

Online Bill Payment

Make a Payment Guide



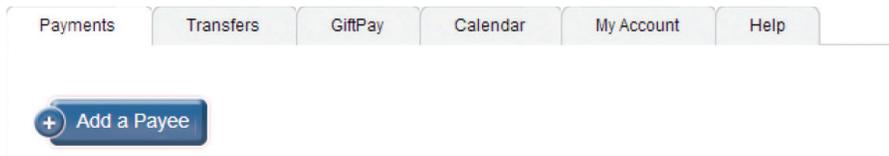
How to Use the Upgraded Online Bill Payment.

The new payments dashboard is simpler and more convenient. We have upgraded Bill Payment so the home page is now a payments dashboard. That means you can add payees and make payments in just a few clicks. Here's how it works.

How to Add a Payee

1. On the payments dashboard, select "Add a Payee"
2. On the next screen, select "Pay a Company"
3. Enter the company's contact information and your account number
4. Click "Next," review payee information and click "Submit"

The payee will now appear in your payments dashboard.



How to Make a Payment

Make a one-time payment

1. Find the payee on the payments dashboard
2. Enter the payment amount and date
3. Click "Submit all payments"

Set up a recurring payment

1. Find the payee on the payments dashboard
2. Select "Make it recurring"
3. On the next screen, choose the pay from account, payment date, frequency and first payment date
4. Click "Submit"

Payments

Display: All | Shortcut | Last 30 days | eBills | Company | Individuals | Inactive | Hidden (0)

Choose a Category Search your payees Enter payee name or nickname Search

Pay To	Pay from	Amount	Payment date	Actions
American Express *****3456 Electronic	Primary Chec. ****5678	\$	02/27/2014 Deliver By: 3/3/2014	Pay Rush Delivery Make it Recurring Add Comment

	Totals
Primary Checking	\$0.00
Secondary Checking	\$0.00
Hobby Account	\$0.00
Payment Total	\$0.00

[View pending transactions](#) | [View history](#)

[Review all payments](#) [Submit all payments](#)

Online Bill Payment

eBill Guide



How to Use eBill.

The upgraded Online Bill Payment has eBill so clients can view, pay and track bills online. And they can do it all in one secure place. When a client sets up eBill, they'll receive bill summaries right on their payments dashboard. That means they can see the payment amount and due date at a glance.

How to Set Up eBill

1. Go to the payments dashboard and select "Set up eBill" under the payee's name
2. Enter the login credentials for the payee's website
3. Accept the terms and conditions and submit

The screenshot shows the 'Payments' dashboard with tabs for Payments, Transfers, GiftPay, Calendar, My Account, and Help. A blue '+ Add a Payee' button is prominent. Below it are filters for 'Display: All | Shortcut | Last 30 days | Individuals only | Inactive'. A search bar is labeled 'Search your payees' with a 'Search' button. A table lists payees with columns: Pay To, Pay from, Amount, Payment date, and Actions. The first entry is for 'Sprint' with account number '****2999' and a 'Set up eBill' link. The second entry is partially visible, showing 'Primary Acco.. ****0123'.

How to Know When an eBill is Due

1. An "eBill due" notice will appear on the dashboard when a payee has a new eBill
2. At this time, you can view the amount due and due date

This close-up shows a bill entry for 'AT&T' with account number '****1234'. It is marked as 'Electronic' and 'Last paid: \$112.45 on 3/3/2013'. A yellow box highlights the text 'amt due: \$100.00, due by 04/15/2013'. Another yellow box highlights 'Amt Due: \$100.00' and 'Due by: 04/15/2013'. The 'Pay from' dropdown is set to 'Primary Acco.. ****0123'. Action links include 'Rush Delivery', 'Edit Recurring', 'Add Comment', and 'File eBill'.

Online Bill Payment eBill Guide



How to Set Up Automated Recurring eBill Payments

1. From the dashboard, select “Make it Recurring” under the “Actions” column
2. Select the payment schedule you want
3. Select the pay from account, amount and send date

Best Buy ****1337 Electronic Last paid: \$50.00 on 3/11/2013 eBill due	Primary Acco.. ****0123	\$	Min Due: \$25.00 Bal: \$500.00	Due by: 04/15/2013	Rush Delivery Make it Recurring Add Comment File eBill
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Set up recurring payment

Schedule payments:

Using a frequency I create

When my new eBill arrives

Set up recurring payment

Pay to **Best Buy**
****1234
Electronic

Pay from Primary Account

Amount

Always pay full balance

Always pay minimum due

Only pay the amount due if it is less than or equal to \$

Pay an amount that I specify \$

Send Payment

To be delivered by the due date

When bill arrives

Online Bill Payment eBill Guide



How to View eBill History

Once an eBill is paid, you can view it in your “eBill History” for 18 months.

1. Select a payee on your payments dashboard
2. On the “Payee details” page, select “eBill History”
3. Now you can view the details of past eBills

Best Buy
****1337
Electronic
Last paid: \$50.00 on 3/4/2013
eBill due

Primary Acco.. ****0123

\$
Min Due: \$25.00
Bal: \$500.00

Due by: 04/15/2013

[Rush Delivery](#)
[Make it Recurring](#)
[Add Comment](#)
[File eBill](#)

Payee details for Best Buy

eBills			Additional actions
Date	Amount	Additional items	Edit payee
Due by: 04/15/2013 Statement close: 04/01/2013	Due: \$25.00 Statement balance: \$500.00	Status: Unpaid Pay File eBill	Pending transactions History eBill History Add reminder

How to File an eBill

If you pay a bill by cash, check or through your payee’s website, here’s how to remove the “eBill due” notice on your dashboard.

1. To file an eBill, select “File eBill” to the right of your payee on your dashboard
2. Once it’s filed, the eBill will appear in your eBill History

Best Buy
****1337
Electronic
Last paid: \$50.00 on 3/4/2013
eBill due

Primary Acco.. ****0123

\$
Min Due: \$25.00
Bal: \$500.00

Due by: 04/15/2013

[Rush Delivery](#)
[Make it Recurring](#)
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