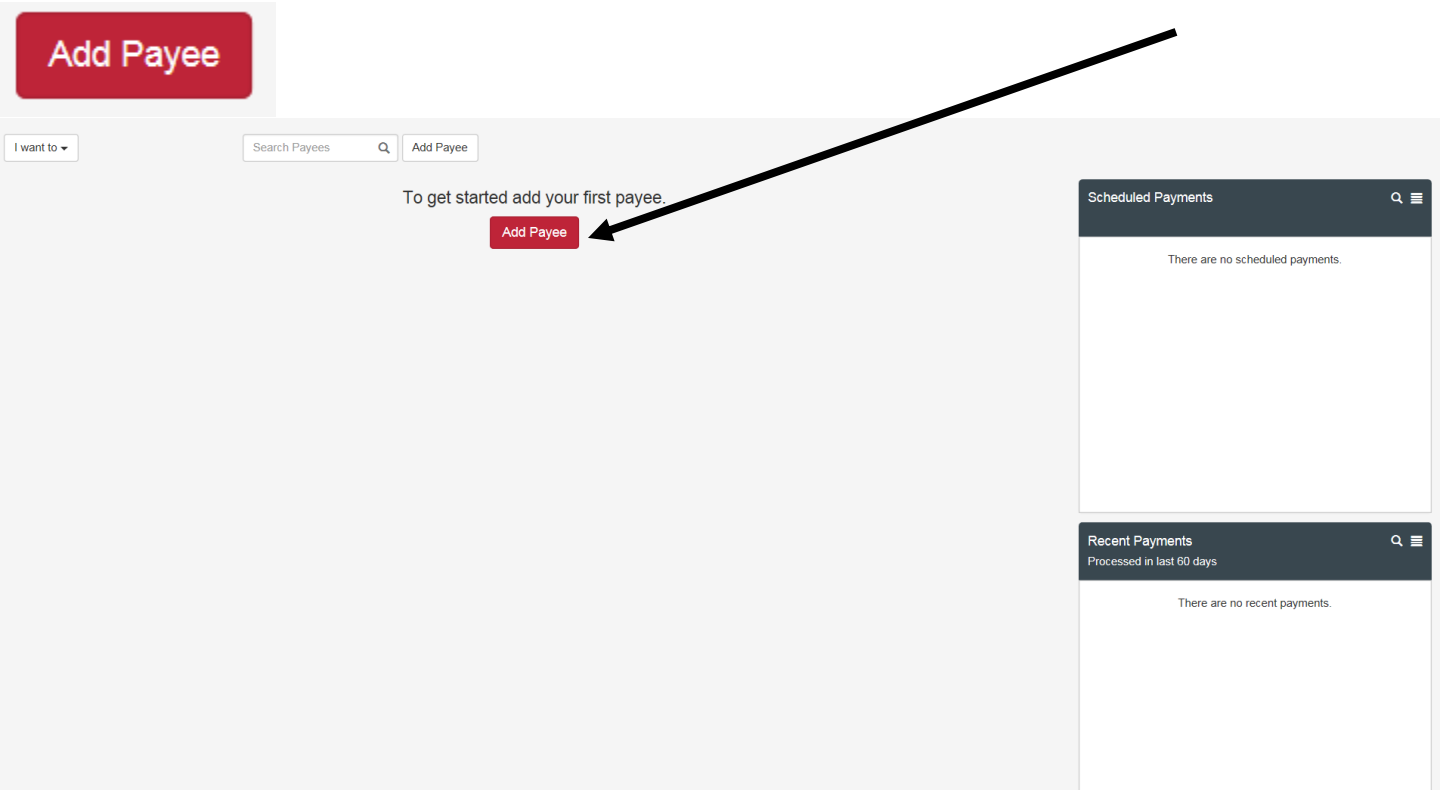
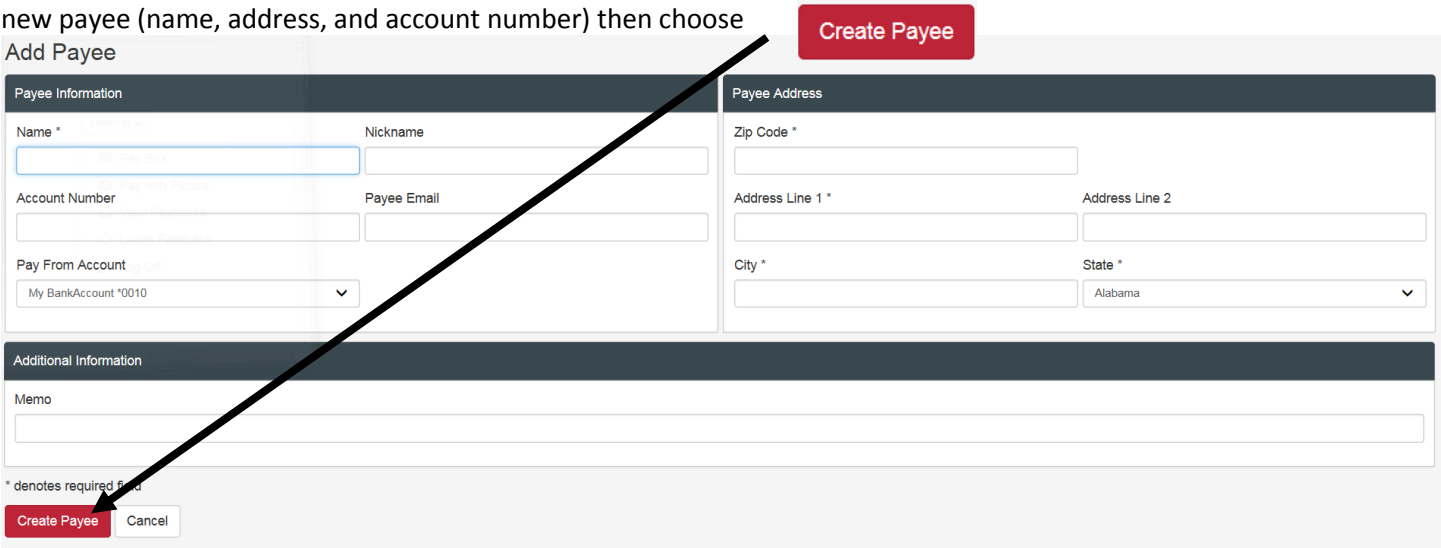
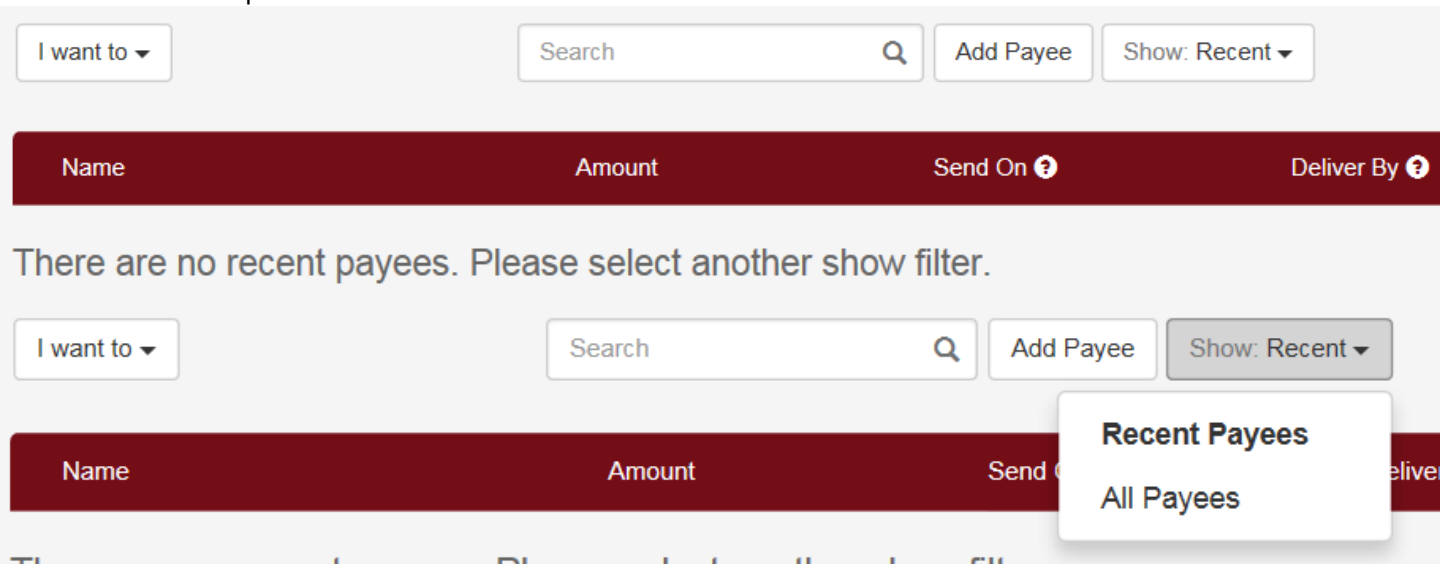
If this is a first time user logging into Bill Pay site, this is the screen they will see.  Just click on



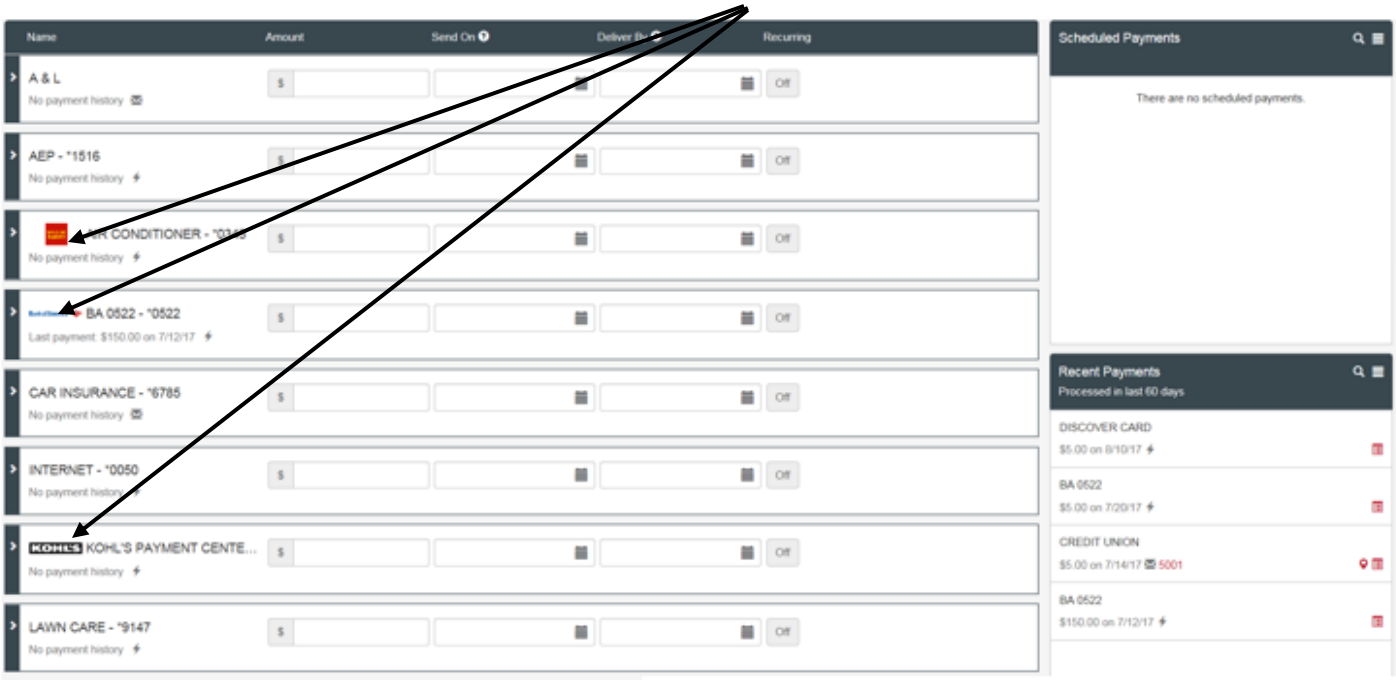

And this is the screen that will appear.  From the Add Payee screen, complete the information needed to create your new payee (name, address, and account number) then choose

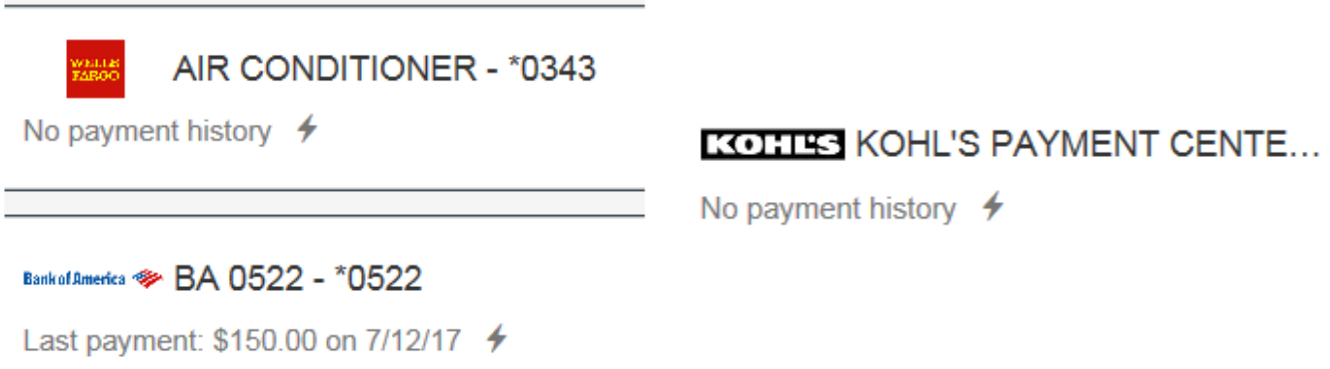


Returning Bill Pay users will see this screen. The main bill pay page now defaults to show only payees that have been used in the last 90 days. This means when a user logs in they will "recent payees" to see all payees the user will simply choose All in the drop down as shown in the screen shots below.



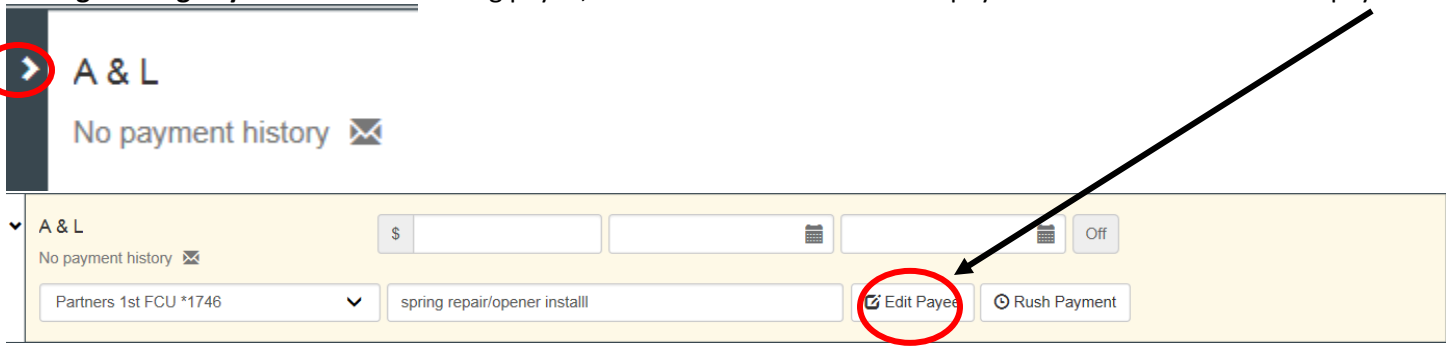

Next to some of the payee names the company logo will appear.



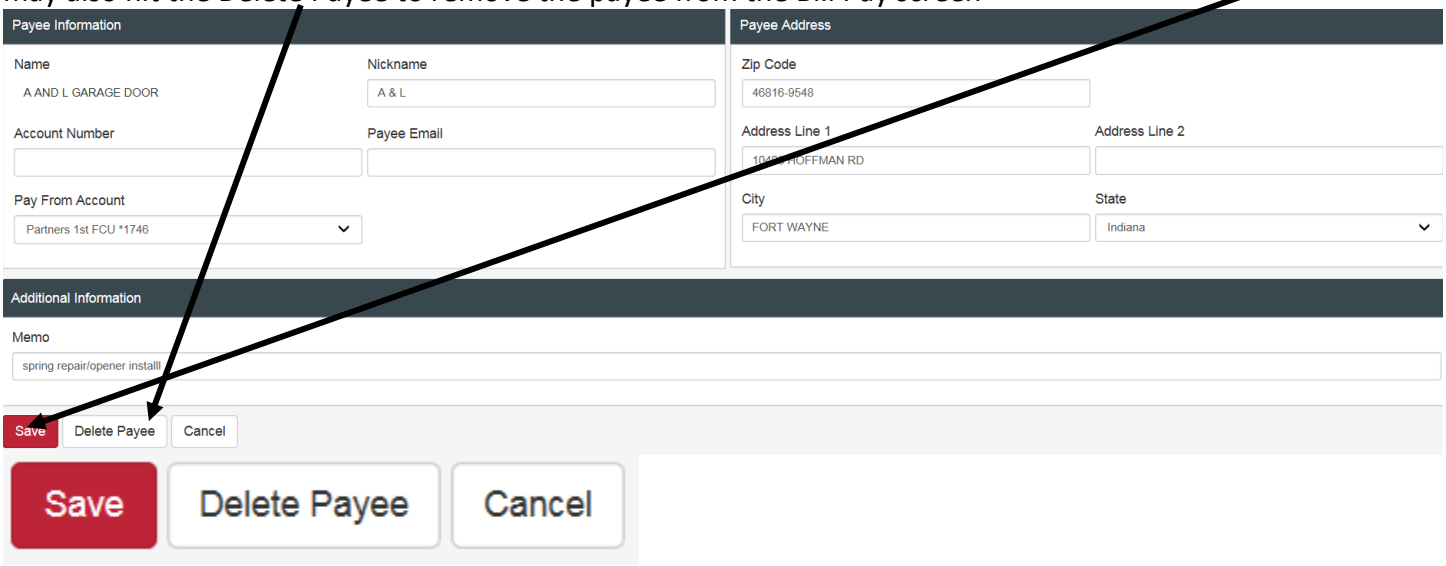



From the payee screen you can tell which payments are going out electronically ( ⚡ ) or by paper check ( ✉ ).

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



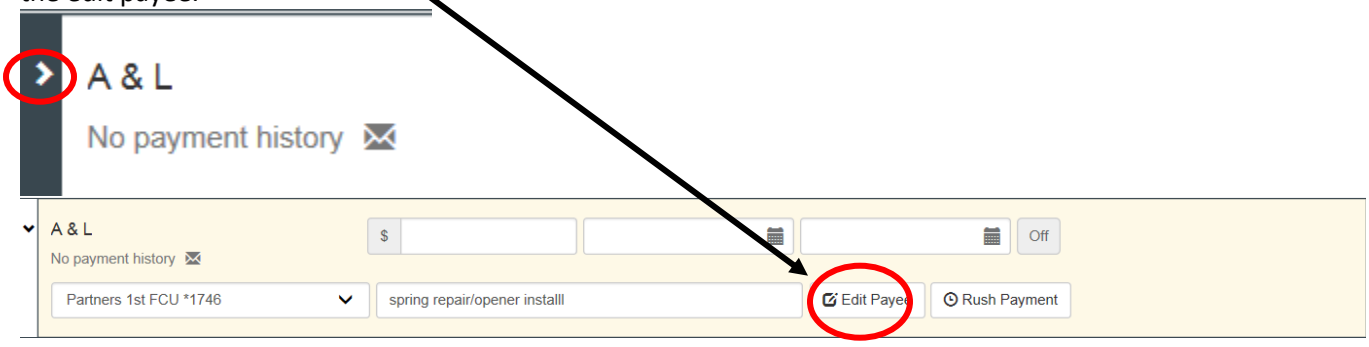

The Payee information screen will appear. You may edit any of the payee information and then hit Save. You may also hit the Delete Payee to remove the payee from the Bill Pay screen



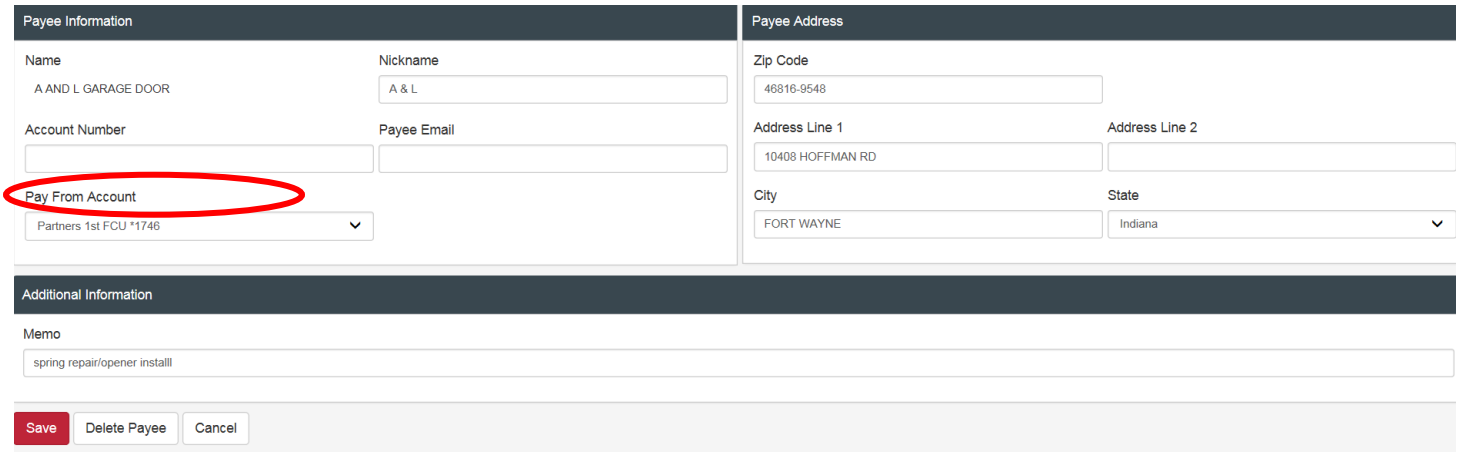




To change the pay from account for those with multiple accounts click the arrow in front of the payee name and chose the edit payee.

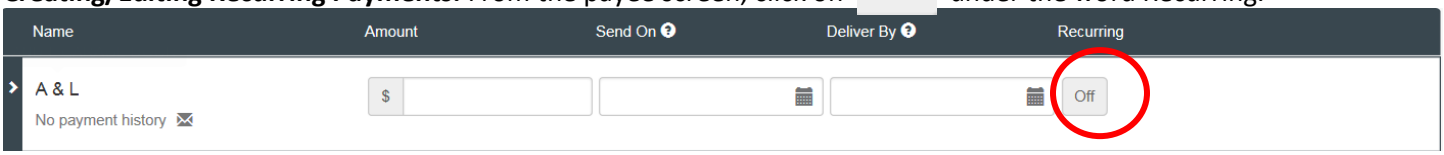



Click on the Pay From Account drop down arrow

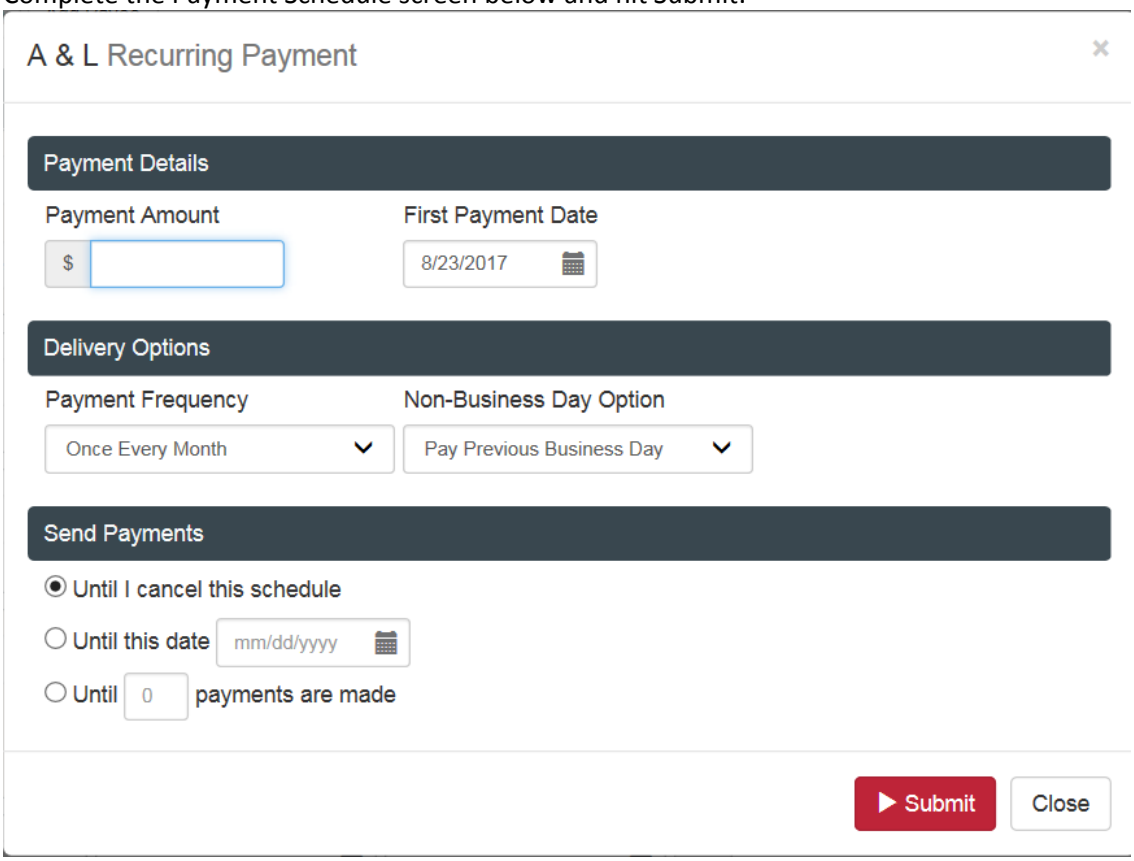



From the Drop down choose the account you wish the payment to be pulled from in the future then hit the save button.

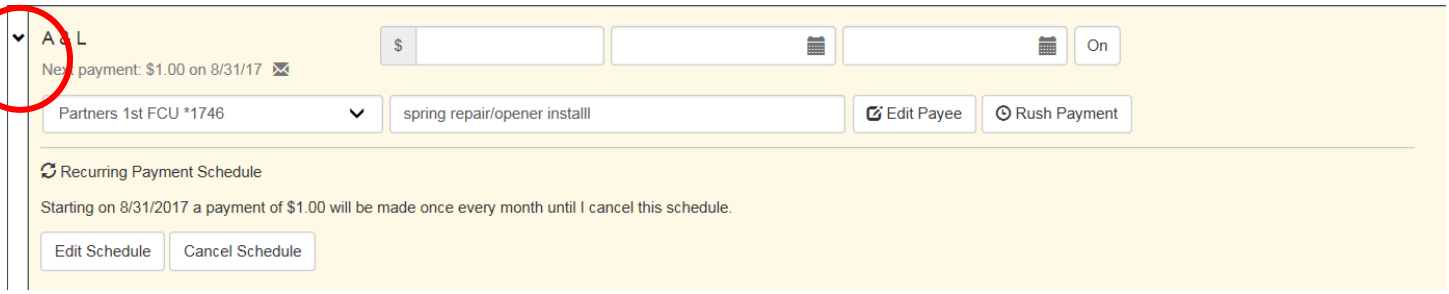
**Creating/Editing Recurring Payments:** From the payee screen, click on Off under the word Recurring.




Complete the Payment Schedule screen below and hit Submit.

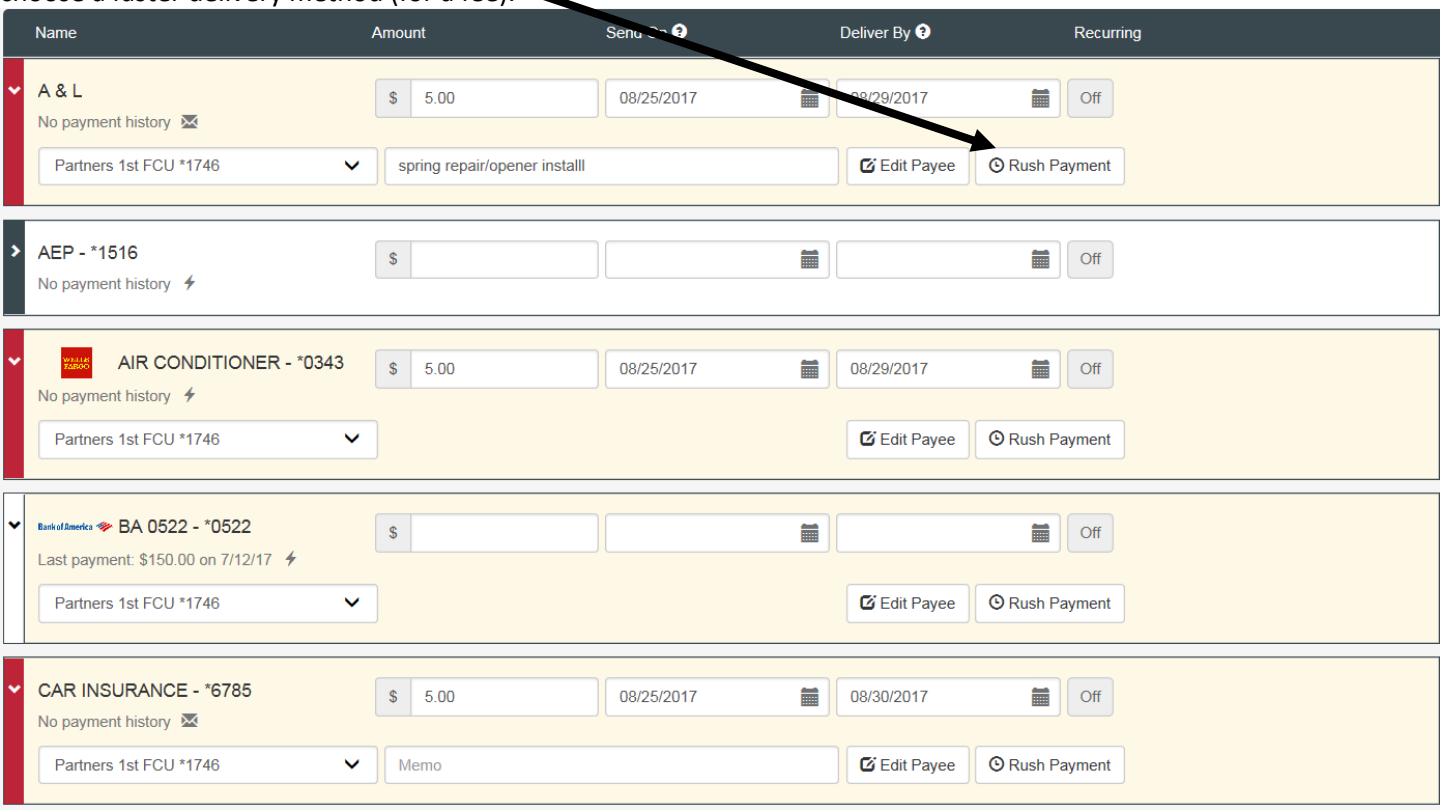



The payee screen will show and give a description of your changes. If they are correct just click on the arrow next to the payee name.

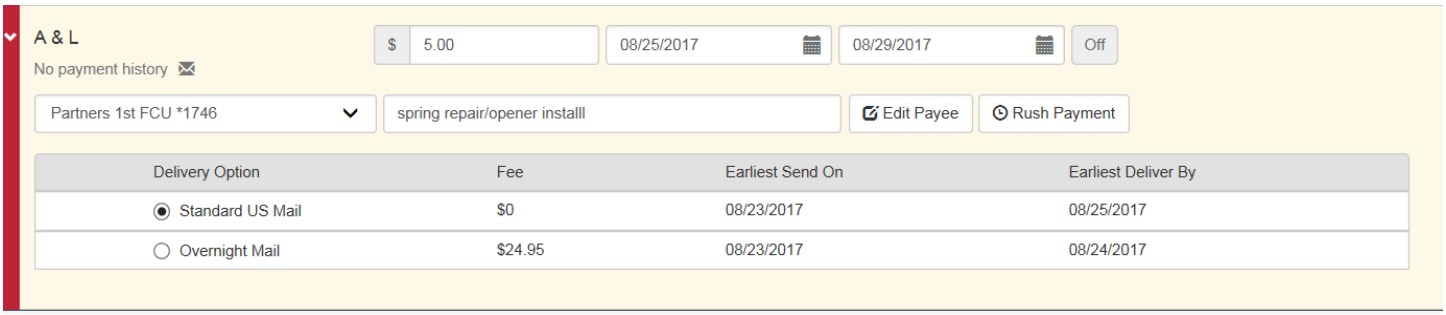



You will now see the button reads “On.”

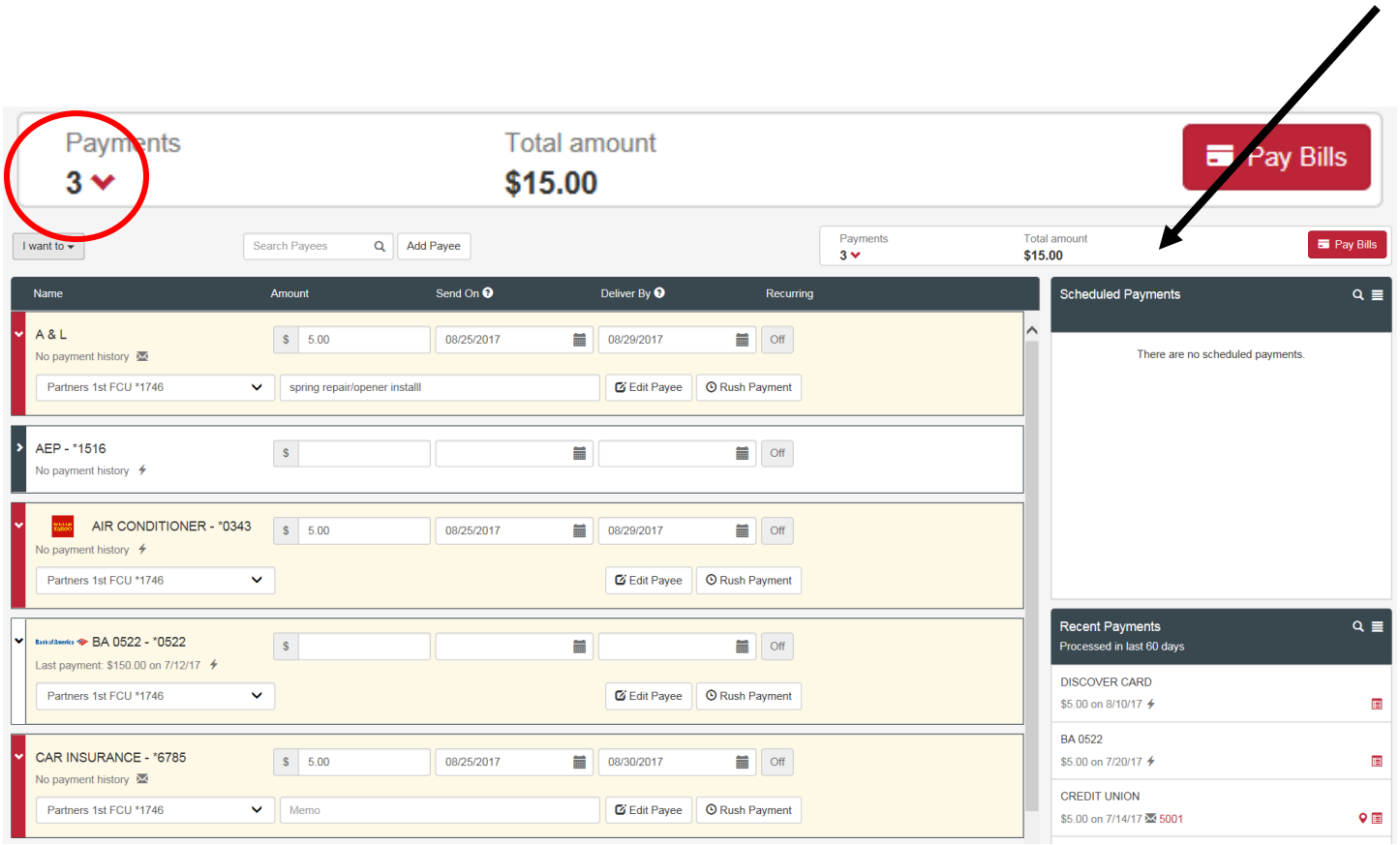
**Scheduling Payments:** When you are ready to schedule a payment key in the dollar amount of the payment and the date you would like the payment sent. They system will provide you the delivery date to your payee.
As you see the side bar changes to color for those payees you have chosen to send a payment to. This is where you can choose a faster delivery method (for a fee).




Your options will show along with the fee your FI has chosen. Once the delivery method has been chosen, click OK.

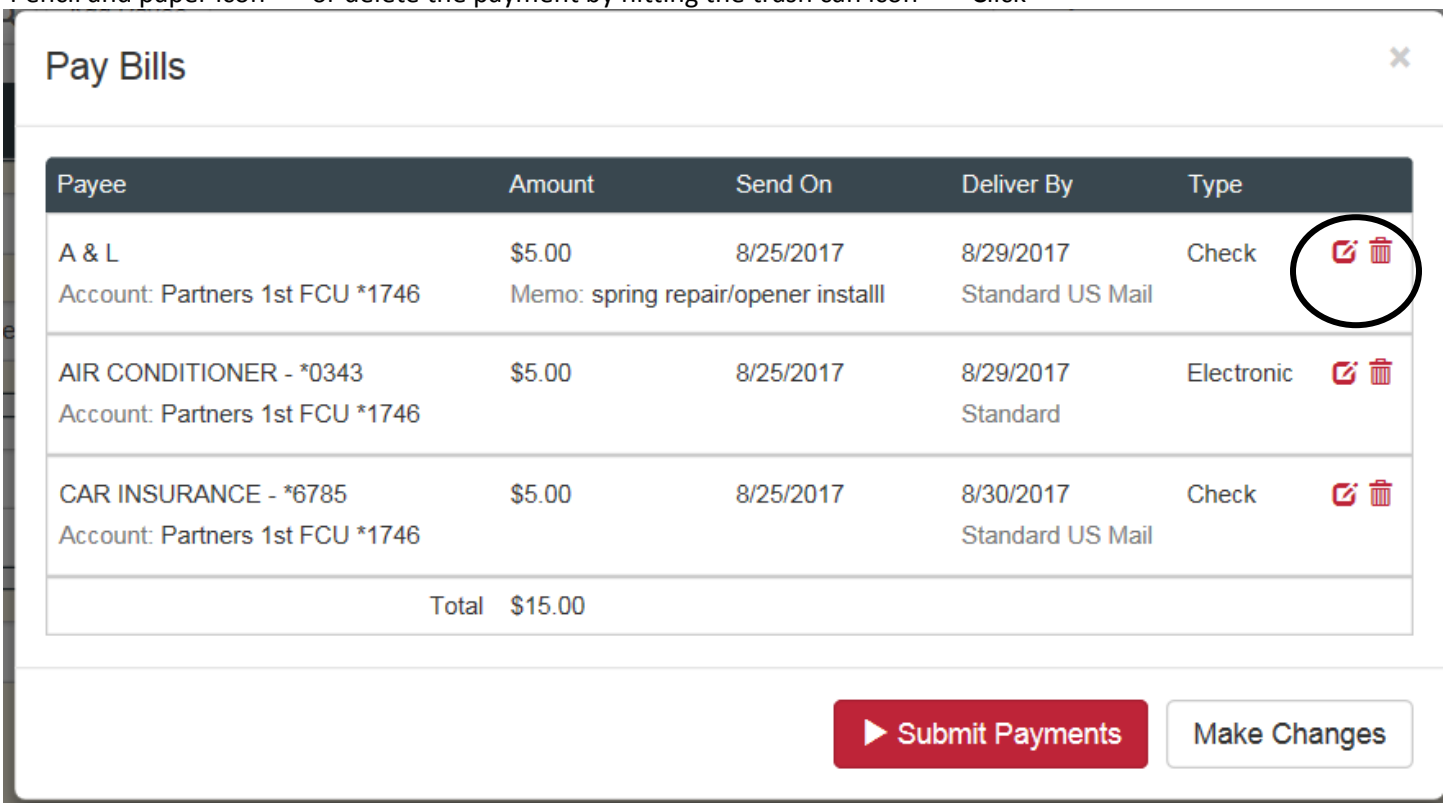



As you enter payments the number and total dollar amount of your payments will show in the box to the right.

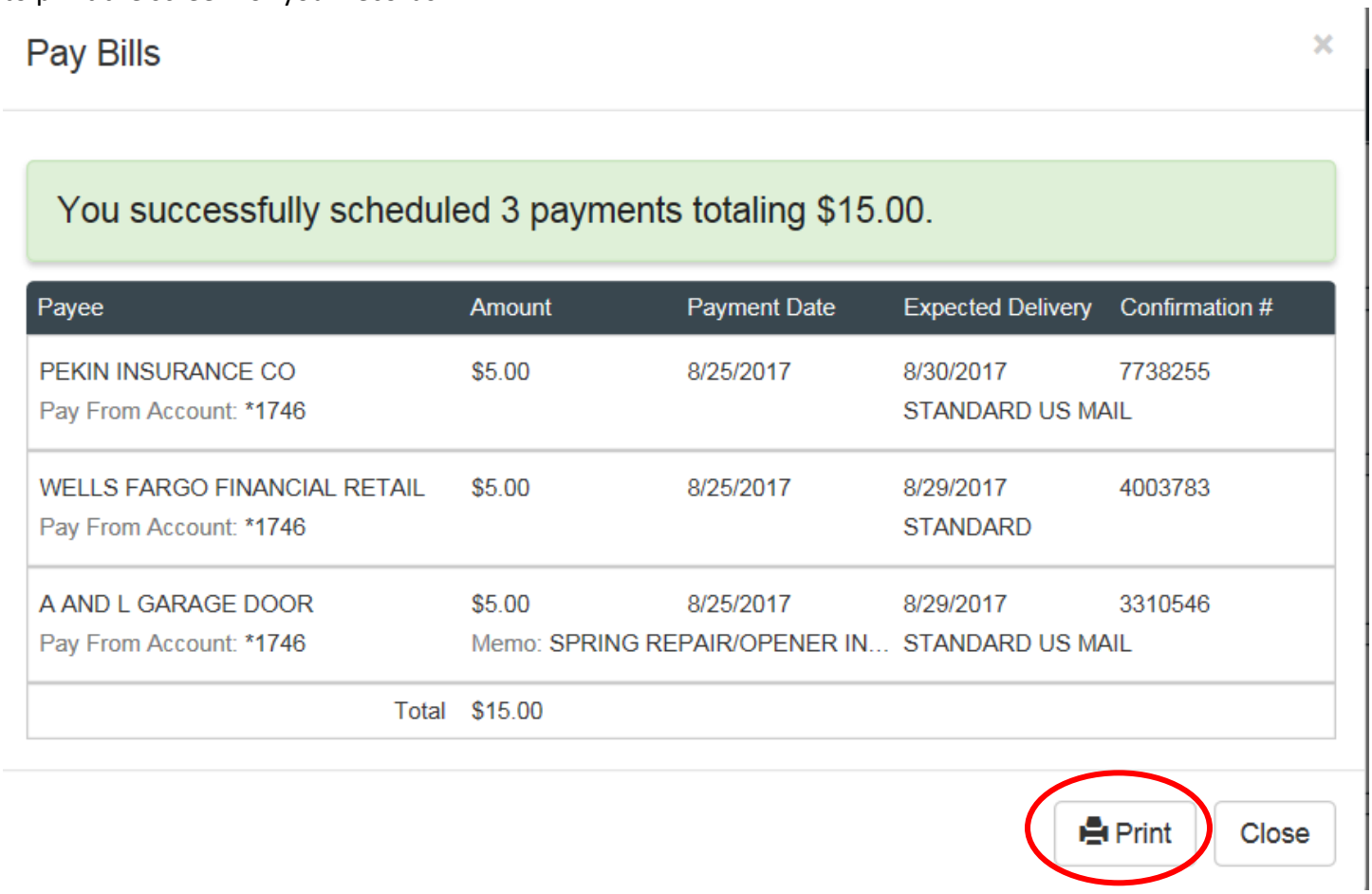



Click on Pay Bills and the payments screen will come up. You may edit the payee here by clicking on the Submit Payments

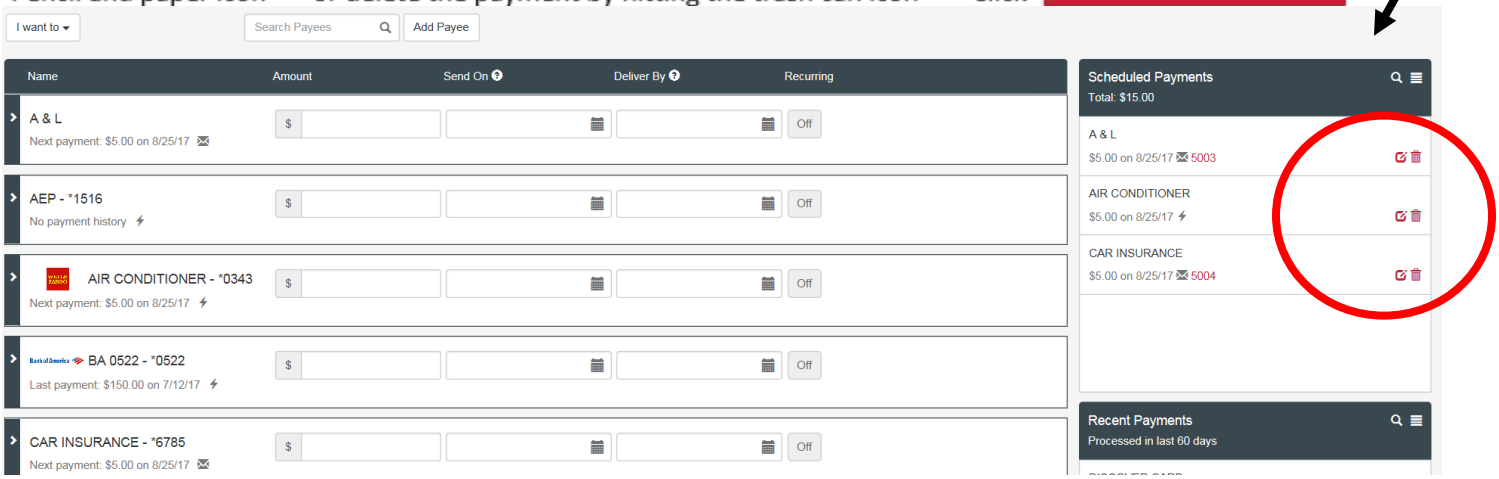
Pencil and paper icon or delete the payment by hitting the trash can icon Click



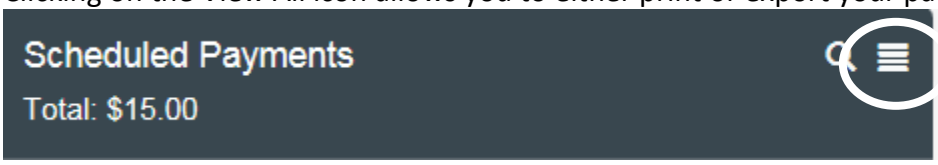

A summary of your payments will display along with the total amount of the payments. If you have the option to print the screen for your records.

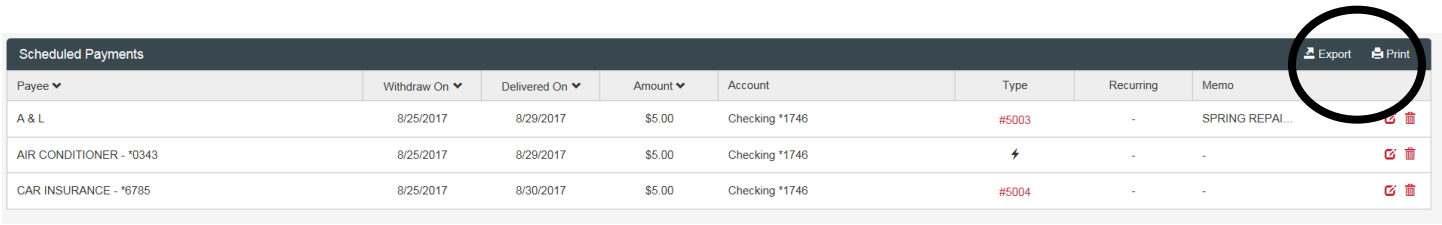


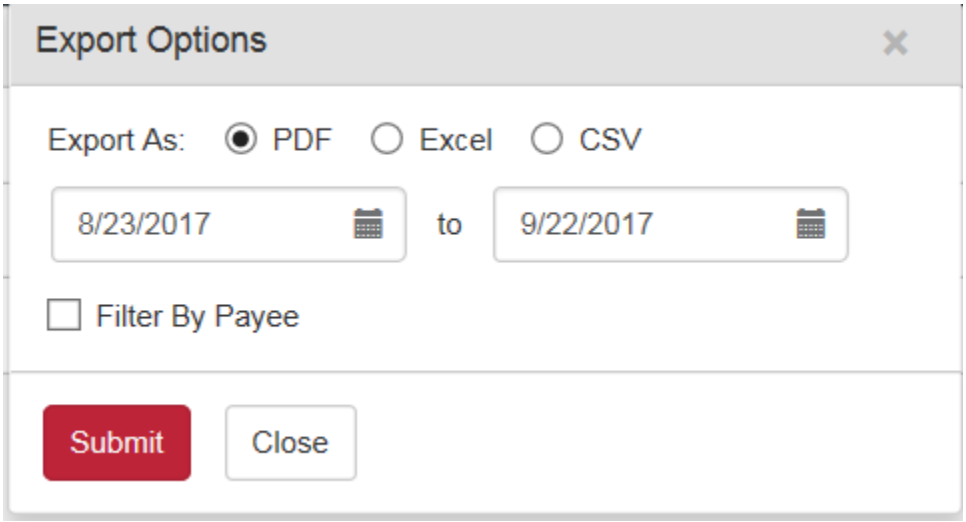
Click on Close and you will see your payments are now listed under Scheduled Payments Section on the main page. You have the same options to edit your payments while listed as Scheduled as you did under Pay Bills. Just choose the Pencil and paper icon or delete the payment by hitting the trash can icon Click Submit Payments




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



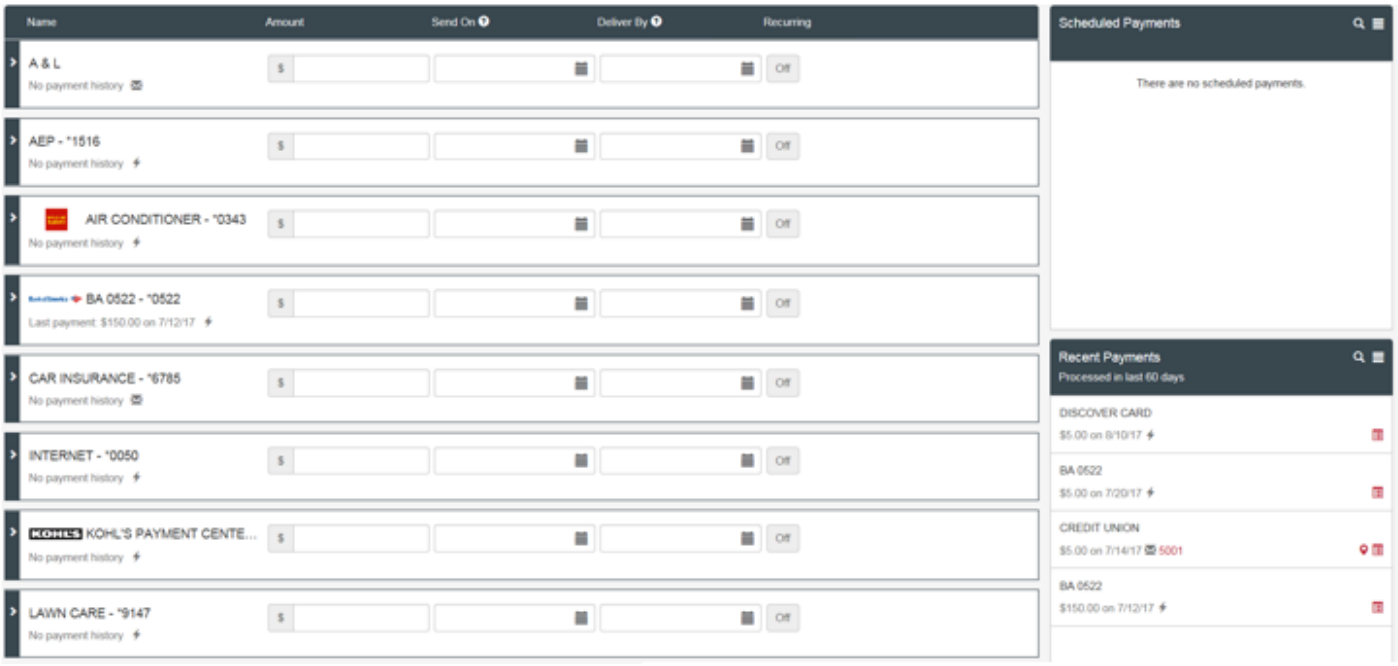



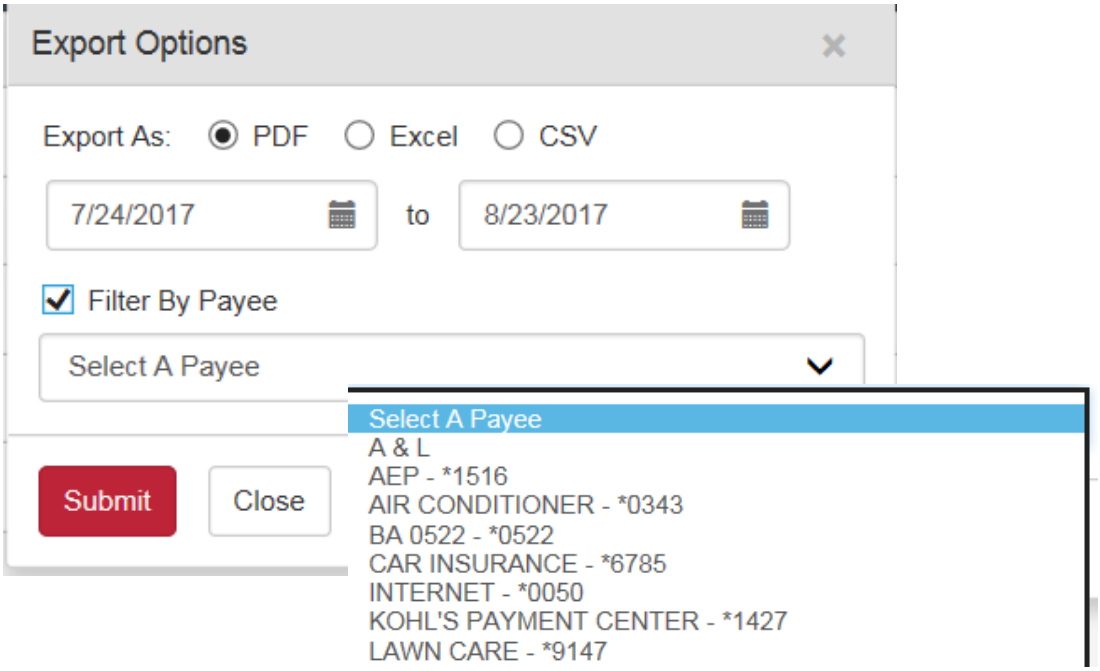
The Magnifying Glass allows you to search by payee name should you wish to alter a Scheduled Payment.

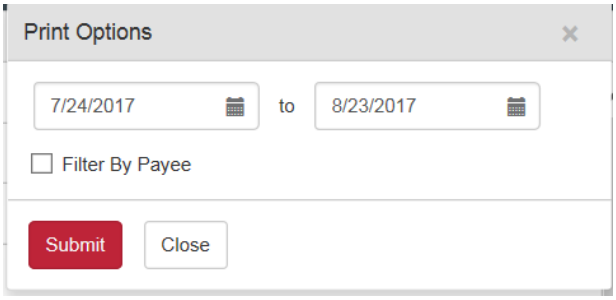
Type in the Payee Name and those under that name will pull up for you to either edit or cancel.

**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.

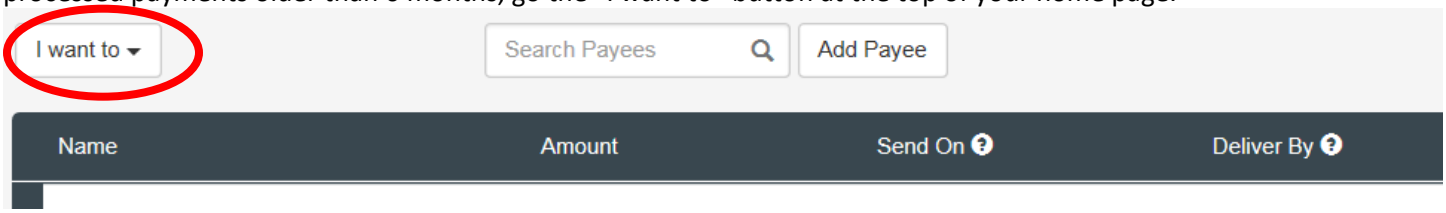



You have the option to export by specific payee name. Just choose “Filter By Payee” and the date range. Just choose the payee from the drop down and hit the Submit button.

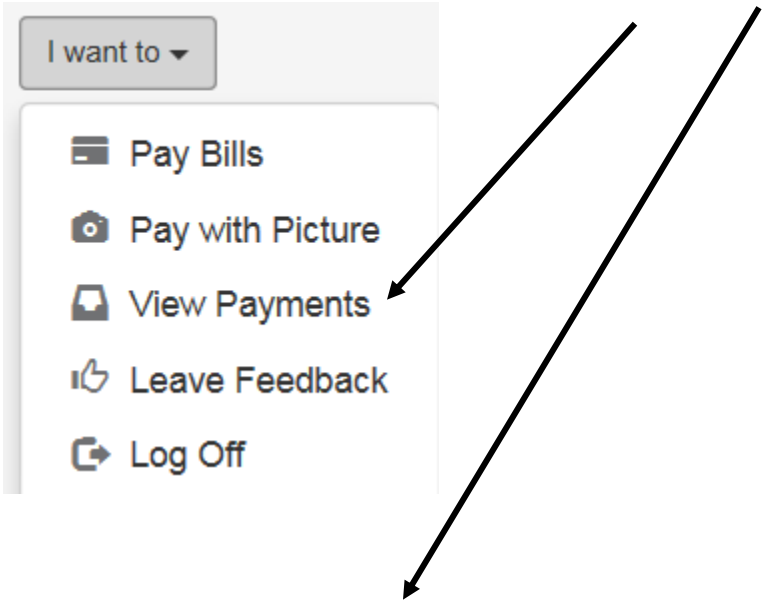


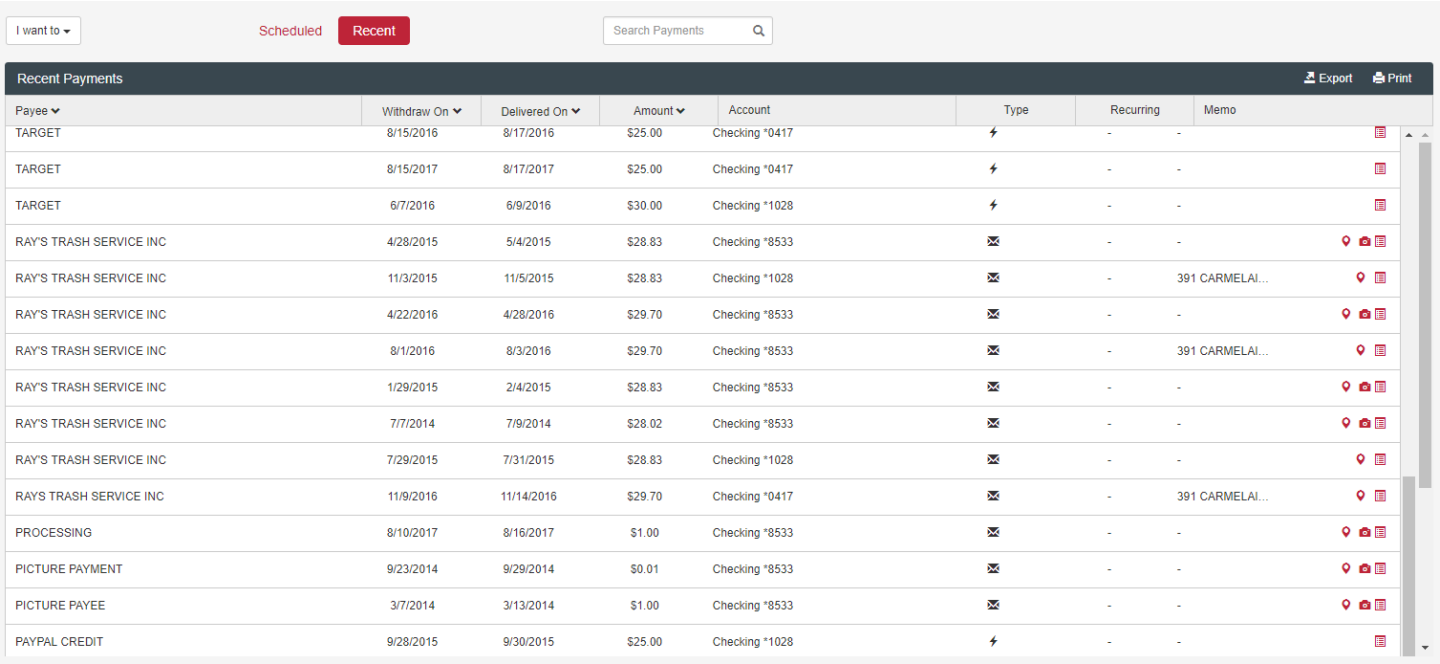

**Payment History** will be archived for 7 years. Removing a payee will not remove them from the history file. To view processed payments older than 6 months, go the "I want to" button at the top of your home page.




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

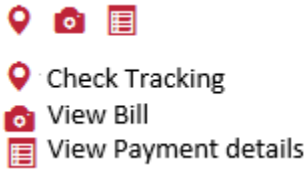


You have the option to export by specific payee name or print your history for specific dates. Just choose the payee from the drop down and hit the Submit button or just the date range same as you did with Recent Payments.




| 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 | | - | - |
| RAYS 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**

## Payment Tracking Information

### Payment Information

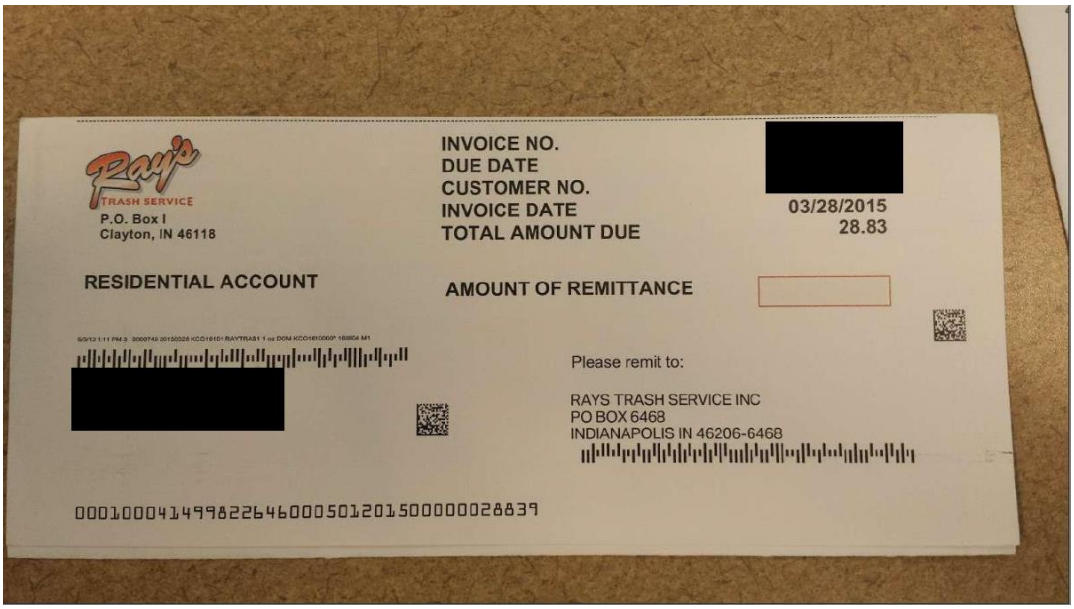
| | | | |
|---|---|---|---|
| Amount | $28.83 5058 | Payment Created | 04/28/15 02:43 PM |
| Payee Name | RAY'S TRASH SE... | Send On | 04/28/15 |
| Confirmation # | 2657883 | Expected Delivery | 05/04/15 |

### 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 |

Print Close

**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 | View Photo | | |

### Payee Information

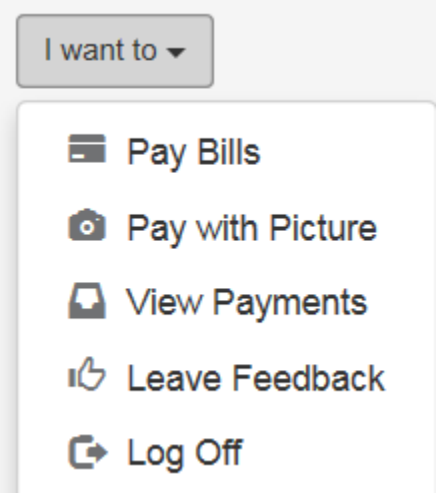
| | | | |
|---|---|---|---|
| Payee Name | RAY'S TRASH SERVICE INC | Account Number | CUST # 264600 |
| | | Payee Address | PO BOX 6468<br>INDIANAPOLIS, IN 46206-6468 |

Print Close

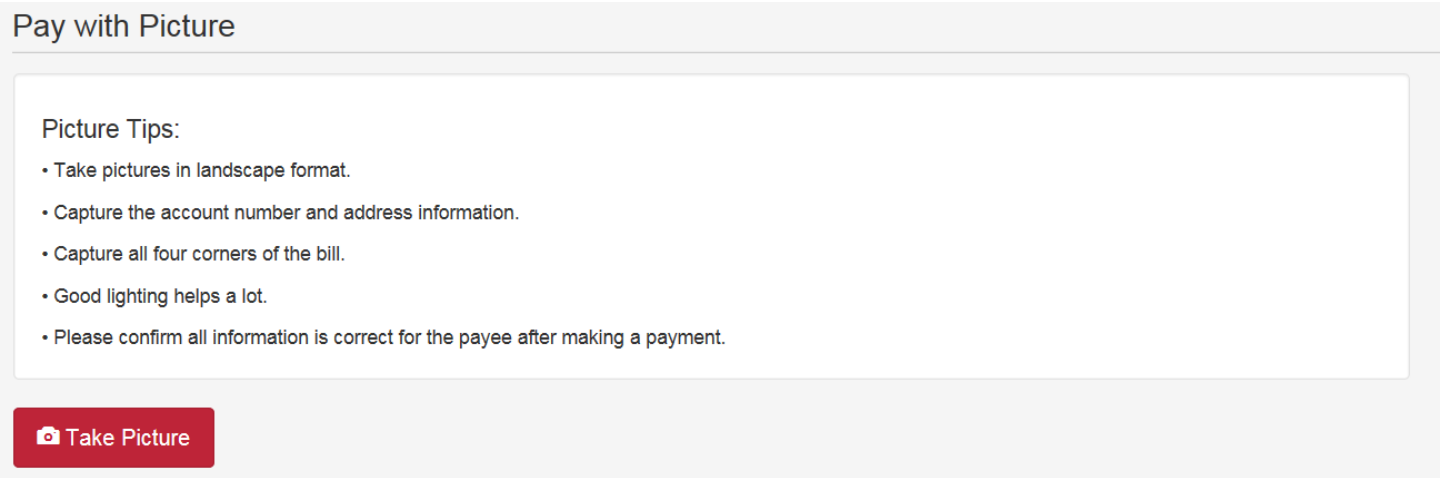
**View Check**

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.

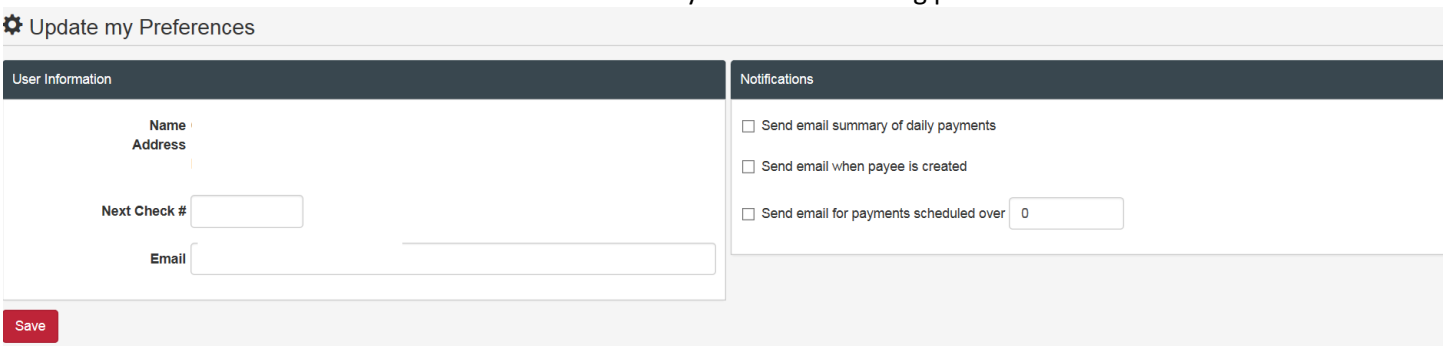
Other options under “I want to” are;




**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.




**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.



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