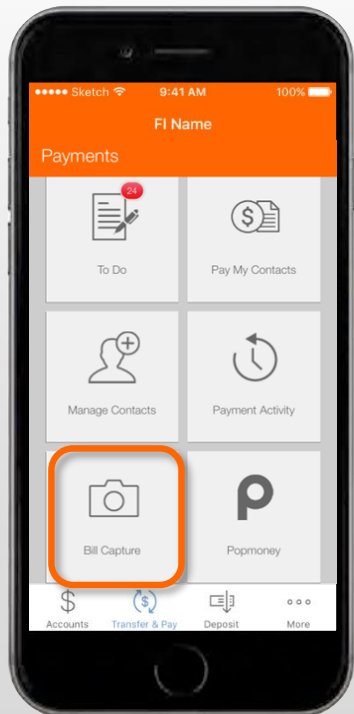


# BILL CAPTURE CHEAT SHEET

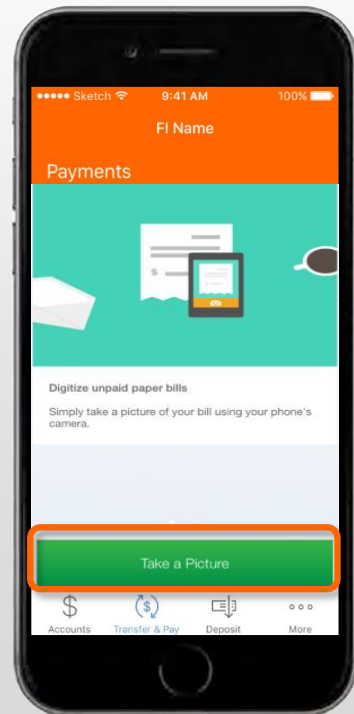
YOU CAN NOW TAKE A PICTURE OF A PAPER BILL AND PAY IT FROM YOUR MOBILE BANKING APP

## GETTING STARTED WITH BILL CAPTURE

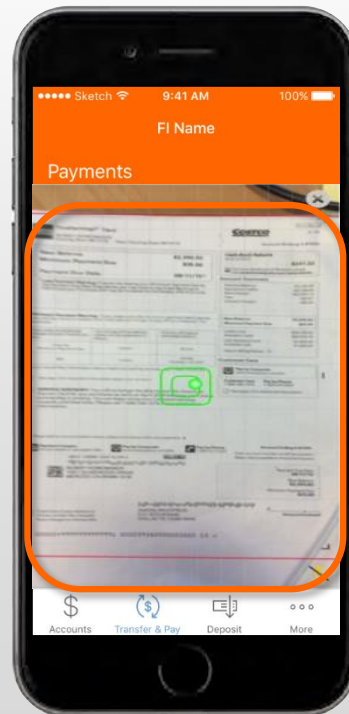
After logging in, tap on the “Transfer & Pay” button at the menu on the bottom of the screen. Next, tap on the “Bill Capture” icon.



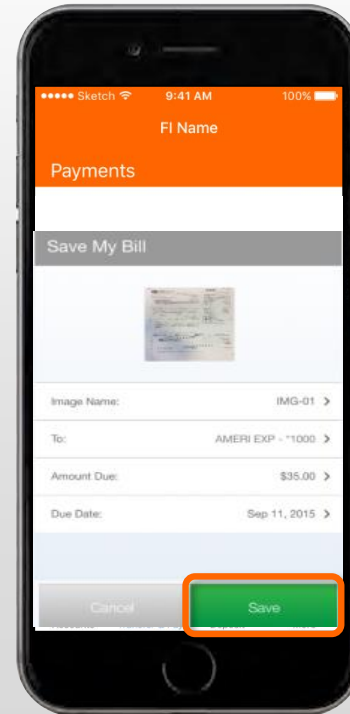
Tap “Take a Picture” at the bottom of the screen to take a photo of your paper bill.



Position the bill on a flat surface with a contrasting background. Hold the phone flat above the image and follow the on-screen direction. The image will take automatically.



Once the image is captured, it will match the payee with an existing one within the user’s account. If there are any changes that need to be made, simply tap on the section to edit. Click “Save” to proceed.



After saving the bill, users can either tap the “Pay” button to schedule a payment, or tap the “Finish” button to save the bill and return later to pay. If the user saves the bill for later, they will receive payment due alerts.

