

USBonlineSM

Internet Banking

Enrollment Procedures

- Open internet explorer
- Go to www.unionsavings.com
- Click <ENROLL> at the top of the navigation section
- Select type of account <PERSONAL BANKING>
- Review Terms and Conditions - click <Accept>
- Complete Consumer Enrollment Information
 1. Enter Social Security Number (*without dashes*)
 2. Enter 10-digits for your account number
 3. Enter your Last Name as it appears on your account statement
 4. Use DD/MM/YYYY (with slashes) for both Date of Birth & Last Deposit Date
 5. Enter Last Deposit Amount with cents
 6. Enter zip code plus 4
 7. User ID and Password must be a minimum of 8 alpha numeric characters
- Click <Continue>
- Sign-on to the system using your Username & Password. You will be prompted to choose and answer 5 security questions.

Billpay Enrollment Procedures

- Access USBonline <log-in>, and click the <Bill Pay> tab
- If not enrolled yet, New Bill Pay Enrollment screen appears – click <Next>
- Review Bill Pay Agreement – click <Accept>
- Follow the instructions onscreen to set up payees and payments
- Click the Add a Bill tab
- Choose a Company or Person to pay and click <Continue>
- Use the Search function to search for the payee

Add a Bill

Quick Add a Company or Person to Pay

To start making payments, select the type of bill you want to add, and click **Continue**. If you have an account number for the bill, select that option to ensure that your payment is properly credited. [More about who I can pay...](#)

Who do you want to pay?

Company with an account number [View Demo to learn more](#)

Company without an account number

Person

- Once the payee is located, complete the information requested. Include account numbers, correct address and phone number. If payee is a person, verify address information.

How to Pay a Bill Online

- Click on the <Bill Pay> tab
- Within the Payment Center, use the drop-down menu to choose an account
- Once amount is typed in, the closest pay date will appear. You can choose a date farther in the future (“future date”) but not anything sooner. All payments are guaranteed to arrive at the payee on the date shown
- Click <Make Payments> and your payments will be scheduled
- After reviewing the scheduled payments click <Submit Payments> and then <Finished> to return to the Payment Center