

CONSUMER BILL PAY ADD PAYEE & SCHEDULING A PAYMENT

Step 1. Grab one of your bills. On the home page, select “Add Payee.”

The screenshot shows the 'Schedule' page with a table of bills. The '+ Payee' button is highlighted with a red box. The table lists bills for American Express, Car Loan, and Cellular One, each with a 'Pay' button and a 'Make it recurring' link.

Pay to	Pay from	Amount	Payment date	Actions
<input type="checkbox"/> American Express *3456 AMERICAN EXPRESS Electronic	Primary Chec. *5676	\$ 0.00	12/19/2019 Deliver by: 12/20/2019	<input type="button" value="Pay"/> Make it recurring Add comment
<input type="checkbox"/> Car Loan *8467 G M A C Electronic	Primary Chec. *5676	\$ 0.00	12/19/2019 Deliver by: 12/20/2019	<input type="button" value="Pay"/> Make it recurring Add comment
<input type="checkbox"/> Cellular One *5555 SPRINT Last paid: \$75.00 on 12/12/2019 Electronic	Primary Chec. *5676	\$ 0.00	12/19/2019 Deliver by: 12/20/2019	<input type="button" value="Pay"/> Make it recurring Add comment

Step 2. Select “Pay a company.” Then select “Next.”

The screenshot shows the 'Add payee' page. The 'Pay a company' radio button is selected and highlighted with a red box. The 'Next' button is also highlighted with a red box. The page lists various companies to pay, including Best Buy, Capital One, Chase, Citi, Directv, Lowes, and U.S. Bank.

I need to:

- Pay a company (e.g. credit card, utilities or cable)
- Pay a person (e.g. friend or relative)

Search or select from frequently used payees:

Search Payee

- BEST BUY COMPANY H R S U S A
- CAPITAL ONE
- CHASE HOME FINANCE
- CHASE MASTERCARD AND VISA
- CITI CARDS
- DIRECTV
- LOWES
- U S BANK ELAN FINANCIAL SERVICES BUSINESS CARD

Step 3. Enter the information for the company in the provided fields, then select “Next.”

Add payee

Who are you trying to pay?

* Required field

Payee name *	Advanced Pool Services
Payee account number *	44445792
Confirm account number *	44445792
Payee zip code *	60191

Step 4. Fill out the additional fields and select “Next.”

(You can add “payee nickname” which allows you to easily locate the payee in the list)

Add payee

Need more information about Advanced Pool Services

* Required field

Payee name	Advanced Pool Services
Payee account number	44445792

Address you use to send payments to Advanced Pool Services:

Address *	
City *	Wood Dale
State	Illinois
Zip code	60191

Payee nickname *	Advanced Pool Services
Default pay from *	Primary Checking
Category	Unassigned Add new category
Name on bill	Web Demo <small>(Name as it appears on the bill)</small>

Back **Next**

Step 5. Your new payee will be listed on your home page. That means you can make a payment right away or schedule one for a future date.

The screenshot shows the 'Payments' interface with a 'Schedule' section. It includes a '+ Payee' button, filters for 'Display' and 'Category', and a 'Payee Search' field. A table lists scheduled payments with columns for 'Pay To', 'Pay from', 'Amount', 'Payment date', and 'Actions'. The first row, for 'Advanced Pool Services', is highlighted with a red box. The 'Pay' button in the 'Actions' column for this row is also highlighted with a red box.

Pay To	Pay from	Amount	Payment date	Actions
Advanced Pool Services *5792 Advanced Pool Service Check New	Primary Checking	\$ 0.00	03/03/2020 Deliver By: 03/05/2020	Pay Make it Recurring Add Comment Add Personal Note
Cable Bill *3456 Entertainment Cable Last paid: \$65.00 on 02/02/2020 Electronic	Primary Checking Pay by card	\$ 0.00	03/03/2020 Deliver By: 03/05/2020 Due by: 03/13/2020	Pay Pay Rush Make it Recurring Add Comment
Car Loan *8467 Car Loan Company Last paid: \$350.00 on 02/02/2020 Electronic	Primary Checking	\$ 0.00	03/03/2020 Deliver By: 03/05/2020	Pay Pay Rush Make it Recurring Add Comment

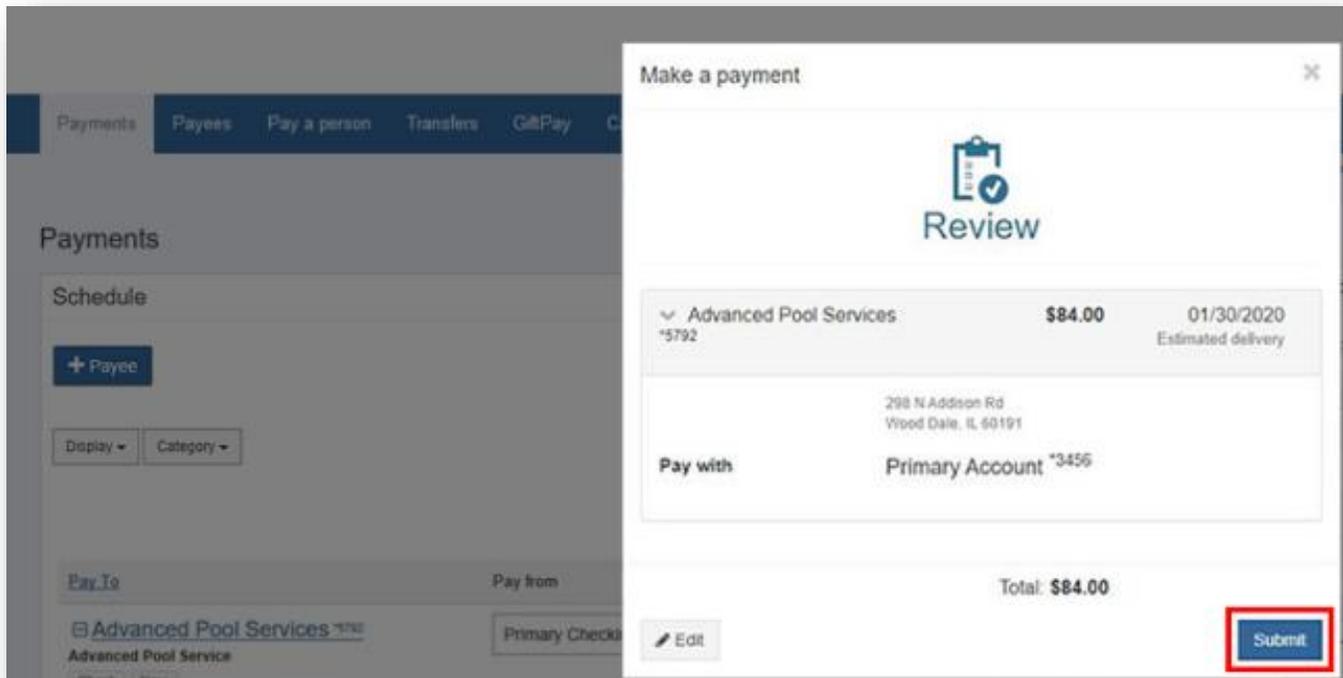
Step 6. Choose the account you want to “pay from.” Enter the amount and payment date, then select “Pay.”

The screenshot shows the 'Payments' interface with a 'Schedule' section. It includes a '+ Payee' button, filters for 'Display' and 'Category', and a 'Payee name or nickname' search field. Below the search field are 'Review all' and 'Pay all' buttons. A table lists scheduled payments with columns for 'Pay To', 'Pay from', 'Amount', 'Payment date', and 'Actions'. The first row, for 'Advanced Pool Services', is highlighted with a red box. The 'Pay from' dropdown, the amount field, the payment date field, and the 'Pay' button in the 'Actions' column for this row are also highlighted with red boxes.

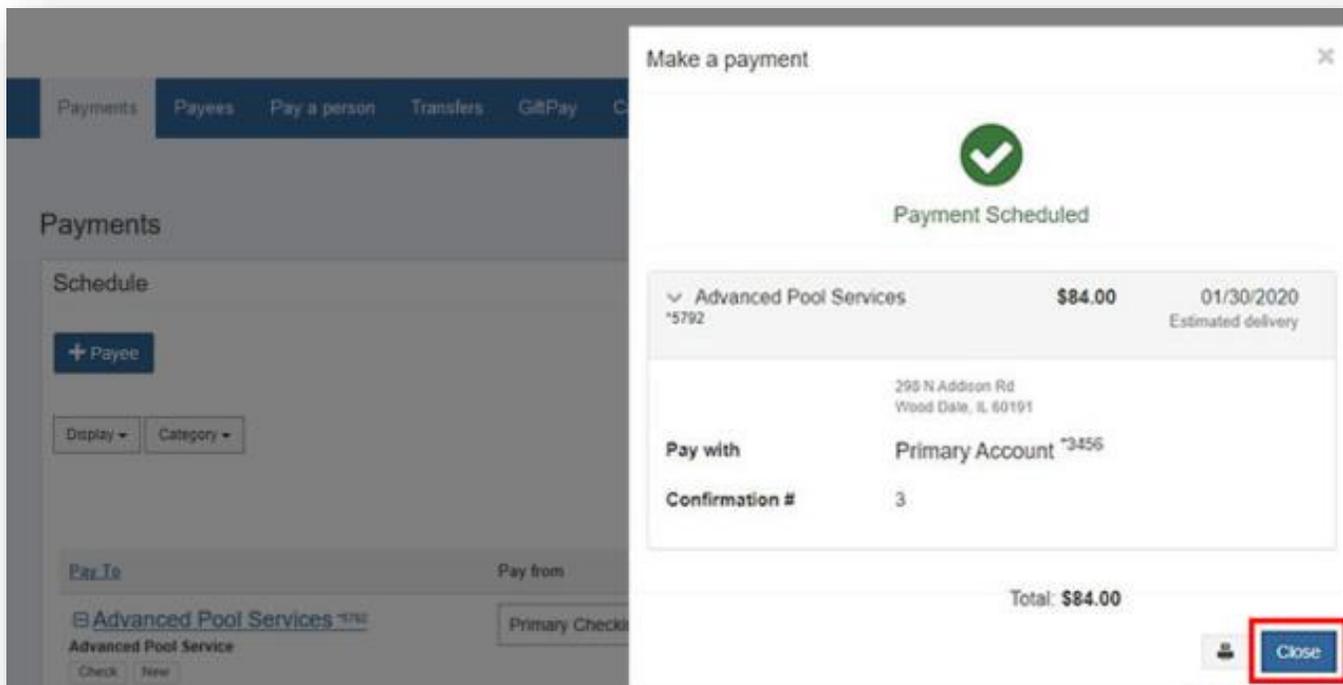
Pay To	Pay from	Amount	Payment date	Actions
Advanced Pool Services *5792 Advanced Pool Service Check New	Primary Checking *5	\$ 0.00	10/24/2019 Deliver By: 10/26/2019	Pay Make it Recurring Add Comment Add Personal Note

Step 7. Review your payment information. If your payee, payment amount, deliver by date and account are correct, select “Submit.”

(The deliver by date is when the vendor will receive the payment. The payment date is when your account will be debited. Checks will have the same deliver by date and payment date as your account will be debited when the check clears.)



Step 8. Select “close” to return to the home page.



Step 9. To schedule recurring payments, select “Make it Recurring.”

(Recurring payments are designed for payees that do not change in date or dollar amount, ex: mortgage, car note or rent)

The screenshot shows a payment interface. At the top left is a '+ Payee' button. Below it are 'Display' and 'Category' dropdown menus. A search bar for 'Payee name or nickname' is on the right. There are 'Review all' and 'Pay all' buttons. The main table has columns: 'Pay To', 'Pay from', 'Amount', 'Payment date', and 'Actions'. The first row shows 'Advanced Pool Services *5792' as the payee, 'Primary Checking *5i' as the account, '\$ 0.00' as the amount, and '10/24/2019' as the payment date. The 'Actions' column contains a 'Pay' button, a red-bordered 'Make it Recurring' button, 'Add Comment', and 'Add Personal Note' links.

Step 10. Choose the account you want to pay from. Enter the amount, customize the frequency of your payments, then select “Submit.”

Selecting submit will take you to your Review then confirmation page.

The screenshot shows a 'Recurring payment' form. The title is 'Recurring payment'. Below it is the instruction: 'To schedule your payment automatically, select your preferences below.' A note says '* Required field'. The form fields are: 'Pay to' (Advanced Pool Services *5792), 'Pay from' (Primary Chec.. *5676), 'Amount' (\$ 0.00), 'Frequency' (Monthly), 'On' (Last Business Day), and 'Select first payment date' (Tue, Dec 31, 2019). A red box highlights the 'Pay from', 'Amount', 'Frequency', and 'Select first payment date' fields. Below these are radio buttons for 'Pay before' (selected) and 'Pay after', and radio buttons for 'Will this payment series end?' (Yes/No, with 'No' selected). There is a 'Memo' field with a character limit of 25. At the bottom, it says 'Payment cutoff time: 4:00 PM ET'. Small text indicates 'Process date: 12/31/2019' and 'Deliver by: 01/08/2020 (Estimated date payee will receive payment)'.

Review

Recurring payment

Review your payment series

Pay to	Car Loan *8467 <small>Electronic</small>
Pay from	Primary Chec. *5676
Amount	\$300.00
First payment date	Fri, Jul 31, 2020
Additional items	Series end: 24 transactions remaining Frequency: Monthly on the 1st

Confirmation

Recurring payment

✓ **Success!**
Payment series scheduled

Our goal is to deliver your payment securely and quickly.
Some payments will process using a single-use, pre-paid card, which means you will not recognize card numbers within payment confirmation communications you receive.

Payment information

Print

Pay to	Car Loan *8467 <small>Electronic</small>
Pay from	Primary Chec. *5676
Amount	\$300.00
First payment date	Fri, Jul 31, 2020
Additional items	Series end: After 24 payments Frequency: Monthly on the 1st Confirmation number: 29