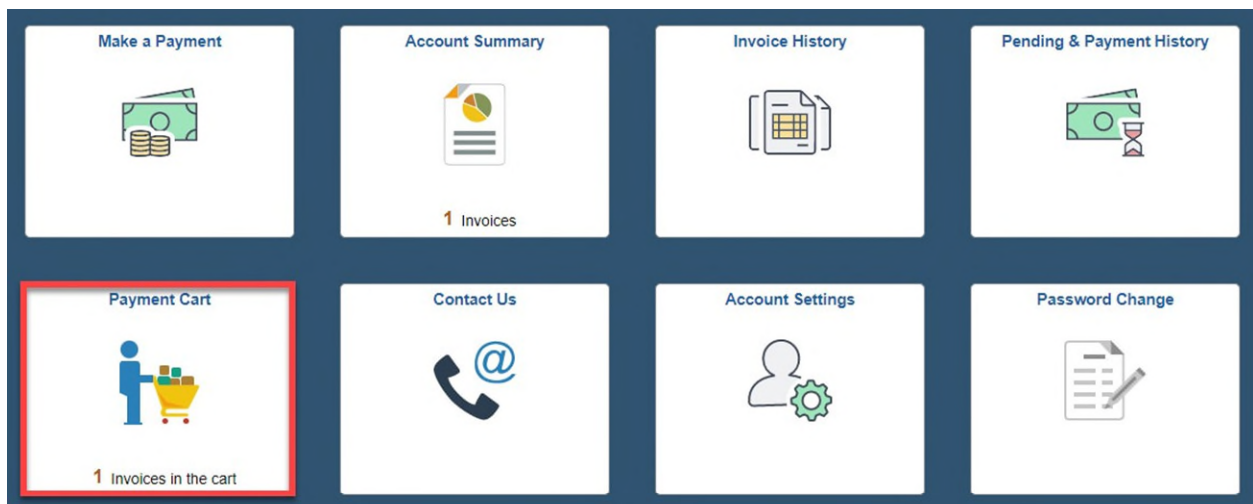
Pending Payments

Payment Totals

Invoice / Line	Type	Due Date	Balance	Payment Amount	Currency	Payment Date	Payment Method
LAB-0066722	ELAB	08/24/2023	216.00	216.00	USD	08/12/2023	Credit Card
LAB-0066723	ELAB	08/24/2023	174.00	174.00	USD	08/12/2023	Credit Card

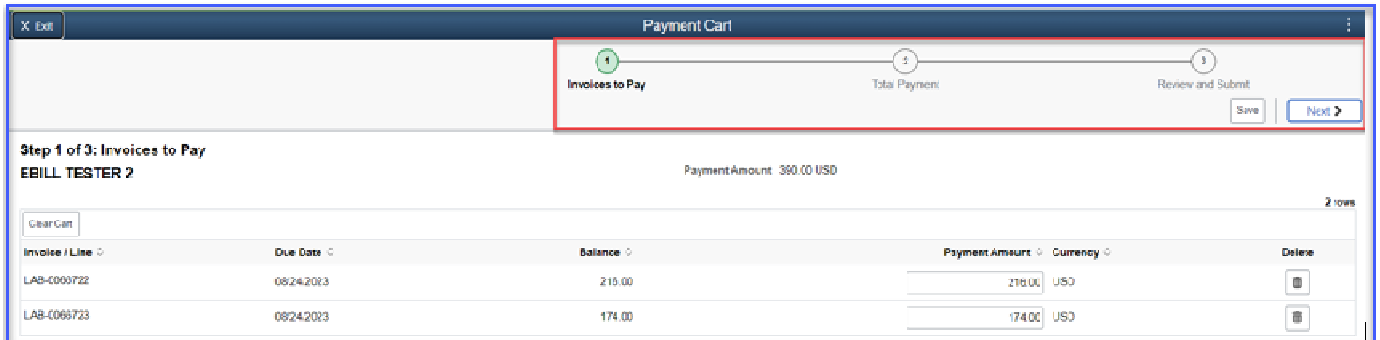
Payment Cart tile

Click on the Payment Cart tile from the homepage to go to the payment cart where a payment can be made for invoices that have been selected.

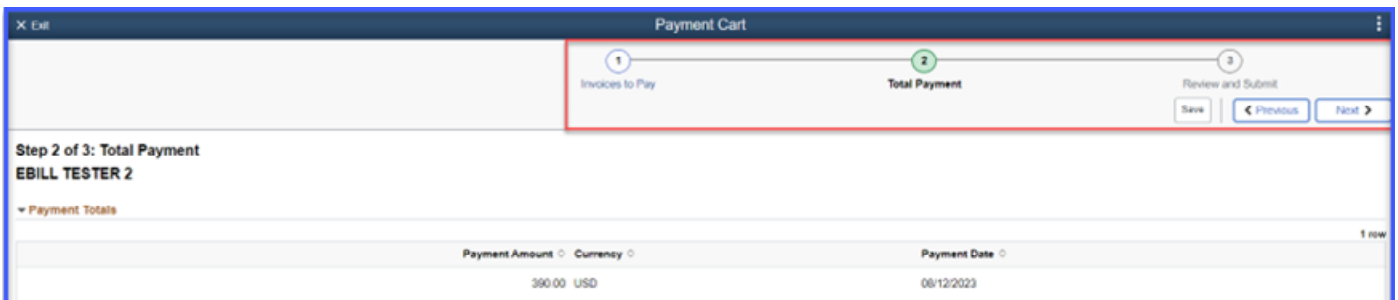


To make a payment, follow the prompts at the top of the page.

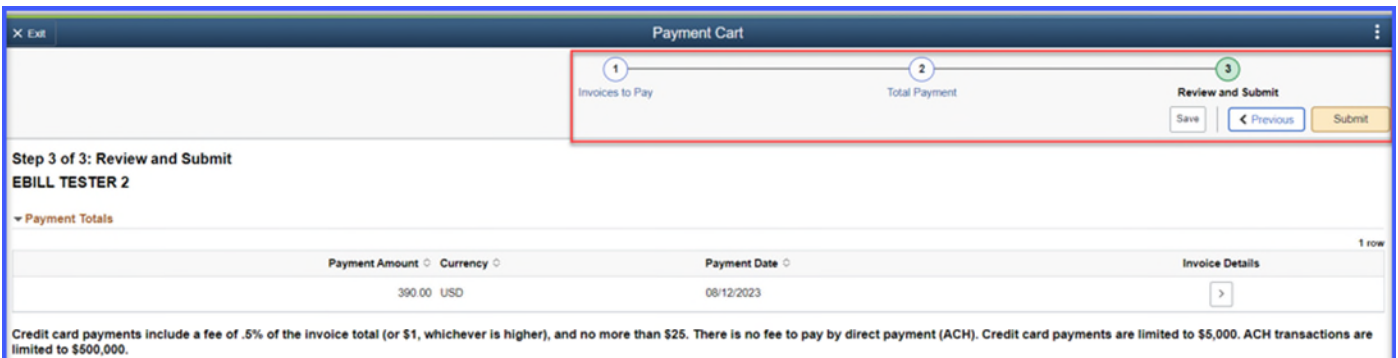
Number 1 lists the invoices selected for payment.



Number 2 summarizes the total payment.



Number 3 has a notice of credit card fees. Credit card payments will include a fee of 0.5% of the invoice total (or \$1, whichever is higher), and no more than \$25. There is no fee to pay by ACH.



Click "Submit", and you will be redirected to a Paymentus page to enter payment information.

Payment Cart

LCRA ENERGY • WATER • COMMUNITY SERVICES

One Time Payment Payment Information

Enter Payment Information

All fields are required unless labeled as optional.

First Name: EBILL Middle Name: [Optional]

Last Name: TESTER 2 Daytime Phone Number: (512) 578-2266

ZIP Code: 78641

Email: ebilltester2@gmail.com Re-Enter email: ebilltester2@gmail.com

Payment Components

Payment Type	Account Number	Date Due	Payment Amount
Miscellaneous Pay...	EB01163-00012093-4		390.00

Payment Method

VISA MasterCard American Express Discover eCheck

Credit Card eCheck / Bank Account

Continue

After payment is submitted and accepted, you will receive a confirmation email.

From: ebill_lcra@paymentus.com
Date: August 12, 2023 at 5:33:49 PM CDT
To: ebilltester2@gmail.com
Subject: Payment Information for Lower Colorado River Authority
Reply-To: Billpay@paymentus.com

Dear EBILL TESTER 2,

We are pleased to confirm your payment with Lower Colorado River Authority. Below is the summary of your payment transaction. Your payment has been received and will be posted to your account. Thank you for your continued relationship with Lower Colorado River Authority.

Confirmation number: 74956246
Payment date: Aug 12, 2023, 5:33:44 PM
Payment amount: \$390.00
Paymentus fee: \$1.95
Total amount charged: \$391.95

Payment status: ACCEPTED

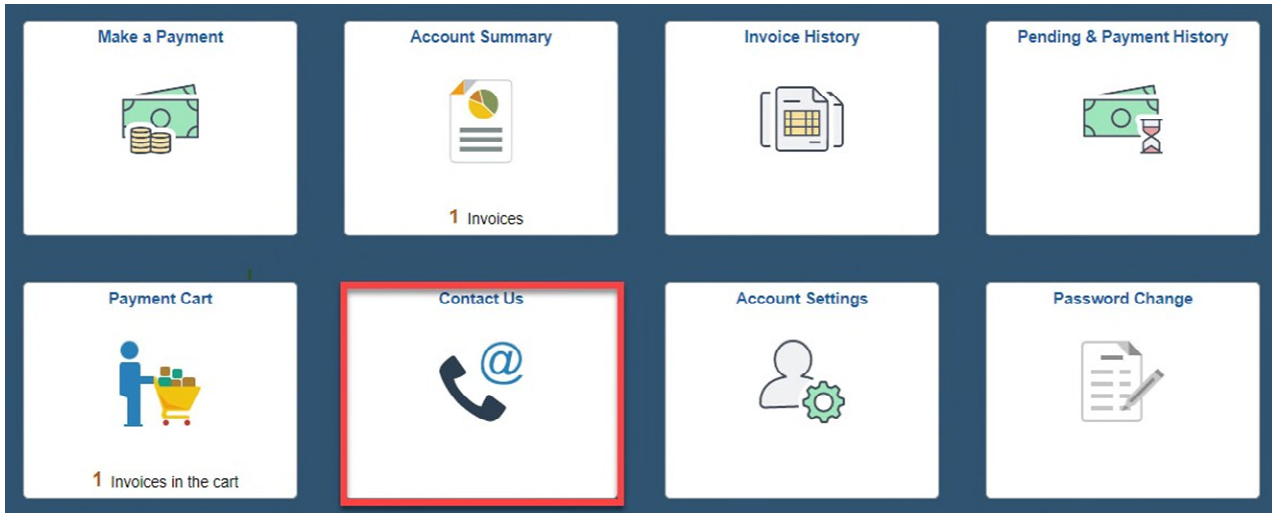
Contact Information
First name: EBILL
Last name: TESTER 2

ZIP Code: 78641
Daytime Phone Number: (512) 578-2266
Email: ebilltester2@gmail.com

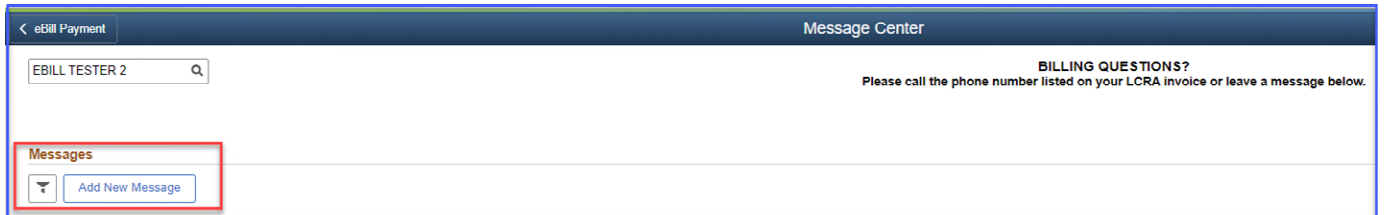
Account Information
Payment type: Miscellaneous Payment
Account Number: EB01163-00012093-4
Payment method: Credit Card

Contact Us tile

Send a message to LCRA Billing by clicking the Contact Us tile from the homepage.



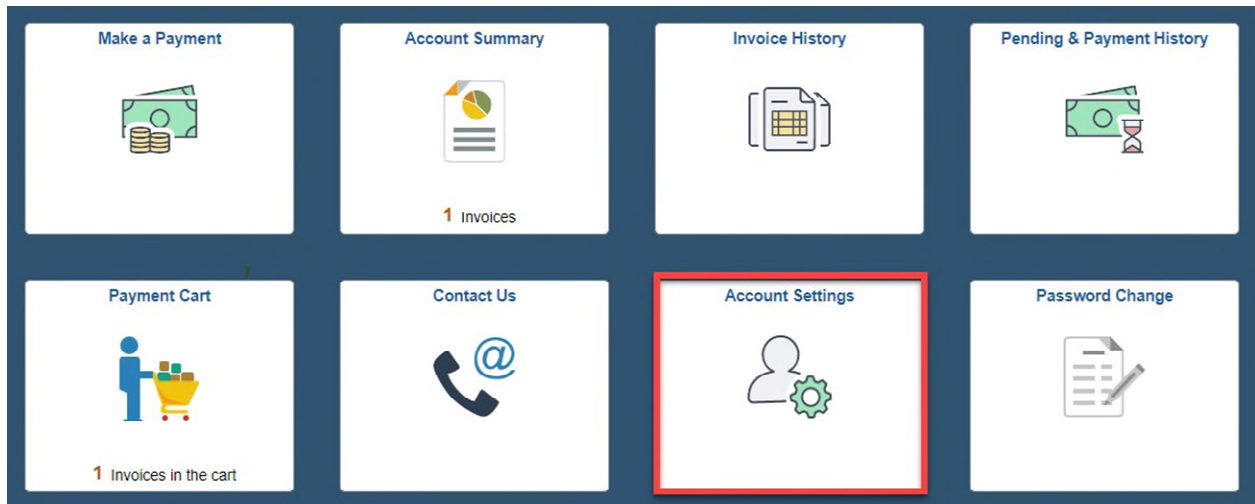
After clicking “Add New Message”, complete the form and click “Send”. LCRA Billing will respond within two business days.



The image shows the 'Add New Message' form. It has a 'Cancel' button on the top left and a 'Send' button on the top right. The form fields are: '*Name' (EBILL TESTER 2), 'Email Address' (ebilltester2@gmail.com), 'Email me a copy' (Yes, with a radio button), 'Subject' (Billing), 'Sub-Topic' (Inquiry), and 'Invoice ID' (LAB-0066723). The '*Message' field contains the text: 'Hello LCRA, I believe this invoice amount is incorrect. Can someone contact me please? Thank you, Ebill Tester2'. There is a small icon in the top right corner of the message text area.

Account Settings tile

Change your contact information by clicking on the Account Settings tile on the homepage.



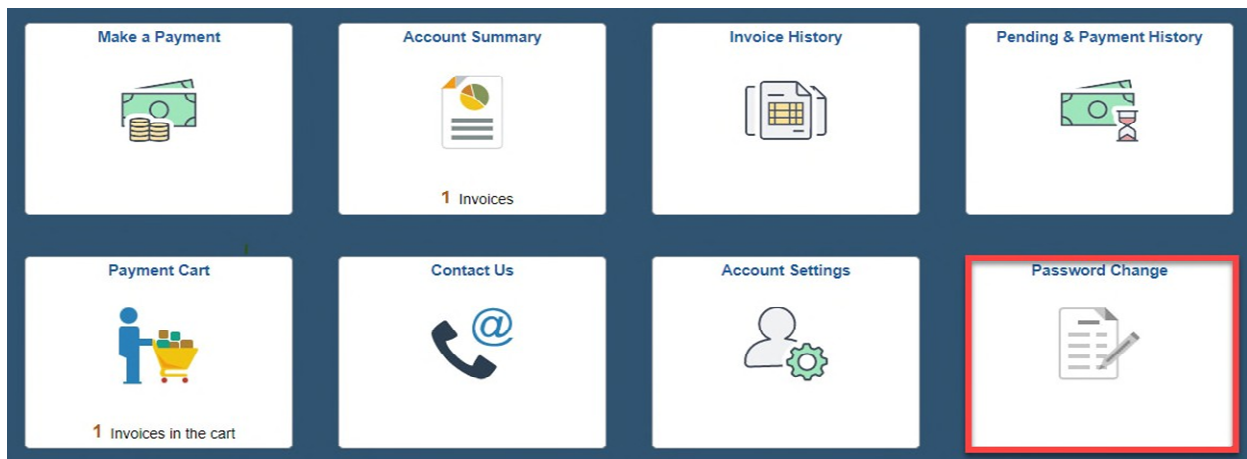
To update your email, phone and address, select the appropriate changes and click “Save”.

The screenshot shows the 'Account Settings' page with a sidebar on the left containing 'Contact Information' and 'Billing Address'. The main content area is titled 'Contact Information' and includes a 'Save' button in the top right. The user name is 'EBILL TESTER 2'. There are input fields for 'Name' (containing 'EBILL TESTER 2') and 'Email ID' (containing 'ebilltester2@gmail.com'). Below this is a 'Phone Information' section with a '+ Add' button and a table of phone numbers.

Phone Type	Int'l Prefix	Telephone	Extension	Primary
1 Business Phone		512/578-2266		✓

Password Change tile

To change your password, click on the Password Change tile on the homepage.



Change Password

User ID EB01163
 Description EBILL TESTER 2

New Password

Confirm Password

[Change Password](#)

- The password must be at least 8 characters length
- The password must contain at least 3 of the 4 following character types:
 - Lower case
 - Upper case
 - Number
 - Special character (l@#\$\$%^&*()-+=)

Signing Out of eBill

To sign out of eBill, click “eBill Payment” until you reach the homepage then select the three dots in the upper right-hand corner and select “Sign Out”.

Invoices

EBILL TESTER 2

3 rows

Invoice	Actions	Invoice Date	Due Date	Payment Method	Invoice Amount	Balance	Currency
LAB-0068068	Actions	08/16/2023	09/15/2023		216.00		USD
LAB-0068070	Actions	08/16/2023	09/15/2023		417.45	417.45	USD
LAB-0068069	Actions	08/16/2023	09/15/2023		174.00		USD

LCRA

Refresh

[Sign Out](#)

Make a Payment

Account Summary

2 Invoices

Invoice History

Pending & Payment History

Payment Cart

Contact Us

Account Settings

Password Change