

# Account Set Up Process

Online Portal: <https://www.e-billexpress.com/ebpp/FlySanJose/Login/Index>

1. On the homepage, click on "Enroll Now" to get started.

The screenshot displays the E-Bill Express website homepage for San Jose Mineta International Airport. At the top left is the SJC logo and the text "SAN JOSE MINETA INTERNATIONAL AIRPORT". At the top right are links for "Site Map" and "English (US)". Below the header, there are two main navigation options: "CLICK HERE TO LOGIN" (underlined) and "MAKE A ONE-TIME PAYMENT". The main heading reads "Welcome to E-Bill Express from City of San Jose Airport".

Below the heading, there is a section for "Required Fields" with two input fields: "Login ID" and "Password". To the right of these fields is a "Click Here To Login" button. Further right is a light blue box titled "Don't have a Login ID?" which contains the text: "Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history." Below this text is a "Click Here to Enroll" button, which is highlighted with a red box and a red arrow pointing to it from the "Click Here To Login" button.

At the bottom of the page, there are three informational boxes:

- WELCOME TO THE SITE!**: You can access your invoices here. You can make a one-time payment or enroll to save time in making your payments.
- ENROLL TODAY**: Use the "ENROLL" button above to enroll your account information and take advantage of the perks associated with enrollment.
- SET UP RECURRING PAYMENTS TODAY**: Save time and avoid late payments by signing up for recurring payments. Enroll your account information to sign up for recurring payments.

2. Please enter your 8-digit company number and 5-digit billing zip code, both of which can be found at the top of your invoice.

Invoice Page 1 of 1

**City of San Jose**

<b>REMIT TO:</b> City of San Jose Finance--Payment Processing-Airport 200 East Santa Clara St, 13th Floor San Jose, CA 95113-1905	<b>INVOICE#</b> SJC-11111111 <b>Invoice Date</b> 11/01/2024 <b>Agreement#</b> 001234 <b>Contract#</b> H-100 <b>Company#</b> 00000123 <b>Total Amount</b> \$610.00	
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Mr. JOHN SMITH  
A & B HANGER  
1111 Airport Blvd  
Santa Clara, CA 95051

- Accounts Receivable (408) 392-3669  
- Credit Card Pymts: (408) 535-3872  
- Have invoice, agreement, or company number ready  
- Monthly rent charges are due on the 1st of the month

**San Jose Mineta International Airport**

Billing Period 11/01/2024 To 11/30/2024

Line	Description	Amount
1	General Aviation Space Rent - Hangar H-40 1 @ \$610.00	\$610.00
<b>Total Amount Due</b>		<b>\$610.00</b>

Credit card payments have a service fee of 2.66% collected by a third party to cover transaction processing fees. To avoid this fee, payments can be paid in person at City Hall with cash or check. Checks may also be mailed to the remittance address noted above. ACH payments are also accepted.

 **SAN JOSE MINETA**  
INTERNATIONAL AIRPORT

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## Account Setup

To verify your identity, we need your Company Number and Billing Zip Code

**\* Required Fields**

1 **\* Company Number**

2 **\* Billing Zip Code**

3. Provide your company name, billing address, and contact information.

## Account Setup

✓ PROFILE   ✓ LOGIN & PASSWORD   ✓ TERMS OF SERVICE   PAYMENT ACCOUNTS

\* Required Fields

### Name

\* Company Name

### Billing Address

Country

Address

Address 2

City

State

ZIP Code

### Contact Info

\* Mobile Phone

[Add Another Telephone Number](#)

\* Email

[Add Another Email Address](#)

4. Create a login ID and password, following the specified password requirements.  
Select your security questions, keeping in mind that responses are case-sensitive.

## Account Setup

✓ PROFILE    ✓ LOGIN & PASSWORD    ✓ TERMS OF SERVICE    PAYMENT ACCOUNTS

**\* Required Fields**

### Create an Account

**\* Login ID**

**\* Password**

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more uppercase characters
- 1 or more lowercase characters
- 1 or more of these special characters \*+~/=?^\_{ }~!@#\$

Passwords cannot include:

- the last 3 passwords
- your name
- your Login ID
- more than 3 repeating characters, numbers or special characters, such as AAAA, 2222 or !!!!
- more than 3 consecutive characters or numbers, such as aBcD or 4567
- the zero character at the start or end
- the word "password" (common dictionary words should be avoided)

**\* Re-enter password, just to be sure**

### Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.

**\* Give your image a label**

5. Carefully review the terms of service, then select "Accept" to proceed.

**SJC** SAN JOSE MINETA INTERNATIONAL AIRPORT

[Site Map](#) [English \(US\)](#)

## Account Setup

✓ PROFILE   ✓ LOGIN & PASSWORD   ✓ TERMS OF SERVICE   PAYMENT ACCOUNTS

\* Required Fields

[Terms of Service](#) \*

\* By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

[Go Back](#) [Continue To Payment Accounts](#)

6. Save your preferred payment methods by adding a bank account and/or a credit/debit card. Please note that using a credit/debit card may incur an additional fee. Once you've completed this step, finish your enrollment.

### BANK ACCOUNT

\* Account Type  
 Personal  Business

\* Banking Type  
 Checking Account  Savings Account

\* Give This Account a Nickname

\* Name on the Account

\* Routing Number

\* Account #

\* Re-enter Account #

Pay to the Order of \_\_\_\_\_

⑆ 123456789 ⑆ 000123456 ⑆ 1111

Routing Number Account Number

*Make sure to use your bank account number, not your ATM or Debit card number*

By continuing this action, 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.

### CREDIT OR DEBIT CARD

### ADD LATER

## Add A Payment Method

You may select a default payment method now. After enrollment you can manage your payment methods. \*



BANK ACCOUNT



CREDIT OR DEBIT CARD



\* Give This Account a Nickname

\* Full Name on Card

\* Card Number



\* Expiration Date

\* Country

\* Address

Address 2

(optional)

\* City

\* State

\* Zip

By continuing this action, 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.

7. You'll receive a confirmation once your account is set up. Please note that the account must be activated before you can log back in.



## Your Account is Set Up!

### Activate Your Account

We've sent an activation link to [jsmith@sjc.org](mailto:jsmith@sjc.org). Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

After activating your account, click below "Account Login" link to login

[Account Login](#)

### Resend Activation Email

Didn't get our email? We can resend it to the Email on file or an alternate address.

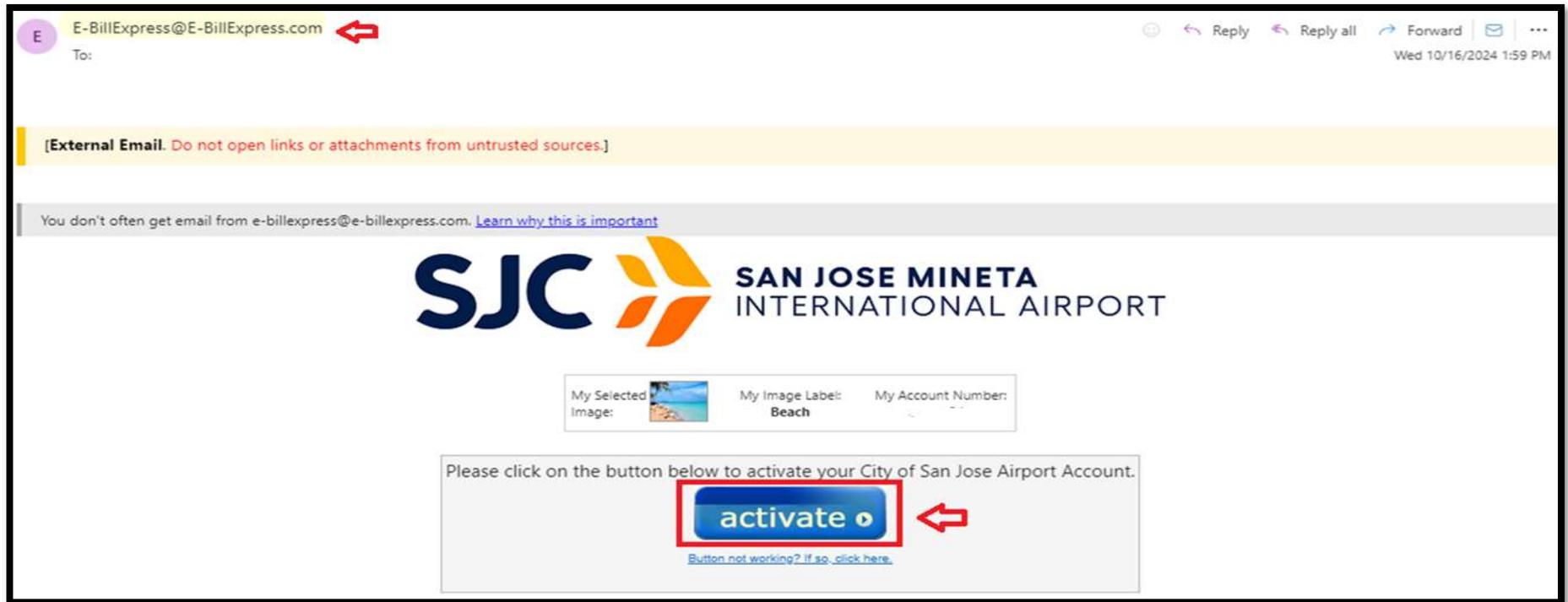
Resend Email to [jsmith@sjc.org](mailto:jsmith@sjc.org)

### Send Email to another Email Address

Alternate Address

[Send Activation Email](#)

8. The confirmation email will come from E-BillExpress@E-BillExpress.com. In the email, you'll see an image you selected during setup, along with your account number which is same with your SJC's company number. Click the "Activate" button to complete the activation process for your account.



9. Once activated, you'll receive a confirmation of activation. You are now ready to log into your account.

