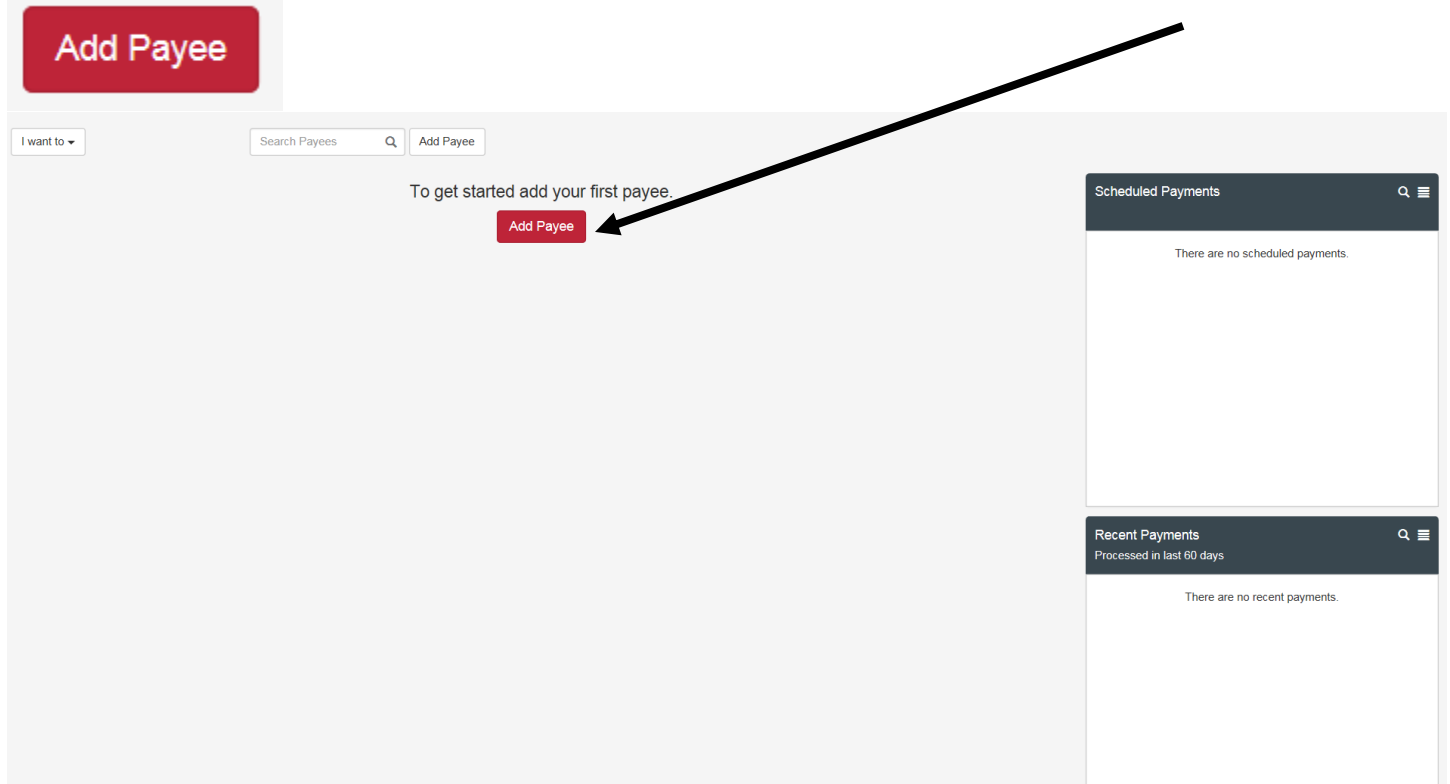


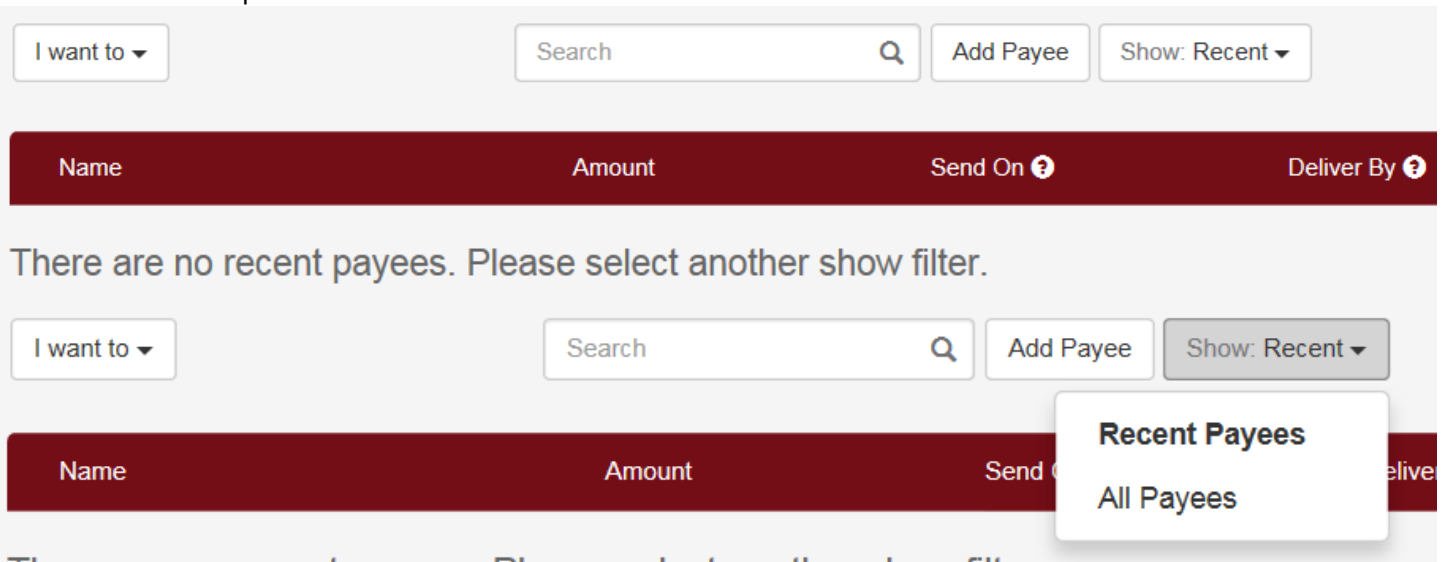
If this is a first time user logging into Bill Pay site, this is the screen they will see. Just click on



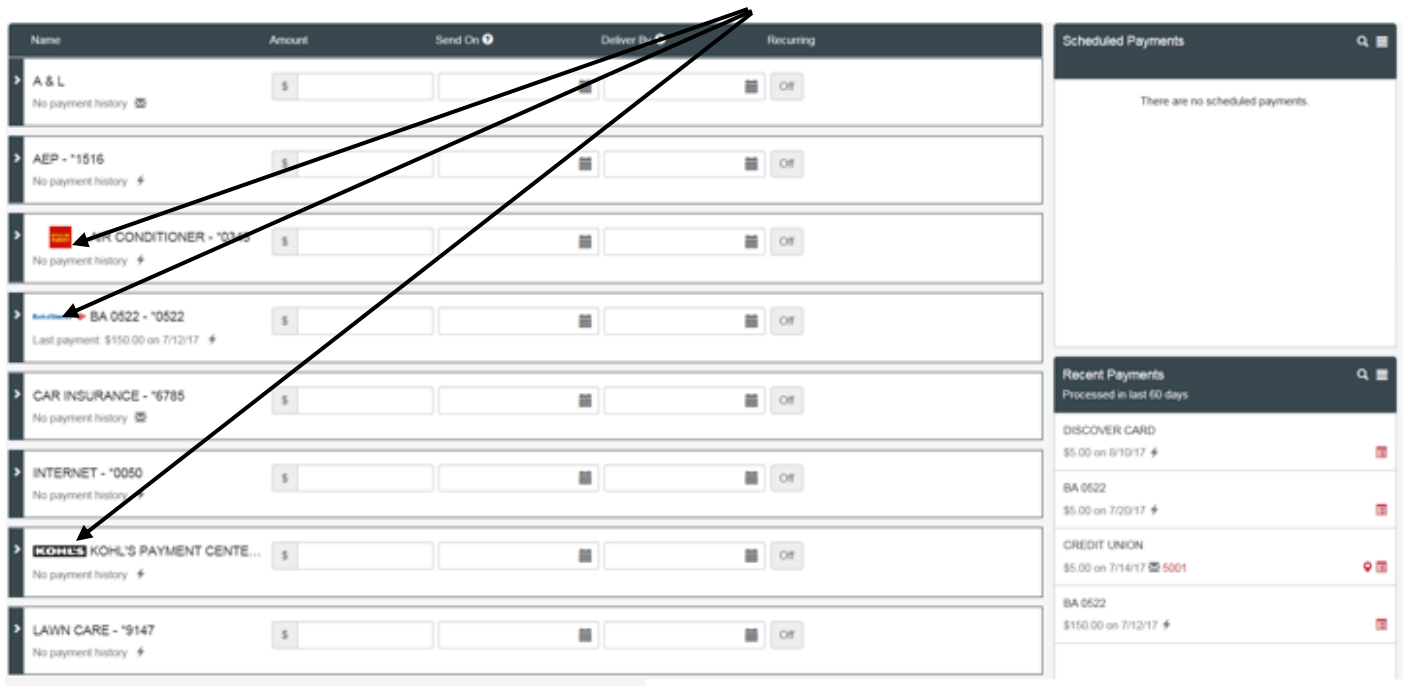
And this is the screen that will appear. From the Add Payee screen, complete the information needed to create your new payee (name, address, and account number) then choose

The "Add Payee" form is divided into three main sections: "Payee Information", "Payee Address", and "Additional Information".  
- **Payee Information:** Includes fields for "Name \*", "Nickname", "Account Number", "Payee Email", and "Pay From Account" (a dropdown menu showing "My BankAccount \*0010").  
- **Payee Address:** Includes fields for "Zip Code \*", "Address Line 1 \*", "Address Line 2", "City \*", and "State \*" (a dropdown menu showing "Alabama").  
- **Additional Information:** Includes a "Memo" text area.  
At the bottom left, there is a note: "\* denotes required field". At the bottom right, there are two buttons: "Create Payee" (red) and "Cancel" (white).

Returning Bill Pay users will see this screen. The main bill pay page now defaults to show only payees that have been used in the last 90 days. This means when a user logs in they will “recent payees” to see all payees the user will simply choose All in the drop down as shown in the screen shots below.



Next to some of the payee names the company logo will appear.



AIR CONDITIONER - \*0343

No payment history ⚡



KOHL'S KOHL'S PAYMENT CENTE...

No payment history ⚡



Bank of America BA 0522 - \*0522

Last payment: \$150.00 on 7/12/17 ⚡

From the payee screen you can tell which payments are going out electronically ( ⚡ ) or by paper check ( ✉ ).

**Editing Existing Payee:** To edit an existing payee, click the arrow in front of the payee name and chose the edit payee.

A screenshot of a payee selection interface. At the top, the payee name 'A & L' is displayed with a right-pointing arrow icon circled in red. Below the name, it says 'No payment history' with a checkmark icon. A dropdown menu is open, showing the selected payee 'A & L' and a 'Pay From Account' dropdown set to 'Partners 1st FCU \*1746'. The payment amount is 'spring repair/opener installl'. To the right, there is an 'Edit Payee' button circled in red and a 'Rush Payment' button. An arrow points from the text above to the 'Edit Payee' button.

The Payee information screen will appear. You may edit any of the payee information and then hit Save. You may also hit the Delete Payee to remove the payee from the Bill Pay screen

A screenshot of the 'Payee Information' and 'Payee Address' form. The 'Payee Information' section includes fields for Name (A AND L GARAGE DOOR), Nickname (A & L), Account Number, Pay From Account (Partners 1st FCU \*1746), and Payee Email. The 'Payee Address' section includes fields for Zip Code (46816-9548), Address Line 1 (1000 PROFFMAN RD), Address Line 2, City (FORT WAYNE), and State (Indiana). Below these sections is an 'Additional Information' section with a 'Memo' field containing 'spring repair/opener installl'. At the bottom, there are three buttons: 'Save' (highlighted in red), 'Delete Payee', and 'Cancel'. Arrows from the text above point to the 'Save' and 'Delete Payee' buttons.

To change the pay from account for those with multiple accounts click the arrow in front of the payee name and chose the edit payee.

A screenshot of a payee selection interface, identical to the one above. The 'Pay From Account' dropdown is highlighted with a red circle, and an arrow points from the text above to it. The 'Edit Payee' button is also circled in red.

Click on the Pay From Account drop down arrow

Payee Information		Payee Address	
Name A AND L GARAGE DOOR	Nickname A & L	Zip Code 46816-9548	
Account Number	Payee Email	Address Line 1 10408 HOFFMAN RD	Address Line 2
<b>Pay From Account</b> Partners 1st FCU *1746		City FORT WAYNE	State Indiana
Additional Information			
Memo spring repair/opener install			
<input type="button" value="Save"/> <input type="button" value="Delete Payee"/> <input type="button" value="Cancel"/>			

From the Drop down choose the account you wish the payment to be pulled from in the future then hit the save button.

**Creating/Editing Recurring Payments:** From the payee screen, click on  under the word Recurring.

Name	Amount	Send On	Deliver By	Recurring
A & L No payment history	\$			<input type="button" value="Off"/>

Complete the Payment Schedule screen below and hit Submit.

### A & L Recurring Payment

✕

---

Payment Details

Payment Amount

First Payment Date

---

Delivery Options

Payment Frequency

Non-Business Day Option

---

Send Payments

Until I cancel this schedule

Until this date

Until  payments are made

The payee screen will show and give a description of your changes. If they are correct just click on the arrow next to the payee name.



**A & L**      \$ 5.00      08/25/2017      08/29/2017      Off

No payment history

Partners 1st FCU \*1746      spring repair/opener install      Edit Payee      Rush Payment

Delivery Option	Fee	Earliest Send On	Earliest Deliver By
<input checked="" type="radio"/> Standard US Mail	\$0	08/23/2017	08/25/2017
<input type="radio"/> Overnight Mail	\$24.95	08/23/2017	08/24/2017

As you enter payments the number and total dollar amount of your payments will show in the box to the right.

**Payments**      Total amount **\$15.00**      Pay Bills

3 ▼

I want to      Search Payees      Add Payee      Payments 3 ▼      Total amount \$15.00      Pay Bills

Name	Amount	Send On	Deliver By	Recurring
<b>A &amp; L</b> No payment history Partners 1st FCU *1746      spring repair/opener install      Edit Payee      Rush Payment	\$ 5.00	08/25/2017	08/29/2017	Off
<b>AEP - *1516</b> No payment history	\$			Off
<b>AIR CONDITIONER - *0343</b> No payment history Partners 1st FCU *1746      Edit Payee      Rush Payment	\$ 5.00	08/25/2017	08/29/2017	Off
<b>BA 0522 - *0522</b> Last payment: \$150.00 on 7/12/17 Partners 1st FCU *1746      Edit Payee      Rush Payment	\$			Off
<b>CAR INSURANCE - *6785</b> No payment history Partners 1st FCU *1746      Memo      Edit Payee      Rush Payment	\$ 5.00	08/25/2017	08/30/2017	Off



**Scheduled Payments**

There are no scheduled payments.

**Recent Payments**







Processed in last 60 days

- DISCOVER CARD \$5.00 on 8/10/17
- BA 0522 \$5.00 on 7/20/17
- CREDIT UNION \$5.00 on 7/14/17

Click on **Pay Bills** and the payments screen will come up. You may edit the payee here by clicking on the   **Submit Payments**

Pencil and paper icon or delete the payment by hitting the trash can icon Click

### Pay Bills ✕

Payee	Amount	Send On	Deliver By	Type
A & L Account: Partners 1st FCU *1746	\$5.00 Memo: spring repair/opener installl	8/25/2017	8/29/2017 Standard US Mail	Check  
AIR CONDITIONER - *0343 Account: Partners 1st FCU *1746	\$5.00	8/25/2017	8/29/2017 Standard	Electronic  
CAR INSURANCE - *6785 Account: Partners 1st FCU *1746	\$5.00	8/25/2017	8/30/2017 Standard US Mail	Check  
Total		\$15.00		


[▶ Submit Payments](#) [Make Changes](#)

A summary of your payments will display along with the total amount of the payments. If you have the option to print the screen for your records.




### Pay Bills ✕

You successfully scheduled 3 payments totaling \$15.00.



Payee	Amount	Payment Date	Expected Delivery	Confirmation #
PEKIN INSURANCE CO Pay From Account: *1746	\$5.00	8/25/2017	8/30/2017 STANDARD US MAIL	7738255
WELLS FARGO FINANCIAL RETAIL Pay From Account: *1746	\$5.00	8/25/2017	8/29/2017 STANDARD	4003783
A AND L GARAGE DOOR Pay From Account: *1746	\$5.00 Memo: SPRING REPAIR/OPENER IN...	8/25/2017	8/29/2017 STANDARD US MAIL	3310546
Total		\$15.00		

 [Print](#) [Close](#)

Click on Close and you will see your payments are now listed under Scheduled Payments Section on the main page. You have the same options to edit your payments while listed as Scheduled as you did under Pay Bills. Just choose the







Pencil and paper icon  or delete the payment by hitting the trash can icon  Click 

I want to  Search Payees  Add Payee

Name	Amount	Send On	Deliver By	Recurring
> A & L Next payment: \$5.00 on 8/25/17	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	Off
> AEP - *1516 No payment history	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	Off
>  AIR CONDITIONER - *0343 Next payment: \$5.00 on 8/25/17	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	Off
>  BA 0522 - *0522 Last payment: \$150.00 on 7/12/17	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	Off
> CAR INSURANCE - *6785 Next payment: \$5.00 on 8/25/17	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	Off

**Scheduled Payments** 🔍 ☰

Total: \$15.00

A & L \$5.00 on 8/25/17 #5003	 
AIR CONDITIONER \$5.00 on 8/25/17 ⚡	 
CAR INSURANCE \$5.00 on 8/25/17 #5004	 







**Recent Payments** 🔍 ☰

Processed in last 60 days

Clicking on the View All icon allows you to either print or export your payments.



**Scheduled Payments** 🔍 ☰

Total: \$15.00

Payee	Withdraw On	Delivered On	Amount	Account	Type	Recurring	Memo	
A & L	8/25/2017	8/29/2017	\$5.00	Checking *1746	#5003	-	SPRING REPA...	 
AIR CONDITIONER - *0343	8/25/2017	8/29/2017	\$5.00	Checking *1746	⚡	-	-	 
CAR INSURANCE - *6785	8/25/2017	8/30/2017	\$5.00	Checking *1746	#5004	-	-	 

**Export Options** ✕

Export As:  PDF  Excel  CSV

 to  

Filter By Payee



The Magnifying Glass allows you to search by payee name should you wish to alter a Scheduled Payment.



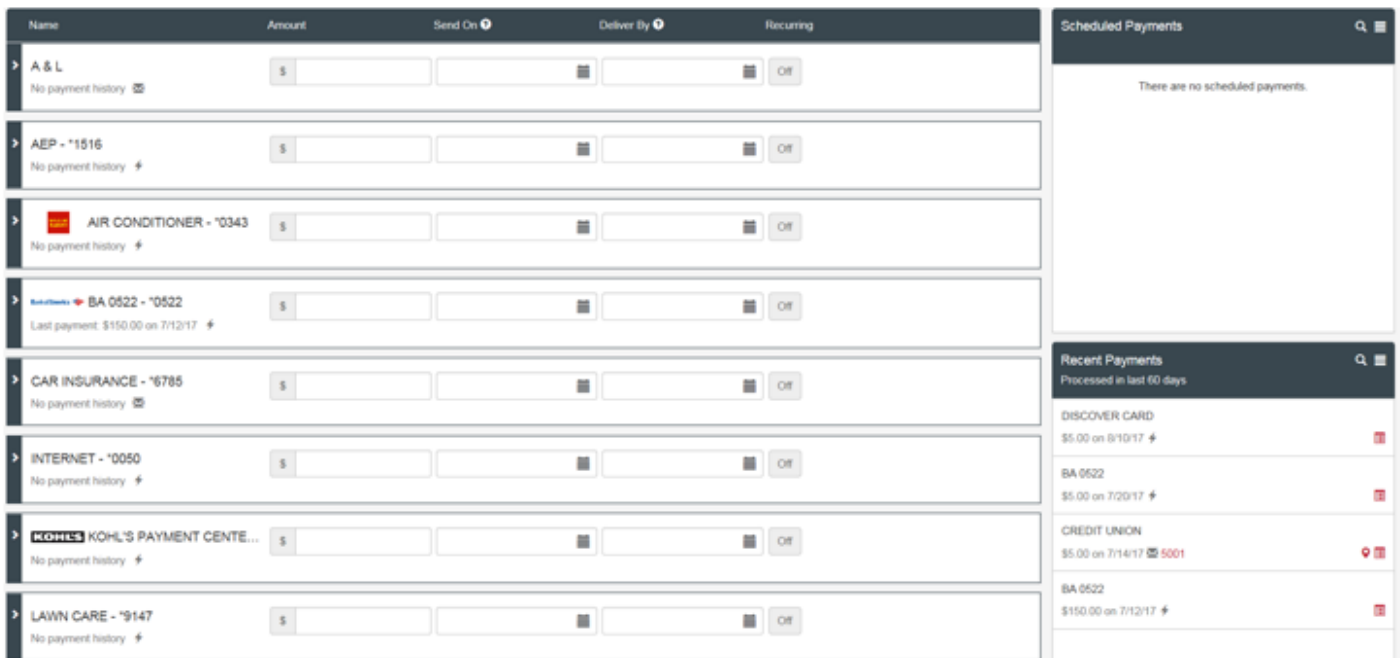
Scheduled Payments  
Total: \$15.00

Type in the Payee Name and those under that name will pull up for you to either edit or cancel.



Scheduled Payments

**Recent payments** shows your payments that have processed over the last 6 months. You have the same options as you did under Scheduled Payments. Clicking on the View All icon allows you to either print or export your payments. The Magnifying Glass allows you to search by payee name.



Name	Amount	Send On	Deliver By	Recurring
> A & L No payment history	\$			Off
> AEP - *1516 No payment history	\$			Off
> AIR CONDITIONER - *0343 No payment history	\$			Off
> BA 0522 - *0522 Last payment: \$150.00 on 7/12/17	\$			Off
> CAR INSURANCE - *6785 No payment history	\$			Off
> INTERNET - *0050 No payment history	\$			Off
> KOHL'S KOHL'S PAYMENT CENTE... No payment history	\$			Off
> LAWN CARE - *9147 No payment history	\$			Off

**Scheduled Payments**  
There are no scheduled payments.

**Recent Payments**  
Processed in last 60 days

- DISCOVER CARD  
\$5.00 on 8/10/17
- BA 0522  
\$5.00 on 7/20/17
- CREDIT UNION  
\$5.00 on 7/14/17
- BA 0522  
\$150.00 on 7/12/17

You have the option to export by specific payee name. Just choose "Filter By Payee" and the date range. Just choose the payee from the drop down and hit the Submit button.

**Export Options** ✕

Export As:  PDF  Excel  CSV

7/24/2017 📅 to 8/23/2017 📅

Filter By Payee

Select A Payee ▼

**Submit** **Close**

- Select A Payee
- A & L
- AEP - \*1516
- AIR CONDITIONER - \*0343
- BA 0522 - \*0522
- CAR INSURANCE - \*6785
- INTERNET - \*0050
- KOHL'S PAYMENT CENTER - \*1427
- LAWN CARE - \*9147

**Print Options** ✕

7/24/2017 📅 to 8/23/2017 📅

Filter By Payee

**Submit** **Close**

**Payment History** will be archived for 7 years. Removing a payee will not remove them from the history file. To view processed payments older than 6 months, go the "I want to" button at the top of your home page.

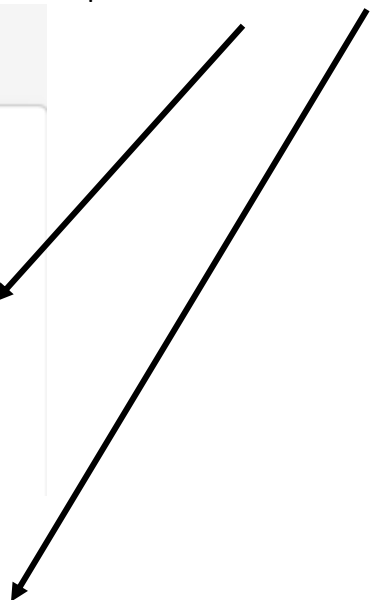
**I want to** ▼  🔍

Name	Amount	Send On <span>?</span>	Deliver By <span>?</span>

Choose View Payments from the drop down list and click Recent to see your history.

**I want to** ▼

- 📄 Pay Bills
- 📷 Pay with Picture
- 📄 **View Payments**
- 👍 Leave Feedback
- 🚪 Log Off



You have the option to export by specific payee name or print your history for specific dates. Just choose the payee from the drop down and hit the Submit button or just the date range same as you did with Recent Payments.

I want to Scheduled Recent

Payee	Withdraw On	Delivered On	Amount	Account	Type	Recurring	Memo	
TARGET	8/15/2016	8/17/2016	\$25.00	Checking *0417	⚡	-	-	
TARGET	8/15/2017	8/17/2017	\$25.00	Checking *0417	⚡	-	-	
TARGET	6/7/2016	6/9/2016	\$30.00	Checking *1028	⚡	-	-	
RAY'S TRASH SERVICE INC	4/28/2015	5/4/2015	\$28.83	Checking *8533	⊗	-	-	
RAY'S TRASH SERVICE INC	11/3/2015	11/5/2015	\$28.83	Checking *1028	⊗	-	391 CARMELAI...	
RAY'S TRASH SERVICE INC	4/22/2016	4/28/2016	\$29.70	Checking *8533	⊗	-	-	
RAY'S TRASH SERVICE INC	8/1/2016	8/3/2016	\$29.70	Checking *8533	⊗	-	391 CARMELAI...	
RAY'S TRASH SERVICE INC	1/29/2015	2/4/2015	\$28.83	Checking *8533	⊗	-	-	
RAY'S TRASH SERVICE INC	7/7/2014	7/9/2014	\$28.02	Checking *8533	⊗	-	-	
RAY'S TRASH SERVICE INC	7/29/2015	7/31/2015	\$28.83	Checking *1028	⊗	-	-	
RAY'S TRASH SERVICE INC	11/9/2016	11/14/2016	\$29.70	Checking *0417	⊗	-	391 CARMELAI...	
PROCESSING	8/10/2017	8/16/2017	\$1.00	Checking *8533	⊗	-	-	
PICTURE PAYMENT	9/23/2014	9/29/2014	\$0.01	Checking *8533	⊗	-	-	
PICTURE PAYEE	3/7/2014	3/13/2014	\$1.00	Checking *8533	⊗	-	-	
PAYPAL CREDIT	9/28/2015	9/30/2015	\$25.00	Checking *1028	⚡	-	-	

In the payment details, users can view their tracking information for paper checks to determine where the check is in the USPS process. By clicking the camera icon, you can see a picture of the bill if paid through picture pay. If you click on the check number, you will see a copy of the check that was mailed (for check payments only) and if you click on the paper icon you will see the payment details.



Check Tracking

View Bill

View Payment details

## Check Tracking

### Payment Tracking Information ✕

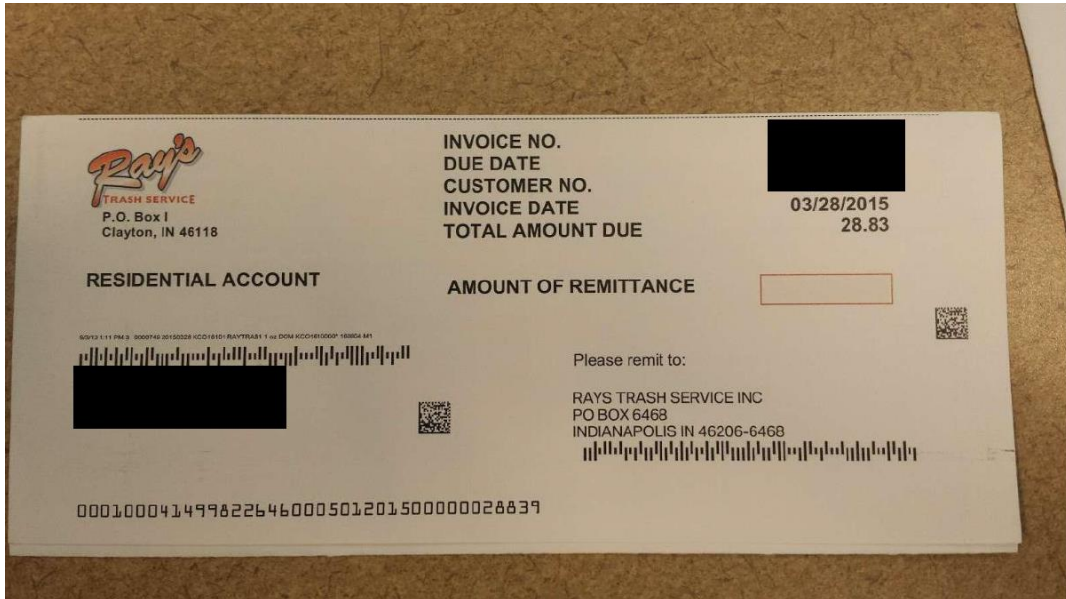
**Payment Information**

Amount	\$28.83  5058	Payment Created	04/28/15 02:43 PM
Payee Name	RAY'S TRASH SE...	Send On	04/28/15
Confirmation #	2657883	Expected Delivery	05/04/15

**Tracking Information**

Description	Location	When
Payment Scheduled	Scheduled by User	4/28/2015 2:43:34 PM
Check Printed and Sent to PO	FORT WAYNE ,IN	4/28/2015 4:01:44 PM
Departure Scan	FORT WAYNE ,IN	4/28/2015 7:42:21 PM
Arrived at destinating facility. Currently Processing	INDIANAPOLIS ,IN	4/29/2015 7:26:47 AM
Sorting at Destination PO	INDIANAPOLIS ,IN	4/29/2015 7:14:00 PM
Sorting For Delivery	INDIANAPOLIS ,IN	4/29/2015 10:34:57 PM

**View Bill**



**View Payment Details**

# Payment Details



## Payment Information

Amount	\$28.83	Payment Created	04/28/15 02:43 PM
Status	PROCESSED	Send On	04/28/15
Payment Type	Check #5058	Expected Delivery	05/04/15
Confirmation #	2657883		
Picture Pay	<a href="#">View Photo</a>		

## Payee Information


Payee Name	RAY'S TRASH SERVICE INC	Account Number	CUST # 264600
		Payee Address	PO BOX 6468 INDIANAPOLIS, IN 46206-6468

Print

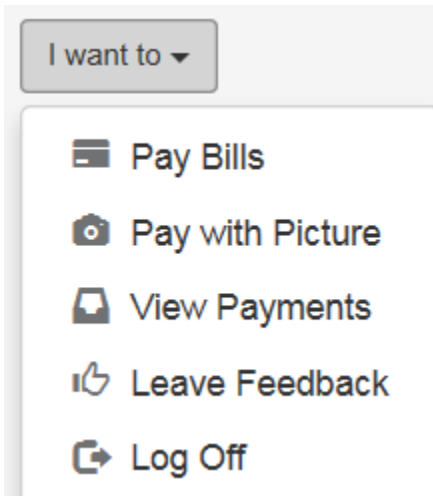
Close

## View Check








You may also show Under “Type” in your history the  icon. This indicates a Person2Person payment. (This is an optional product that may be added.)

Other options under “I want to” are;



I want to ▾

-  Pay Bills
-  Pay with Picture
-  View Payments
-  Leave Feedback
-  Log Off

**Pay with Picture:** You can use a screen shot (this is more difficult to read), use your computer’s camera or use a copy of a save invoice.


### Pay with Picture

#### Picture Tips:


- Take pictures in landscape format.
- Capture the account number and address information.
- Capture all four corners of the bill.
- Good lighting helps a lot.
- Please confirm all information is correct for the payee after making a payment.

 Take Picture

**Preferences:** On this page you can change your notification options (see below). User will not have the ability to alter their name or address as this information is based to us by the online banking provider.

 Update my Preferences

User Information	Notifications
<p>Name Address</p> <p>Next Check # <input type="text"/></p> <p>Email <input type="text"/></p>	<p><input type="checkbox"/> Send email summary of daily payments</p> <p><input type="checkbox"/> Send email when payee is created</p> <p><input type="checkbox"/> Send email for payments scheduled over <input type="text" value="0"/></p>



**Leave Feedback:** Offer suggestions on how to improve the site for future enhancements.

Leave Feedback ×

Subject

Message

Would you like to receive a reply to this comment?

Send Close

