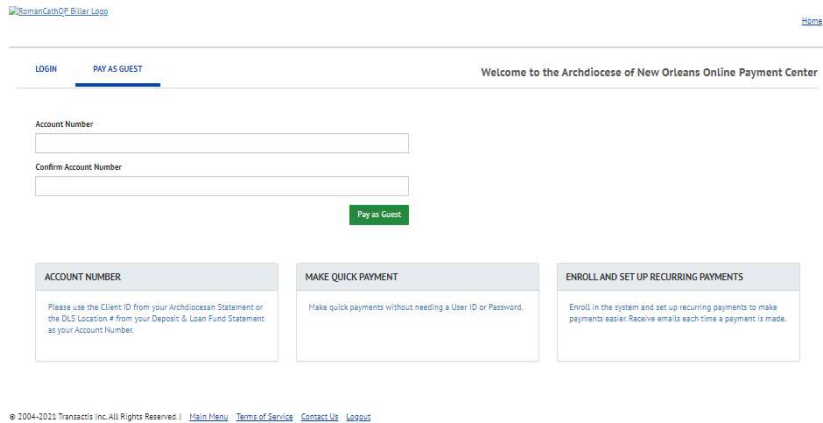


Biller Express User Guide

- The web address for Biller Express is: <https://hwtreasury.billeriq.com/ebpp/RomanCathQP/>
- Upon first accessing the website, you will choose "Pay As Guest". Please use the Client ID from your Archdiocesan Statement or DLS Location # from your Deposit & Loan Fund Statement as your Account Number.



Welcome to the Archdiocese of New Orleans Online Payment Center

Account Number

Confirm Account Number

[Pay as Guest](#)

ACCOUNT NUMBER

Please use the Client ID from your Archdiocesan Statement or the DLS Location # from your Deposit & Loan Fund Statement as your Account Number.

MAKE QUICK PAYMENT

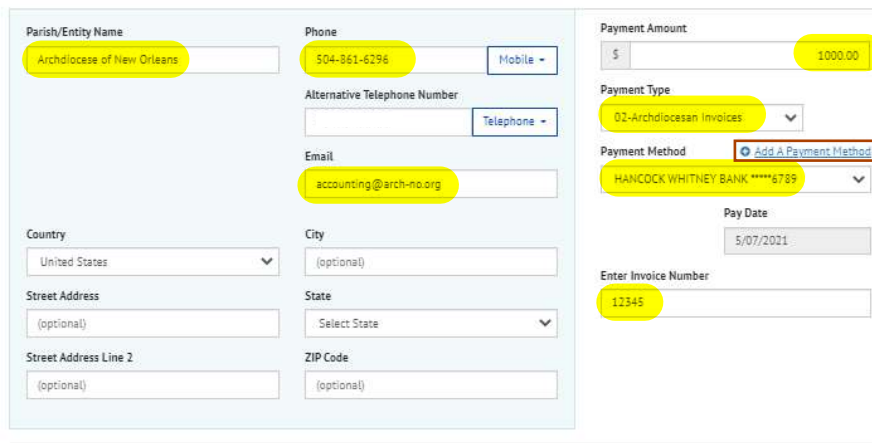
Make quick payments without needing a User ID or Password.

ENROLL AND SET UP RECURRING PAYMENTS

Enroll in the system and set up recurring payments to make payments easier. Receive emails each time a payment is made.

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- Fill out the required fields and click "Add A Payment Method" to enter your bank information.
 - You have 3 options to choose for "Payment Type". Please submit your DLS deposits and Archdiocesan Invoices in separate payments
 - Multiple invoices can be paid in one payment. Please indicate which invoices you would like to be paid in the "Invoice Number" field
 - For complicated payment applications, please send a follow up email to the contact information provided at the end of the user guide.
 - Once the proper information is filled out, click "Continue to Payment"



Parish/Entity Name: Archdiocese of New Orleans

Phone: 504-361-6296 (Mobile)

Alternative Telephone Number: (Telephone)

Email: accounting@arch-no.org

Country: United States

City: (optional)

Street Address: (optional)

State: Select State

Street Address Line 2: (optional)

ZIP Code: (optional)

Payment Amount: \$ 1000.00

Payment Type: 02-Archdiocesan Invoices

Payment Method: [Add A Payment Method](#) (highlighted)

HANCOCK WHITNEY BANK ****6789

Pay Date: 5/07/2021

Enter Invoice Number: 12345

Click here to enter your bank information that will be used to make the payment

Use the "Additional Remit Info" field to enter additional payment info (i.e. multiple invoice numbers)

Additional Remit Info

[Continue to Payment](#)

- After clicking “continue to payment” you will be able verify the information previously entered.
- Once you verify your information, click “Make Payment” to submit your payment

- Once the payment is submitted, you are able to enroll using the information previously entered. Enrolling allows you to keep historical data of your payments, while also saving your account information for seamless payments in the future.

Confirmation

Thank You! Your payment has been made.

Print Confirmation Page	Payment Date	5/07/2021
Archdiocese of New Orleans	Payment Method	HANCOCK WHITNEY BANK *****6789
	Total Payment	\$1,000.00

You have been provided a confirmation number. Please save this page for your records.

Payments confirmed before Friday, May 07, 2021 2:00 PM CT will be posted on Friday, May 07, 2021.
Payments confirmed after Friday, May 07, 2021 2:00 PM CT will be posted on Monday, May 10, 2021.

If you have any further questions about payments to The Roman Catholic Church of the Archdiocese of NO, please contact our office at .

Account Number	Confirmation #	Payment Amount
123	3100369802	\$1,000.00

Click here to save your information for future payments →

[Enroll With Your Current Information](#)

[Return to Home](#)

[Log Out](#)

- If you have any questions, please contact:
 - Kevin Merrell
 - kmerrell@arch-no.org
 - 504-861-6296