

# Bill Payment

Paying bills online is a convenient, secure service that will help you to better manage your finances and provide a more efficient process for paying your bills.

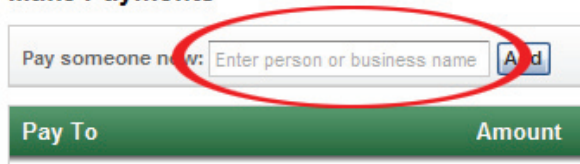
# Setting Up Payees

1

Go to the Bill Payment Tab in Online Banking



## Make Payments

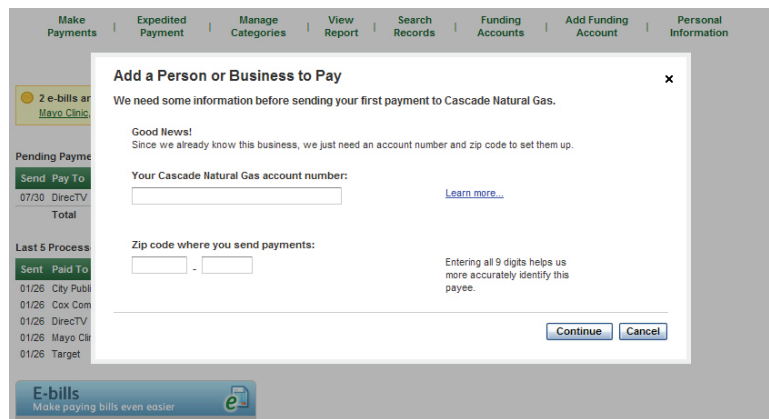


Type the name of your new payee in the Pay Someone New box, and click Add.

2

3

You will be prompted to provide more details about the Payee you're adding. Follow the on-screen instructions to complete the process.



4

Once you've added the payee you will receive a confirmation that the payee has been added.

# Setting Up e-bills

E-bills allow you to stay on top of your bills. You will automatically be notified when your bills arrive or are past due.

The screenshot displays a web interface for managing bills. On the left, three bills are listed with their respective amounts and due dates. Each bill has a 'Pay' button and a 'Deliver by' date. The bills are:

- DirectTV, \*7257**: Amount \$0.00, Due 03/10/2010. Status: Pending: \$60.99 on 07/30/2009. Set up e-bill.
- Mayo Clinic, \*6166**: Amount \$100.00, Due 03/10/2010. Status: 04/08/2010 e-bill. View | File. Min: \$100.00, Total: \$2912.37, Deliver by: 03/16/2010, Due: 04/08/2010.
- Target, \*4284**: Amount \$84.36, Due 03/10/2010. Status: 04/08/2010 e-bill. View | File. Deliver by: 03/16/2010, Due: 04/08/2010.

On the right, a list of bills is shown with their due dates and amounts:

- 01/26 City Public Service \$ 178.12
- 01/26 Cox Communications \$ 31.24
- 01/26 DirecTV \$ 60.99
- 01/26 Mayo Clinic \$ 100.00
- 01/26 Target \$ 84.36

Below the list is a section titled 'E-bills' with the subtext 'Make paying bills even easier'. It contains a message: 'It's all here! An e-bill contains the same information that you receive on your paper bill, and you can pay it here with just a click.' and a 'Learn more' button.

At the bottom right, there is a section titled 'Other Tasks' with links for 'Accounts to use', 'Find a payment', and 'Expedited payment'.

If the payee also offers e-bills, you can fill out the information requested on the screen to enable this feature. You will then have your bill delivered to your bill pay inbox each month.

# Making Payments

Now that you've added your payees, making payments is quick and easy!

1

To make a payment, all you need to do is enter the amount to pay to the correct Payee, and click Pay.

Pay To	Amount	Send On
Show <a href="#">all payees</a> sorted by <a href="#">name</a>		
Pay from: <a href="#">My Account, *3456</a>		
<a href="#">City Public Service, *3372</a> Autopay	\$ <input type="text"/>	03/10/2010 <input type="text"/> <input type="button" value="Pay"/>
Deliver by: 03/12/2010		
<a href="#">Cox Communications, *6471</a> Set up e-bill	\$ <input type="text"/>	03/10/2010 <input type="text"/> <input type="button" value="Pay"/>
Deliver by: 03/12/2010		

2

You can also change the date the payment will go through and/or the account you're paying from. Signing up for eBills will make this process even easier by reading your bills and filling in information for you. Then all you have to do is approve the payments!

# Congratulations,

you've just made your first payment!

## Other Benefits of Paying Bills Online

As you become more comfortable with paying bills online, feel free to explore the other features and benefits that we offer through the service:

- Payment date delivery confirmations
- Bill Presentment
- Payment Categories
- Payment history reporting

For more information, contact us at:

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or email us at [info@bakerboyer.com](mailto:info@bakerboyer.com)