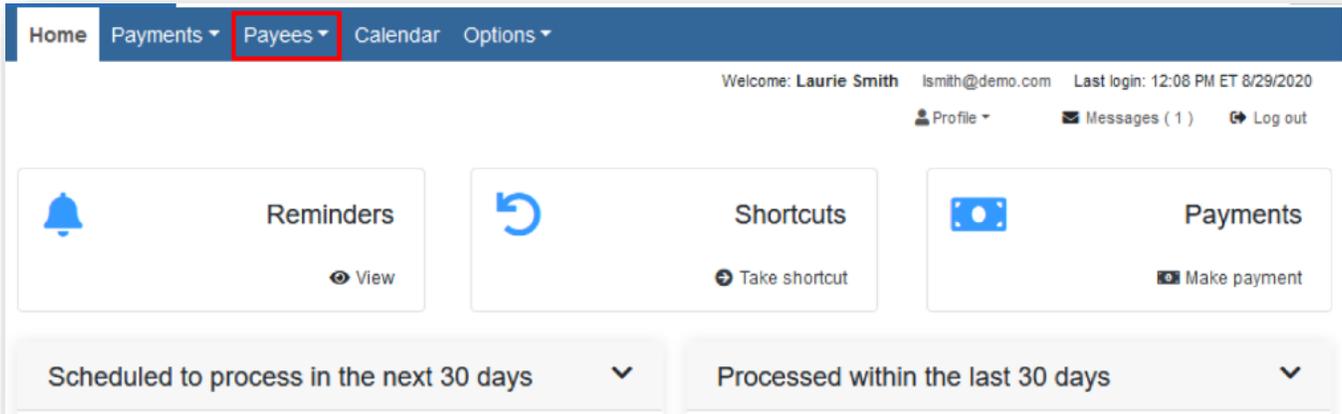


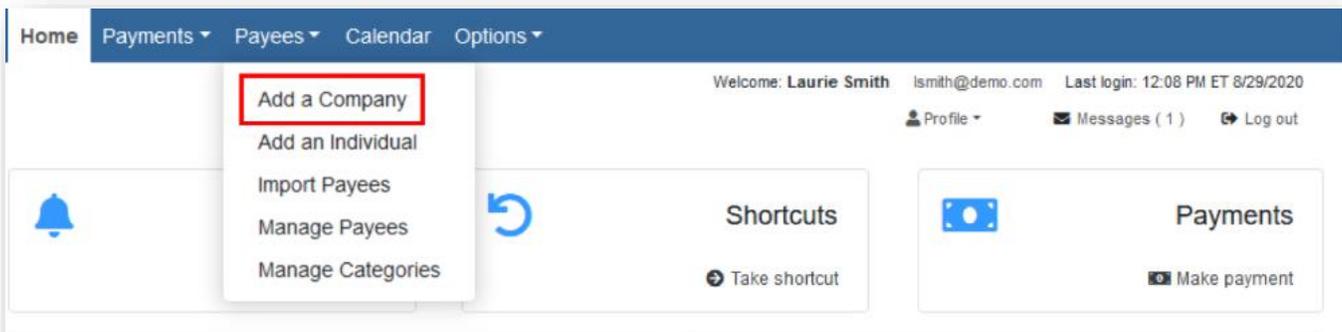
## BUSINESS BILL PAY

### ADD PAYEE & SCHEDULING A PAYMENT

Step 1. Start by choosing the “Payees” tab.



Step 2. Under the drop-down, select “Add a Company.”



**Step 3. To add a company, you will be required to input information that can be found on your most recent bill.**

**Payee name \***

**Account number \***  
  
[No account number ?](#)

**Confirm account number \***

**Phone number \***  **Payee ZIP code \***

**Account holder name \***

**Step 4. When the payee info has been completed, select "Next."**

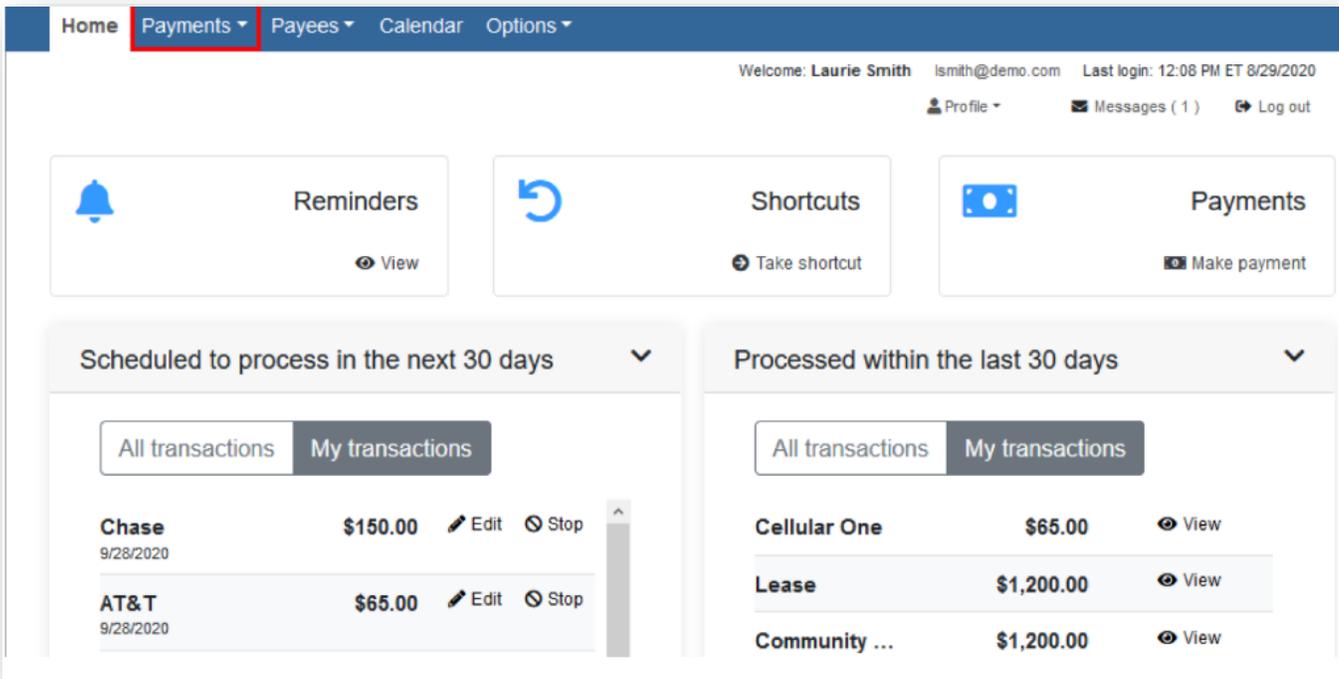
**Account number \***  
  
[No account number ?](#)

**Confirm account number \***

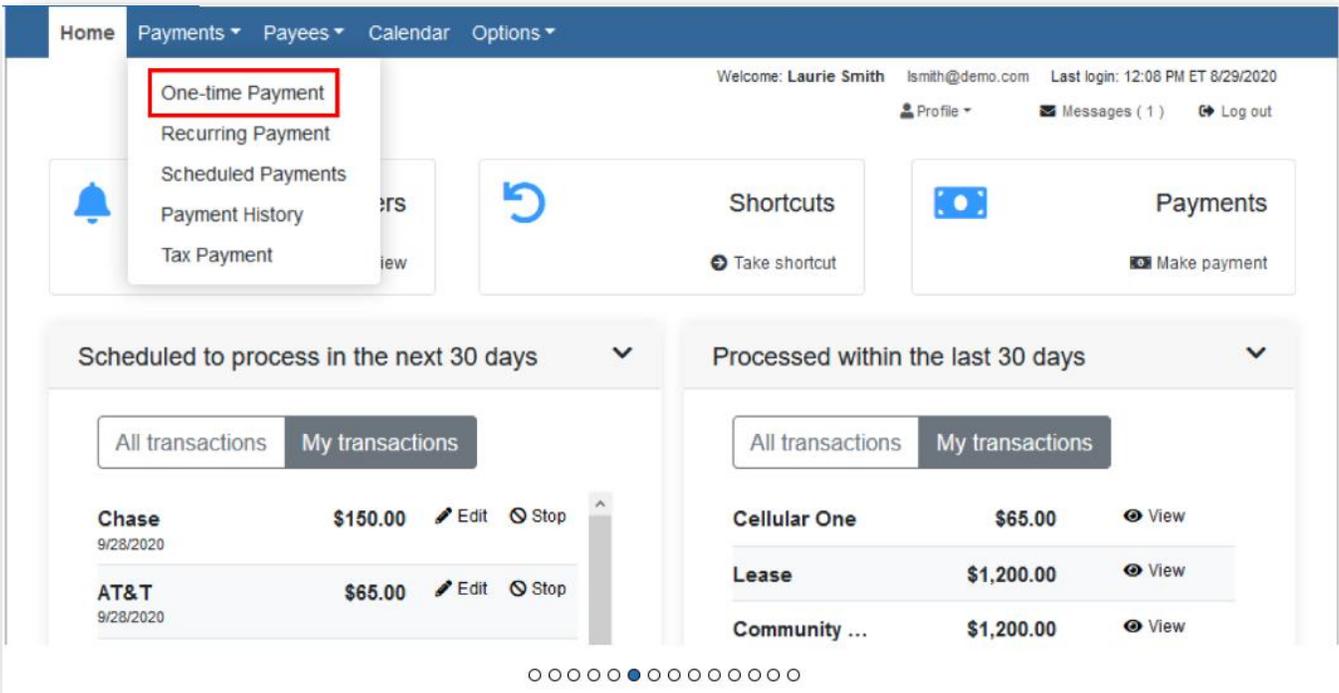
**Phone number \***  **Payee ZIP code \***

**Account holder name \***

Step 5. Once you've added a payee, return to the home page. Go to the "Payments" tab.



Step 6. You can choose to do a one-time or recurring payment. First, we'll show you how to make a "One-time Payment."



Step 7. Choose a payee from your payee list and select “Pay.”

You can schedule a One-time payment by selecting the plus + sign and then Pay. Or you can choose multiple payees at a time by selecting the plus + signs and then Pay.

Home Payments Payees Calendar Options

Welcome: Laurie Smith | lsmith@demo.com | Last login: 2:06 PM ET 8/29/2020

Profile Messages (1) Log out

### One-time payment

+ Add payee Shortcut Search payees...

Filter Deselect all Select all

American Express *****8467 -	AT&T *****8467 +
Cellular One *****8467 +	Chase *****8467 +
Lease *****8467 +	MasterCard *****8467 +

View selected (1) Pay (1)

Step 8. Select the account you want to pay from, enter the amount of the payment and select the date.

Additionally, on this page you can select the calendar option for RUSH delivery. You can determine the delivery date and the address to send the payment to.

RUSH payments are always sent out UPS with tracking. Payments are sent as a draft check.

Home Payments Payees Calendar Options

Welcome: Laurie Smith | lsmith@demo.com | Last login: 2:06 PM ET 8/29/2020

Profile Messages (1) Log out

### Payment summary

Payee	From account	Amount*	Process*	
American Express Check *****8467 Last paid: N/A Amount paid: N/A	Primary Checking	\$	9/25/2020	Remove

Est arrival: 10/1/2020

Invoice/Comment

< Back Review Pay all

By clicking Pay all, you authorize us to debit the indicated account for the amount of each payment.

Select a date ✕

Standard delivery | RUSH delivery

First Available Deliver by date \*

Tuesday September 22, 2020

◀ Sep 2020 ▶

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

\* Deliver by date is the estimated date the biller will receive the payment.

Close Select date

**Step 9. Then select “Pay all.” The next page will display the confirmation for each payment scheduled.**

Home | **Payments** | Payees | Calendar | Options

Welcome: Laurie Smith | lsmith@demo.com | Last login: 2:06 PM ET 8/29/2020

Profile | Messages ( 1 ) | Log out

### Payment summary

Payee	From account	Amount*	Process*
American Express <small>Check *****8467 Last paid: N/A Amount paid: N/A</small>	Primary Checking	\$	9/25/2020   Remove Est arrival: 10/1/2020 Invoice/Comment

← Back
Review
Pay all

By clicking Pay all, you authorize us to debit the indicated account for the amount of each payment.

## Step 10. Scheduling “Recurring Payment.”

Go to the home page and select the “Payments” tab and choose Recurring Payment.

The screenshot shows a dashboard with a navigation bar at the top containing 'Home', 'Payments' (highlighted with a red box), 'Payees', 'Calendar', and 'Options'. The user is identified as Laurie Smith (lsmith@demo.com) with a last login of 12:08 PM ET 8/29/2020. There are links for Profile, Messages (1), and Log out. Below the navigation bar are three main cards: 'Reminders' with a 'View' link, 'Shortcuts' with a 'Take shortcut' link, and 'Payments' with a 'Make payment' link. The dashboard is divided into two main sections: 'Scheduled to process in the next 30 days' and 'Processed within the last 30 days'. Each section has tabs for 'All transactions' and 'My transactions'. The 'Scheduled' section lists two transactions: Chase for \$150.00 on 9/28/2020 and AT&T for \$65.00 on 9/28/2020, both with 'Edit' and 'Stop' options. The 'Processed' section lists three transactions: Cellular One for \$65.00, Lease for \$1,200.00, and Community ... for \$1,200.00, each with a 'View' link. A progress indicator at the bottom shows a series of circles, with the current step highlighted.

## Step 11. Select “Recurring Payment” from the Payments drop-down.

Recurring Payments can be scheduled for any payees (however, they should be reserved for payees ex: lease, car loan or rent).

This screenshot is similar to the previous one, but the 'Payments' dropdown menu is open, showing options: 'One-time Payment', 'Recurring Payment' (highlighted with a red box), 'Scheduled Payments', 'Payment History', and 'Tax Payment'. The rest of the dashboard content remains the same as in the previous screenshot.

**Step 12. Select a payee from your payee list.**

Home Payments Payees Calendar Options

Welcome: **Laurie Smith** lsmith@demo.com Last login: 2:06 PM ET 8/29/2020

Profile Messages ( 1 ) Log out

## Recurring payment

+ Add payee

Company Individual

All Categories

American Express	****8467	AT&T	****8467
Cellular One	****8467	Chase	****8467
Lease	****8467	MasterCard	****8467
Moe's Mowers	****8467	Retirement Account	****8467

**Step 13. Select the account you want to pay from, the amount of the payment and frequency.**

### Set up AT&T recurring payment

**Details**

Name  
AT&T  
Electronic  
\*\*\*\*8467

Add comment

Pay from\* Amount\*

Primary Checking \$

**Frequency edit**

Frequency\*

Select a frequency

**Step 14. Next, select series options and then “Submit.”**

### Frequency edit

Frequency\*

Select a frequency

Would you like this series to end?\*

No

On this date

After a set # of payments

Cancel Review **Submit**

By clicking submit, you authorize us to debit the indicated account for the amount of each payment.

**Step 15. Scheduled Payments.**

You can view and manage all transactions in a scheduled status.

- **Details** – displays the transaction details. This function shows when a payment was submitted, who scheduled & approved the payment.
- **Edit** – allows you to change dollar amount, pay from account and payment date.
- **Stop** – allows you to stop the payment (fees may be incurred).

Scheduled payments						
Search filter						Print
Payee	Amount	Deliver by date				
American Express Check Confirmation # 40	\$999.00	10/01/2020	Details	Approve	Edit	Stop
AT&T Check Confirmation # 2	\$65.00	09/22/2020	Details	Edit	Stop	
Cellular One Check Confirmation # 43	\$175.00	09/22/2020	Details	Edit	Stop	
Chase Check Confirmation # 1	\$150.00	09/22/2020	Details	Edit	Stop	
Lease Check Confirmation # 45	\$1,500.00	09/30/2020	Details	Edit	Stop	
MasterCard Check Confirmation # 44	\$999.00	10/05/2020	Details	Approve	Edit	Stop