



# Producer Payment Express Procedures

To pay your initial non-resident appointment fees online, please log on to <https://www.e-billexpress.com/ebpp/baltagent/>. From there, you will need to enter your National Insurance Producer Registry (“NIPR”) number on the “Pay Now” screen. If you do not have your NIPR number, a link is provided on the site for you to be able to look up your number. Enter your NIPR number, confirm it and select the “Pay Now” button.

You will then be brought to the payment page where you will need to enter your name, phone number and email address. Once you have done that, complete the following steps:

1. Enter the “Payment Amount.” This will be the total of all the appointment fees you will be paying. **Please do not enter amounts for resident fees or fees for Arkansas or South Carolina.** If you do not know the amount of the state appointment fees, there is a link at the bottom of the page entitled “Appointment Fee Amounts/FAQ” which will provide a chart of the fees.
2. Select “Payment Code” from the dropdown menu.
  - a. If you are paying a debit balance, select “Debit Balance.”
  - b. If you are only payment one state appointment fee, select “Single State.”
  - c. If you are paying multiple state appointment fees, select “Multi-State.”

Once you have done that, you **MUST** click the box with the pencil in it and either type in “debit balance” or the state names/abbreviations of the states for which you are remitting appointment fees.

3. Under “Payment Method”, select “Add a Payment Number” and this will bring you to a screen where you can enter your credit and debit card information. Please note we only accept credit and debit cards.

Once you have made your payment, you will receive an email confirming that the payment is being processed and then you will receive another email confirming that the payment has been processed.

Payments received before 8:00 p.m. Eastern will be processed that day. Otherwise, they will be processed the following business day.

If you have any questions, contact Agent Relations at (877) 533-2468. We have dedicated representatives available from 8:30 – 6:00 p.m. Eastern Monday -Thursday and Friday 8:30 – 5:00 p.m. Eastern who will respond quickly.