

Bill Pay Adding a Bill

Paying bills has never been easier or more convenient!

Step 1

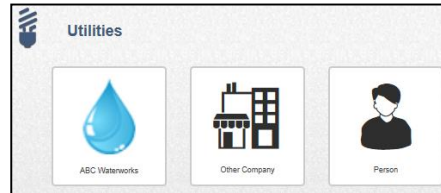
Have your bill handy!

From your Payment Center, click on **Add a Company or Person**.

Step 2

Select the category, and then select a company from the prepopulated list.

If your company is not in the list provided – select **Other Company** and simply follow the prompts to enter your biller's information.



Step 3

Enter the account information. Give your new biller a nickname so that you can find it easily in the future. Click **Add Bill**.

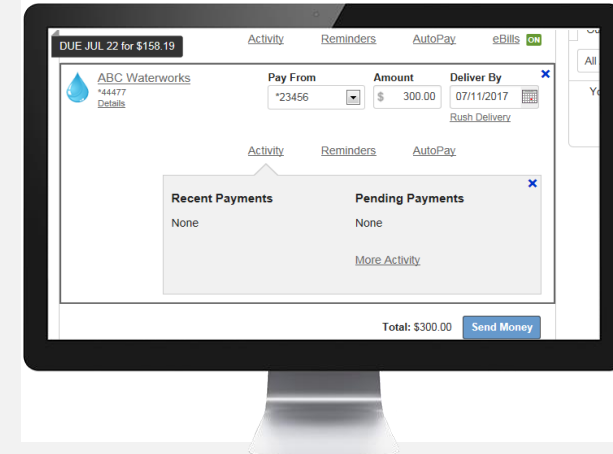
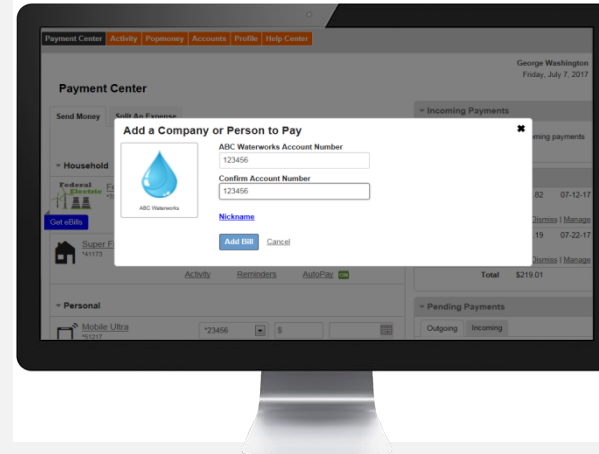
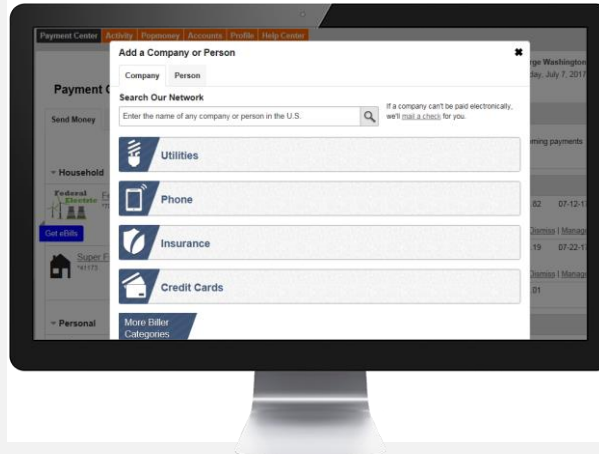
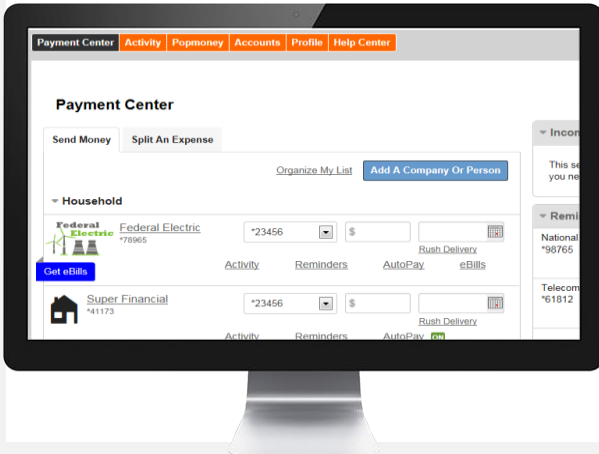
When you return to the Payment Center, you will find your new Company in your biller list.

Step 4

Enter the amount to be paid, select the date for your payment to arrive and click **Send Payment**.

Review your bill information and **Submit Payment**. Next, you will receive a payment confirmation.

**You can change the amount date due or cancel the payment up until the payment is processed.*



Bill Pay Paying a Bill

Paying bills has never been easier or more convenient!

Step 1

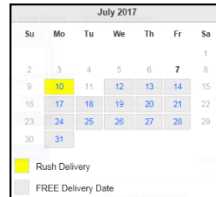
Once you have added a person or company to your Payment Center, you can start paying bills.

Simply locate the biller, enter the **Amount** due and select your **Deliver By** date.

Step 2

The earliest standard delivery is added automatically, though you can change the date. If you have the option of expediting your payment, the **Rush Delivery** link will be visible under the **Deliver By** field.

You can also select the **Rush Delivery option by clicking the highlighted date within the expanded calendar.*



Step 3

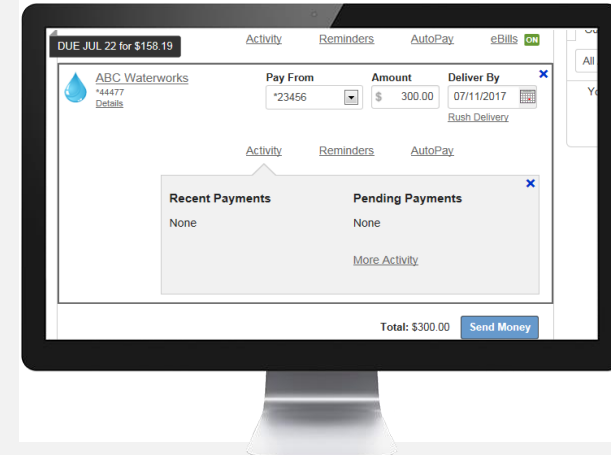
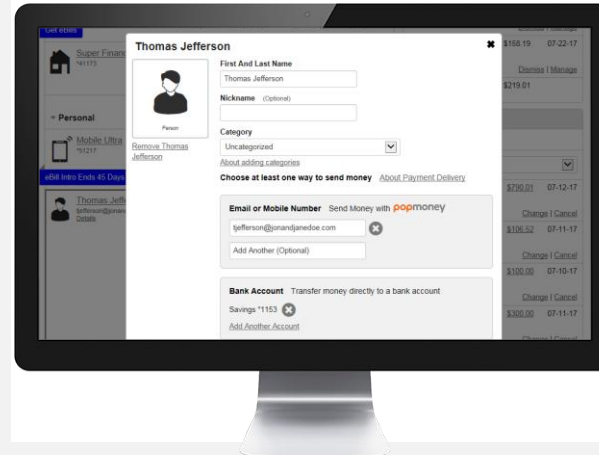
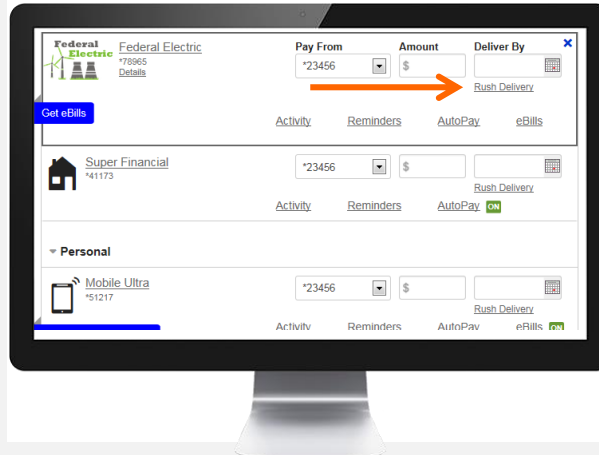
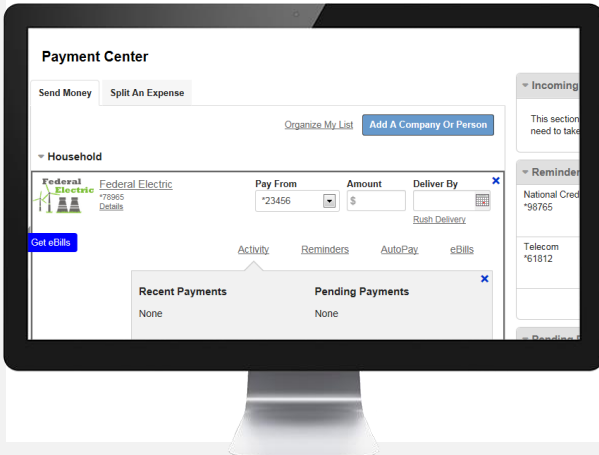
If you are paying a person and not a company, you can choose to use Popmoney® and funds will be deposited directly into their bank account.

Step 4

Once you enter the amount to be paid, select the date for your payment to arrive, click **Send Payment**.

Review your bill information and **Submit Payment**. Next, you will receive a payment confirmation.

**You can change the amount date due or cancel the payment up until the payment is processed.*



Bill Pay Making a Rush Payment

Paying bills has never been easier or more convenient!

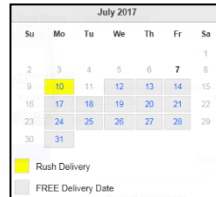
Step 1

Once you have added a person or company to your Payment Center, you can start paying bills. Simply locate the biller in your Send Money list, enter the **Amount** due and select your **Deliver By** date.

Step 2

The earliest standard delivery is added automatically, though you can change the date. If you have the option of expediting your payment, the **Rush Delivery** link will be visible under the **Deliver By** field.

You can also select the **Rush Delivery option by clicking the highlighted date within the expanded calendar.*



Step 3

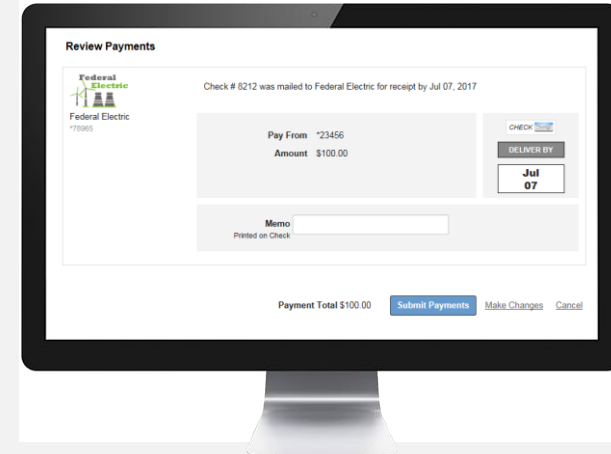
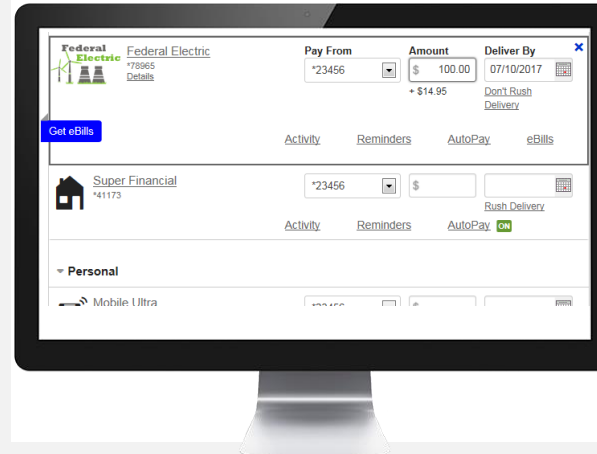
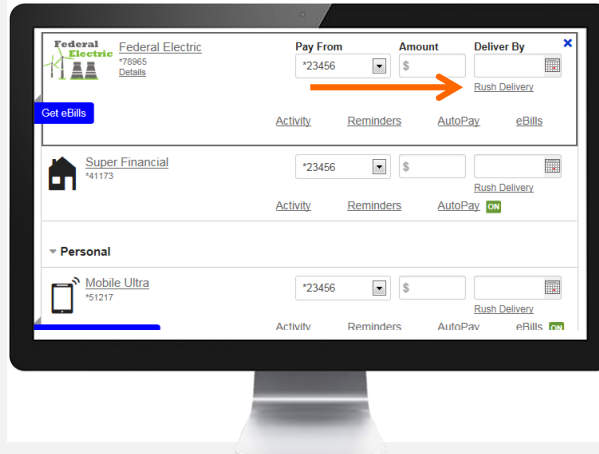
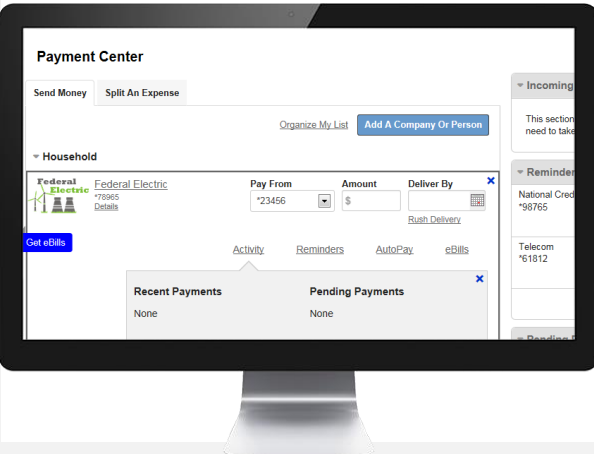
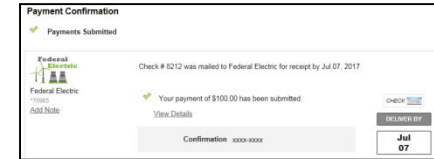
Once selected, the Rush Payment date will display with the delivery fee. If you accept the fee, scroll to the bottom of the Payment Center page and click **Send Money**.

Send Money

Step 4

Review your payment, if it is correct, click **Submit Payments**. You will receive a confirmation.

**If your biller accepts electronic payments, your payment will be received in the same day. If your biller does not, a check will be overnighted for you.*



Bill Pay Request and Pay an eBill

Paying bills has never been easier or more convenient!

Step 1

More and more billers offer the eBill option. eBills are electronic statements that you request and will arrive directly in your Payment Center each month.

If your company offers electronic statements, you will see the **Request eBills** link. Click on the link or click on the **Get eBills** flag.

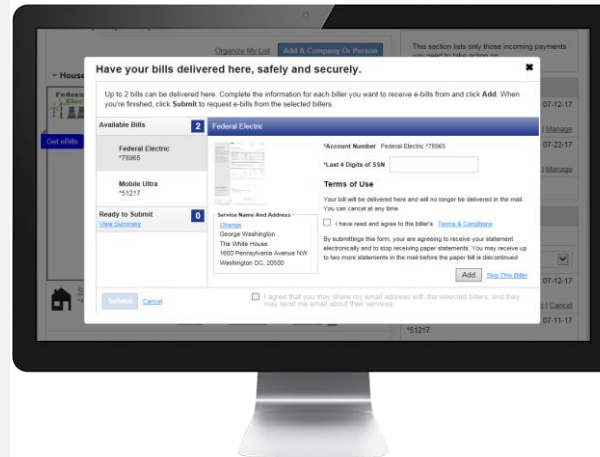


Step 2

eBills are easy to set up. Provide the verification information that your biller requires and click **Add**.

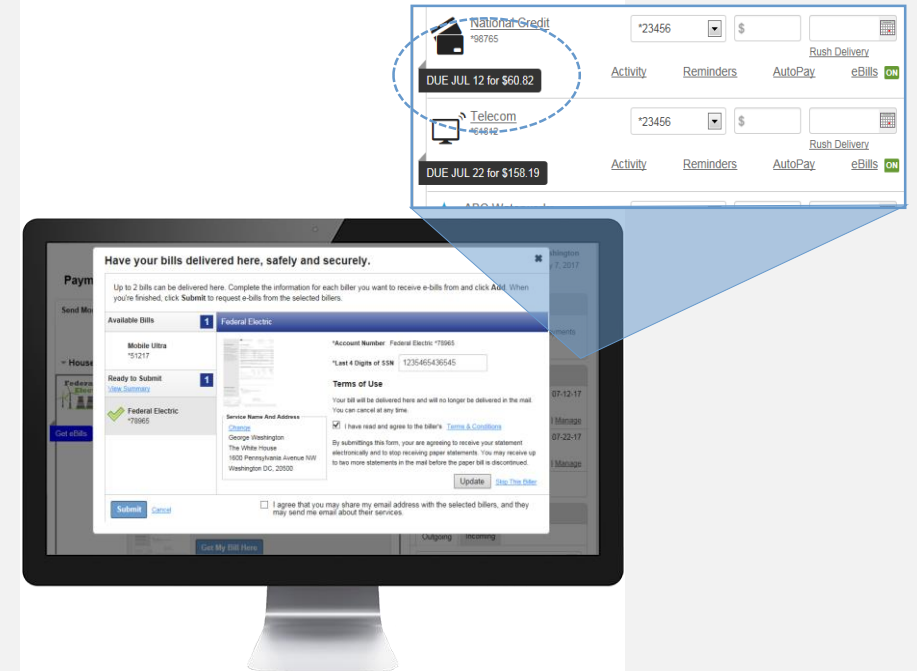
**If you have multiple eBills available, you will be able to add them at one time.*

**Depending on the biller, it may take one or two billing cycles to show up in your Payment Center.*



Step 3

When you see that an eBill is due, select the **eBills** link and pay your bill in one easy step. Select the amount you want to pay or you can enter a different amount, then click **Submit**.

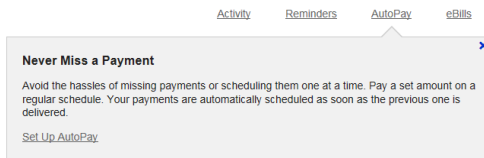


Bill Pay Set Up AutoPay

Paying bills has never been easier or more convenient!

Step 1

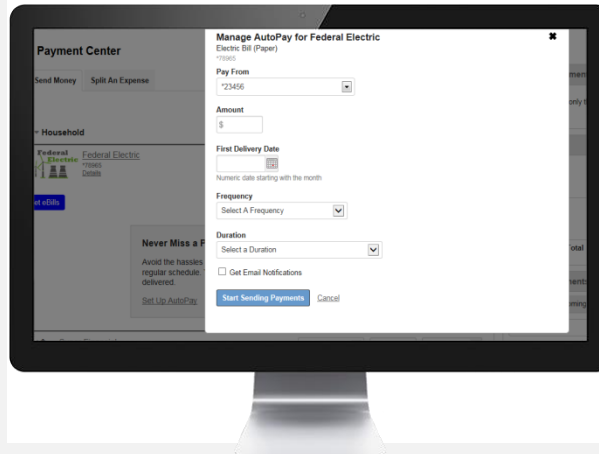
Select the AutoPay link within the selected Biller area. This will expand the dialogue box. Click on the **Set Up AutoPay** link.



Step 2

Enter the following information to manage your new auto payment (Recurring Payment):

- Select the **Pay From** account
- Enter the **Amount** of payment
- Enter **First Delivery Date**
- Select **Frequency** of delivery
- Select the **Duration** of payments
- Get notified by selecting Email Notifications



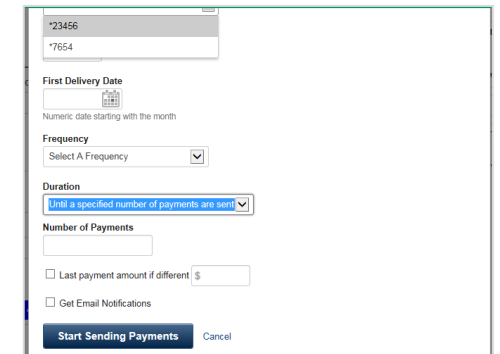
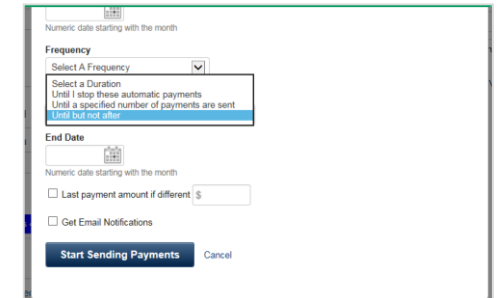
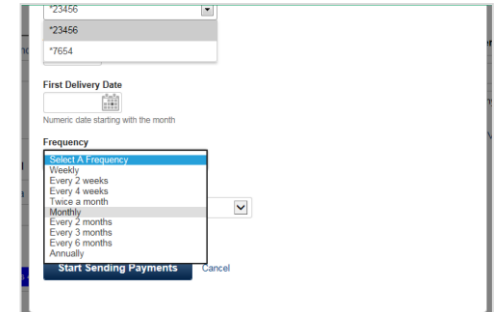
Step 3 (Frequency Options)

The **Frequency** dropdown will allow you to select how often payments are sent.

The **Duration** dropdown will allow additional fields to display based on an option selected.

- For instance, you can choose to continue payments **Until I stop these automatic payments**.
- Selecting the option **Until but not after** sets an end date for the payments using the **End Date** calendar.
- Selecting **Until a specified number of payments are sent**, allows the ability to enter a specific number of payments to be sent before stopping auto payments.

Once all of your options are selected, Click **Start Sending Payments**

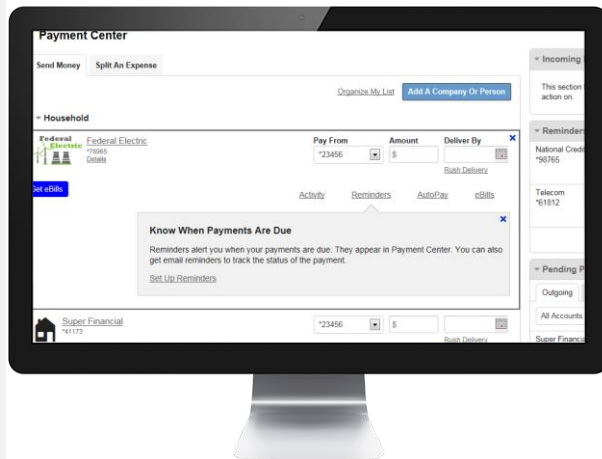
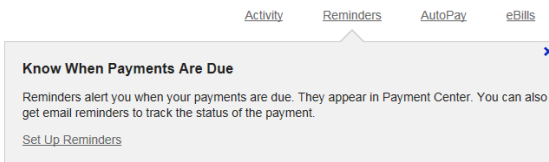


Bill Pay Setting up a Reminder

Paying bills has never been easier or more convenient!

Step 1

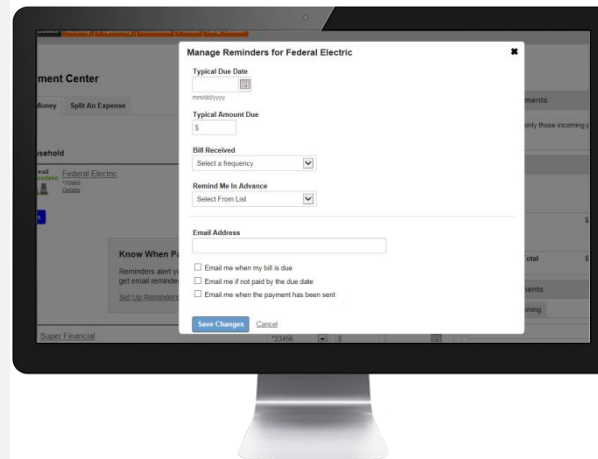
Select the Reminders link within the selected Biller area. This will expand the dialogue box. Click on the **Set Up Reminder** link.



Step 2

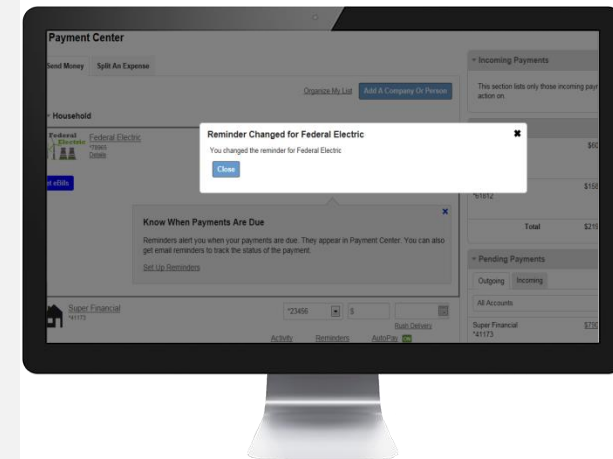
Enter the following information to manage your new Reminder.

- Select **Typical Due Date**
- Enter **Typical Amount Due**
- Select **Frequency** of Bill Received
- Select a **Remind Me In Advance** option
- Enter your **Email Address**
- Select email options
- Click **Save Changes**



Step 3

You will receive a confirmation for your new Reminder.



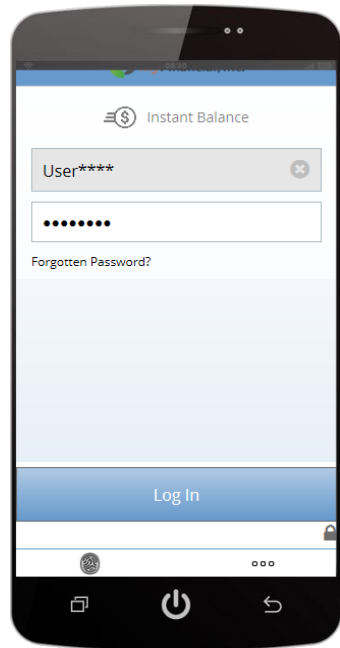
Mobile Bill Pay Paying a Bill

Paying bills has never been easier or more convenient!

Step 1 – Get Started

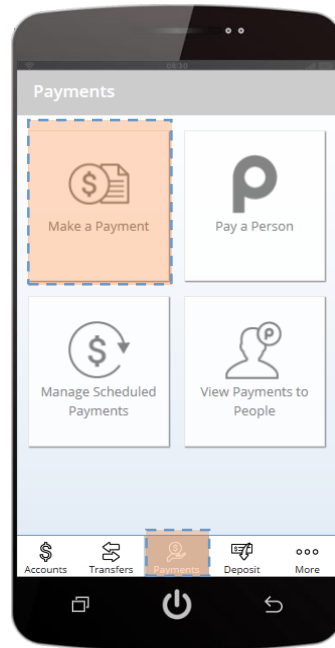
Ensure that the customer has an Online Banking account.

Sign in to the Mobile Banking app



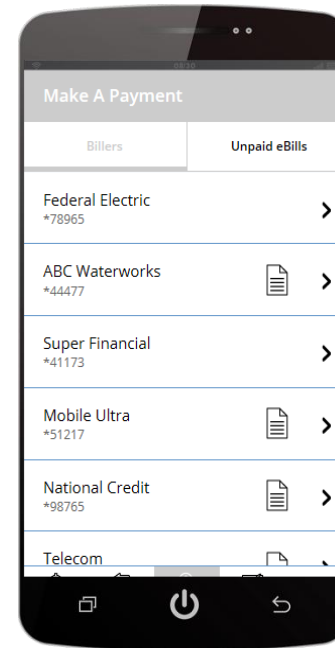
Step 2 – Navigate to Billers

From the Accounts overview page, select the **Payments** tab at the bottom of the screen, and then click on the **Make a Payment** icon.



Step 3 – Select Biller

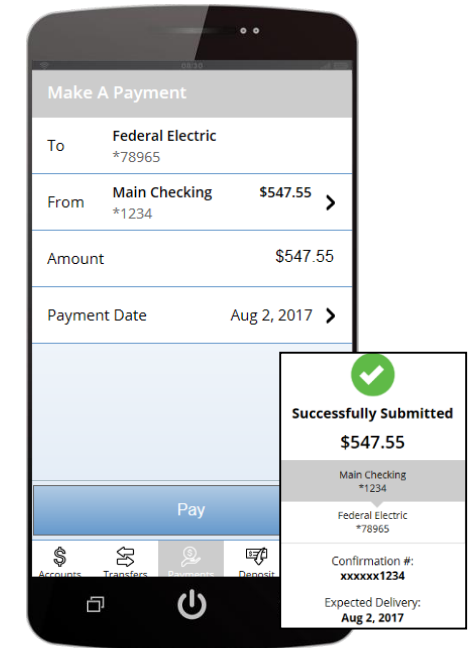
From the Make a Payment page, select the Biller you wish to pay.



Step 4 – Enter and Confirm

- Select the **From** account
- Enter the **Amount** to Pay
- Select the **Payment Date**
- Click **Pay**
- **Confirm** your payment information

You will receive a confirmation message.



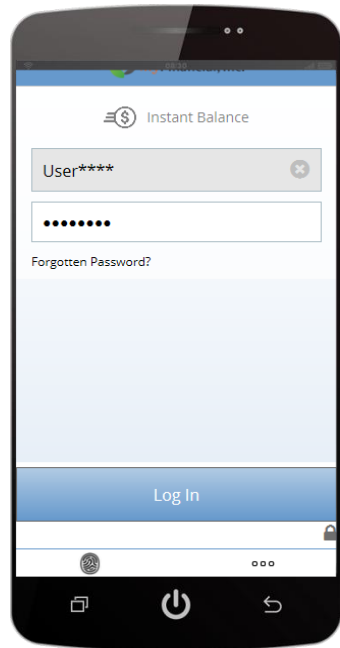
Mobile Bill Pay Paying an eBill (1)

Paying bills has never been easier or more convenient!

Step 1 – Get Started

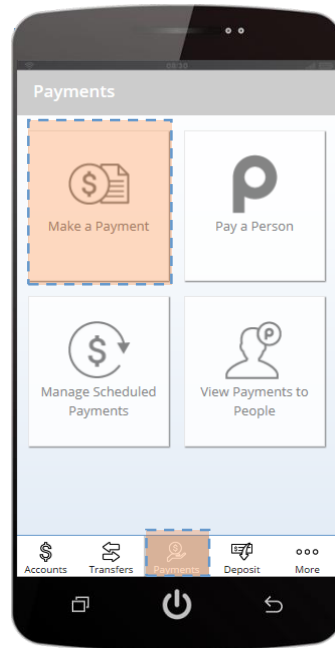
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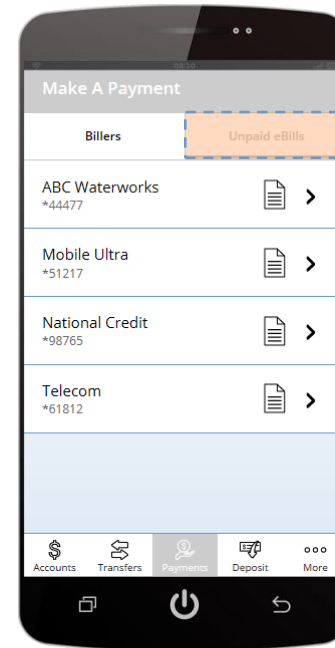
Step 2 – Navigate to Billers

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Step 3 – Select Biller

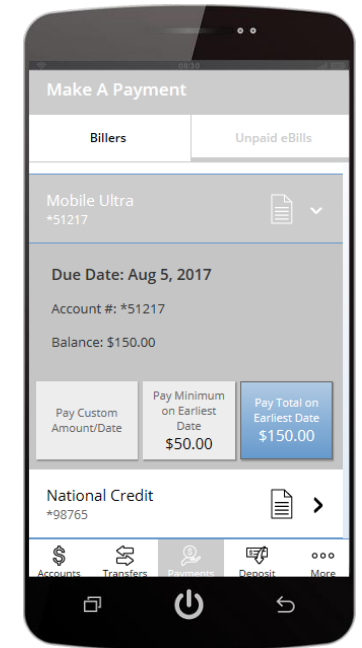
From the Make a Payment page, select the **Unpaid eBills** Tab. Click on the desired eBill.



Step 4 – Select Payment Option

Choose:

- **Pay custom amount**
- **Pay Minimum on Earliest Date**
- **Pay Total on Earliest Date**

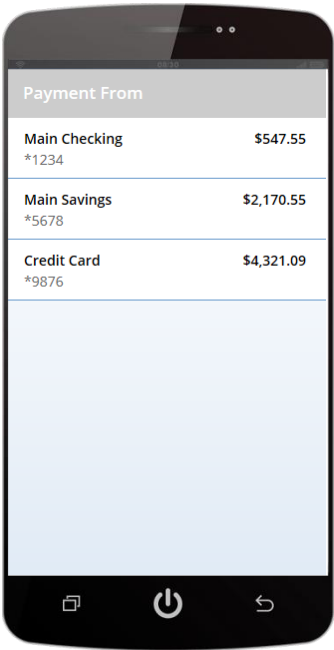


Mobile Bill Pay Paying an eBill (2)

Paying bills has never been easier or more convenient!

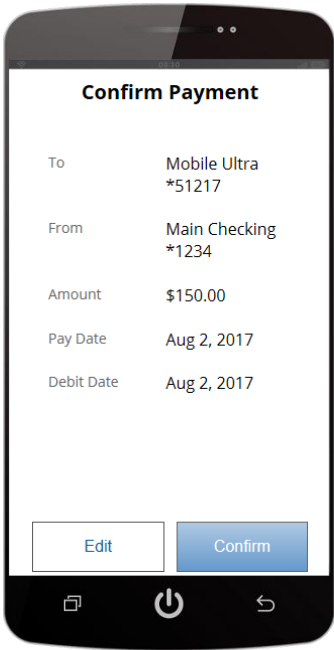
Step 5 – Select Account

Select the **Payment From** account.



Step 6 – Confirm

Review and **Confirm** payment.



Step 7 – Success

You will receive a confirmation message.

