

# Bill Pay Upgrade

Quick Reference Guide – Existing Bill Pay Users



## Our Bill Pay just got *better*. You'll be surprised by the *great new look!*


### My Bills Home

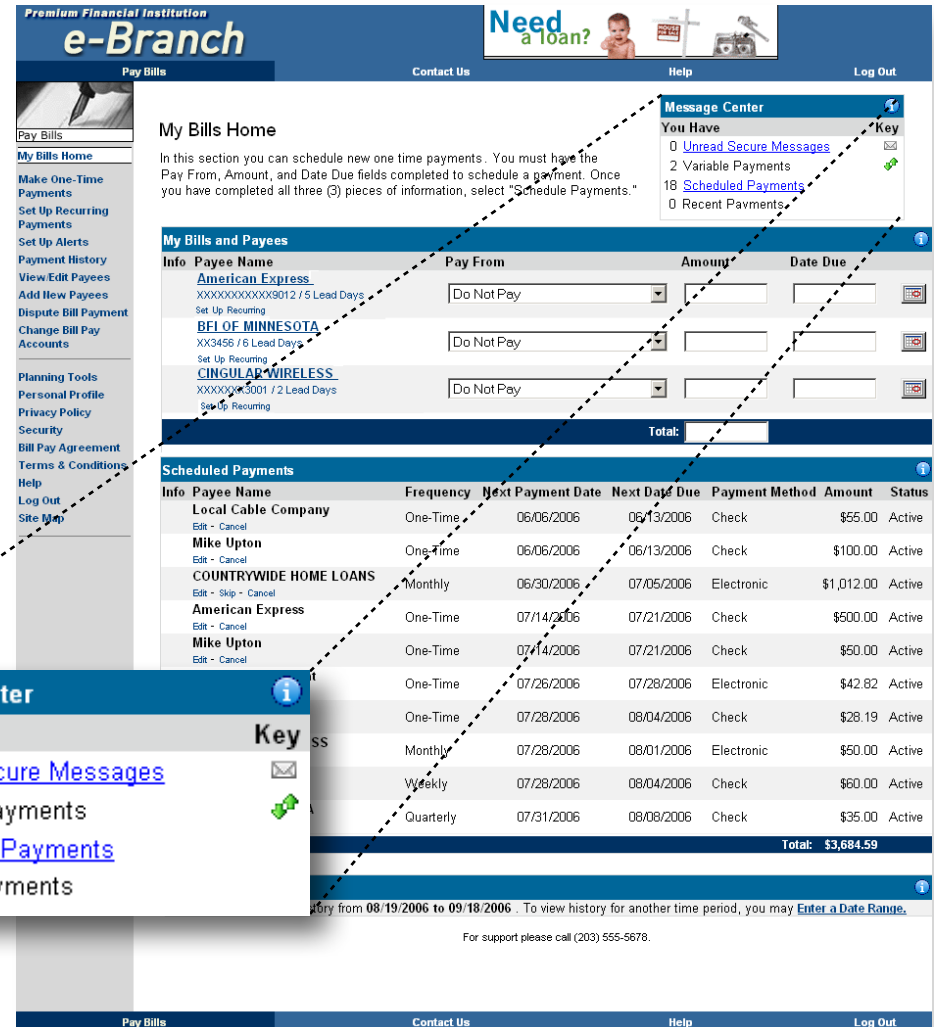
This new Home page is made of **five (5) sections** that allow you to view all of your bill pay activities in one place:

- 1** The **My Bills** and **Payees** section allows you take advantage of additional Bill Pay Services for each Payee and to schedule one-time payments. Just complete the Pay From, Amount, and Date Due fields to schedule a payment. Once you have all three (3) pieces of information, select "Schedule Payments."
- 2** The **Scheduled Payments** section allows you to review your scheduled bill payments.
- 3** The **Recent Payments** section allows you to review payments that have been sent through the system.

### Message Center

The Message Center appears on the top right corner of the new Home page, My Bills Home. It allows you to review a summary of general secure messages, bills, and scheduled payments of different types.

For help on any screen, simply click on the  icon to retrieve help on that particular screen.



**Message Center**

You Have

- 0 [Unread Secure Messages](#)
- 2 [Variable Payments](#)
- 18 [Scheduled Payments](#)
- 0 [Recent Payments](#)

Info	Payee Name	Frequency	Next Payment Date	Next Date Due	Payment Method	Amount	Status
	Local Cable Company	One-Time	06/06/2006	06/13/2006	Check	\$55.00	Active
	Mike Upton	One-Time	06/06/2006	06/13/2006	Check	\$100.00	Active
	COUNTRYWIDE HOME LOANS	Monthly	06/30/2006	07/05/2006	Electronic	\$1,012.00	Active
	American Express	One-Time	07/14/2006	07/21/2006	Check	\$500.00	Active
	Mike Upton	One-Time	07/14/2006	07/21/2006	Check	\$50.00	Active
		One-Time	07/26/2006	07/28/2006	Electronic	\$42.82	Active
		One-Time	07/28/2006	08/04/2006	Check	\$28.19	Active
		Monthly	07/28/2006	08/01/2006	Electronic	\$50.00	Active
		Weekly	07/28/2006	08/04/2006	Check	\$60.00	Active
		Quarterly	07/31/2006	08/08/2006	Check	\$35.00	Active

Total: \$3,684.59

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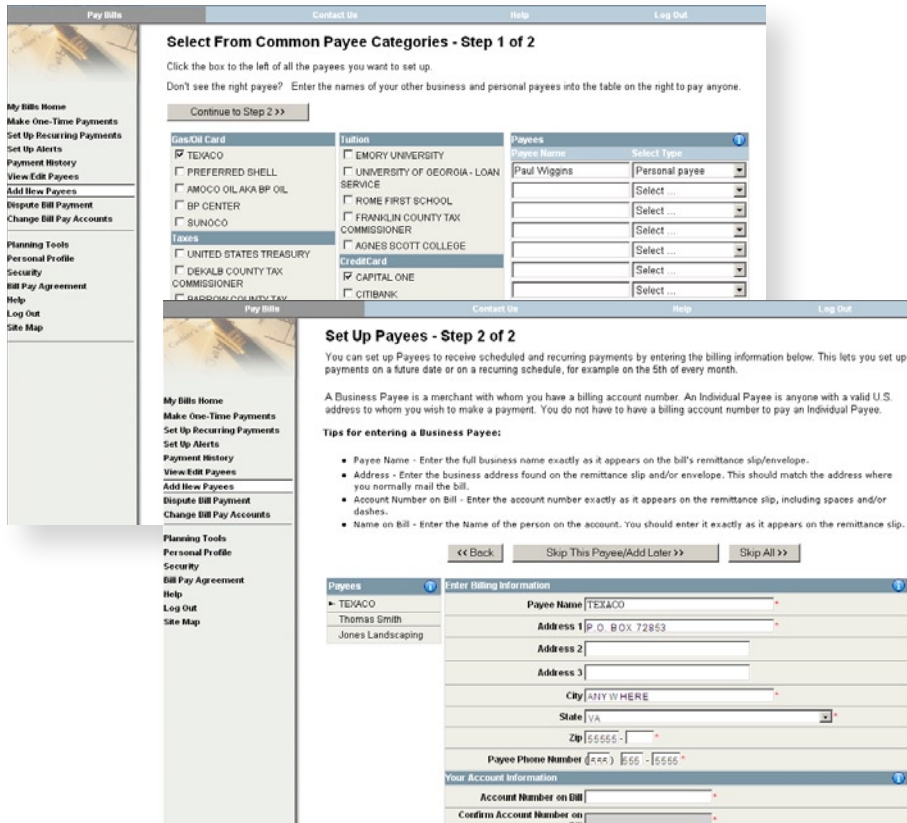
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### Payee Set-up Wizard

Now, you can see the top five (5) payees in the main billing categories for your specific location. Just check the box for a corresponding payee(s) and click Continue to Step 2.

**Don't see the right payee?** The new Bill Pay system lets you pay anyone. Just enter the names of your other business and/or personal payees into the table on the right. You can pay virtually anyone from one quick screen!



### Alerts

To enhance your personal security and organize your finances, you can schedule alerts that will generate an email when the selected activities take place in Bill Pay.

#### General Payee Payment Alerts

Add or update your alerts and click **Add/Change Alerts**. If you want to remove the information from all update fields, click **Reset**.

Payee Specific Alerts	
Select Payee:	<input type="text" value="Click Here to Select..."/> <input type="button" value="Go"/>

Payment Alerts	
Email me <input type="text" value="1"/> days before a scheduled payment will be sent	<input type="checkbox"/>
Email me when a new payment is scheduled	<input type="checkbox"/>
Email me when an existing payment is modified	<input type="checkbox"/>
Email me when any scheduled payment exceeds <input type="text"/>	<input type="checkbox"/>
Email me when a payment has not cleared after <input type="text" value="8"/> days	<input type="checkbox"/>
Email me when a bill payment has been sent	<input type="checkbox"/>

### Premium Bill Payment Upgrade - FAQs

#### 1 Will my screen look different?

Yes. There are a few features that enhance the usability of Bill Pay, but nothing that will have you searching for the features you are used to accessing. And if you do have questions, each screen will include a Question Mark icon for each access to help for that particular screen.

#### 2 Will I need a new User ID or password?

No. Both remain the same.

#### 3 Will I need to set up all of my payees again?

No. Your payees, recurring payments and alerts will all be converted over to the new version of Bill Pay.

#### 4 Will bills that I normally have paid via check now be paid electronically?

Maybe. We now have more than 3,500 payees in our system, virtually eliminating mailed checks to businesses. Individuals can still be paid by check, electronically or via direct deposit.