BILL PAY HOW TO PAY BILLS ONLINE A STEP BY STEP GUIDE

ACCESSING BILL PAY

1. Select **Pay Bills** under **Pay and Transfer** from the Online Banking navigation menu. If this is your first time accessing Bill Pay, you will have to select **Enroll Now** to continue.

Financial Center	Accounts 🔻	Pay a	nd Transfer 🔻	Customer Serv	vice 🔻	
Member FDIC.	()		Enroll in E	Bill Payme	nt ou want used to pay bills	online and click "Enro
Equal Housing Lender			Eligible Accou	unts	Use For Bill Payment	Default Account [†]
			CLASSIC CHE	CKING, *3877		0
			Enroll Can	cel		
			[†] The default ac	count is used to	pay most of your bills on	line.

- 2. Select the eligible accounts you would like to use for bill payment. You will have to select an account as your default account to pay bills from.
 - a. Click Enroll.
 - b. Proceed through confirmation page.
 - c. Select Make Payments to get started.
 - d. To select your payee, select **Add** and fill out the payees required information. You may be prompted to add your account number.

e need some information before sending your first p	ayment to Test.	
Account number (if you have one):		
Address:		
City: State: Zip code:	Entering all 9 digits helps us	
· · · · · · · · · · · · · · · · · · ·	more accurately identify this payee.	
Phone (optional):		
	If you ask us to investigate a	
	number to contact the payee.	

- 3. Select the payee and input the amount to be paid. Once you enter the payment amount, you must pick **two important dates**:
 - a. The first is the **Send On** date which is the **date the funds will be pulled from your account** for the payment.
 - b. The second is the **Deliver By** date which is the **date the funds will arrive at the Payee** (due date).

The dates will show the earliest payment time based on how that vendor accepts funds either electronically or by check.

Financial Center Accounts *	Pay and Transfer Customer Service			
Quick Links	Pay bills			
 Account activity 	Before your payment is processed, we verify the balance of the funding account. If you Pending Payments	Print Confirmation		
	don't have sufficient funds in that account on the date your payment is scheduled, your payment may be delayed or canceled. Send Pay To	Amount		
	No payments are pe	nding.		
	Pay someone new: Enter person or business name Add Find: Search my payee list Last 5 Processed F	Last 5 Processed Payments		
Member FDIC.	Pay To Amount Send On Sent Paid To	Amount		
Equal Housing Lender	Show <u>active payees only</u> + sorted by <u>name</u> + Pay from: <u>CLASSIC_CHECKING, '3877</u> + Available: \$48.65	rocessed.		
	Verizon Wireless, *6789 V S 08/08/2018 Pay E-bills	ills even ensier		
	Set up: e-bill reminder autopay August 2018 > 2018			
	Please enter payment amount. SM T W T F S Control your finan Control your	again! nces with e-mail alerts for bill as, and upcoming payments.		
	Test, *test	Learn more		
	Set up: reminder autopay Add memo 26 27 22 23 24 25 20 2018			
	Please enter payment amount. September 2018 > SM T W T F S			
	2 3 4 5 6 7 8 ww payees: 9 10 11 12 13 14 15 How Do L. Terms EAGs			

The delivery dates work as follows:

Electronic Payments — When a payment is scheduled to be delivered electronically on a Wednesday the funds will come out of the customer's account Monday evening at approximately 8:00 p.m. Eastern Time. The funds travel Tuesday and arrive at the payee for delivery on Wednesday.

You are in full control of when the funds are being pulled from the account. (*See example below*)

Check Payments — When a payment is scheduled to go out by check for delivery on a Friday, the funds are pulled from the account on Monday and then the check is mailed out to payee for delivery on Friday. (*see example below*)

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A Financial Center Accounts *	Pay and Transfer × Customer Service ×		Financial Center Accounts -	Pay and Transfer V Customer Service V	
Quick Links Account activity	Pay bills Before your payment is processed, we verify the balance of the funding account. If you don't have sufficient funds in that account on the date your payment is scheduled, your payment may be delayed or canceled. Pay somecee new: Enter person or business rank. Add Find: Electric my payee list	Pending Payments Send Pay To Amount No payments are pending.	Quick Links Account activity	Pay bills Before your payment is processed, we verify the balance of the funding account. don't have sufficient funds in that account on the date your payment is scheduled payment may be delayed or canceled. Pay semeone new: Charperson or business name Add Find; Search my payee	If you Pending Payments <u>Perd Confir</u> your Send Pay To Amount No payments are pending.
Member FDC. Equal Housing Lender 🗈	Pay To Amount Sand On Show active anores only = sorted by same = Show active anores only = sorted by same = Set up: e-bit premoter (autopor) Pay from: CLASSE: C	Sent Pairs To Ko payments have processed. E-bills Make paying bits even easier Recordkeeping is simple E-bills can be saved directly to you P down CD, or monoxy Bill. Less pape down CD and the conversion of Lear	Member FDIC. Equal Housing Lender 🏠	Pay To Amount Send On Strow active asyste only + storted by name = Pay from CLASSIC CHECKING-38Z Test.*test © Add memo Set up: reminder [autopay Add memo How Dol Terms FACs	Sent Plad To Arr No payments have processed.

HAVE QUESTIONS?

We're here to help. Please call our Customer Service Center at **866.719.6654.**



