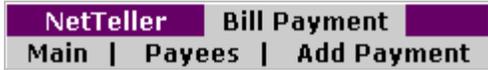


Setting Up Electronic Payees

Select 'Payees' from the Bill Pay menu.



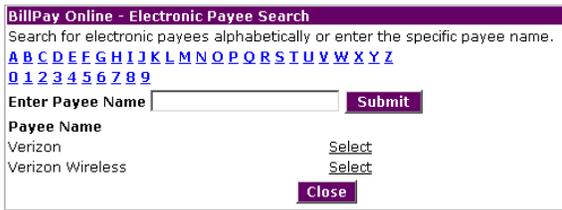
Click 'Add Payee.'



Next to the Payee Type click on [Search Electronic Payee List](#)

(An electronic payee cannot be added without performing a search. If the requested payee is not a result of a search, it must be added as a check payee.)

Enter the name of the payee you want to add.



Click [Select](#) next to the payee.

(If the selected payee requires you to choose a specific billing address, you will see a screen similar to the image below.)



If no specific address is required, simply complete the remaining fields and select 'Submit.'

(If your account number does not match the required format of the Payee, a message will display with an option to set up as a check payee.)

Setting Up Check Payees

Select 'Payees' from the Bill Pay menu.



Click 'Add Payee.'



To add a check payee, enter the payee information in the required fields and click 'Submit.' (A check payee is any payee that is not in the Electronic Payee Database.)

BillPay Online - Add Payee

Payee Name

Payee Type Check [Search Electronic Payee List](#)

Payee Alias

Account Number

Address Line 1

Address Line 2

City

State

Zip Code Example: 12345-1234

Phone Number Example: (913)555-1212

When payees are added, they can be viewed by selecting 'Payees' from the Bill Pay menu.

NetTeller **Bill Payment**

Main | Payees | Add Payment

BillPay Online - View Payee List

Payee	Account Number	Type	Status		
Verizon	123456789123456789	Electronic	Active	Edit	Delete
Visa Payment	123456	Check	Active	Edit	Delete

Edit and Delete options are available from the View Payee List.

Once a payee is added, you can only edit the account number and alias of the payee.

Setting Up Payments

NetTeller **Bill Payment** **Options**

Main | Payees | Add Payment | Quick Payment

Choose '**Add Payment**' to set up a recurring payment.

Choose '**Quick Payment**' to set up multiple one-time payments.

For Recurring Payments: from the drop-down menus, select the account from which the bill will be paid and the payee. Enter the dollar amount of the payment and any memo information. (Memo information is transmitted with Check payments only.)

Pay from account

Payee

Amount

Memo

Alert when payment is processed

Frequency 

Payment Date

Payment Description

- One-Time
- One-Time
- Weekly
- Bi-Weekly
- Monthly
- Semi-Monthly
- Quarterly
- Annual
- Semi-Annual

Choose the frequency of the payment. The default is set to One-Time Payment. Enter the expiration date of the payment and whether or not the amount is different for each payment. Click 'Submit' when the payment information is complete.

For Quick Payments: choose the payees you want to pay and click submit. Enter the payment date, memo, from account and amount. Click 'Submit.'

BillPay Online - Quick Payment Select Payee(s)

Verizon Visa Payment

BillPay Online - Quick Payment					
Date	Payee	Memo	Account	Amount	
10/31/2003	Verizon		Checking 500	0	30.00
10/31/2003	Visa Payment		Checking 500	0	125.00

Editing Payments

Click the 'Quick Edit' box for each payment you want to edit. Then select the 'Quick Edit' button. You can change the amount, memo, and account from which the bill is paid. Changes will affect the next payment date.

BillPay Online - Scheduled Payments			
	Status	Date	Payee
<input checked="" type="checkbox"/>	Active	10/31/2003	Verizon
<input checked="" type="checkbox"/>	Active	10/31/2003	Visa Payment

Quick Edit

BillPay Online - Quick Edit					
Date	Payee	Frequency	Memo	Account	Amount
10/31/2003	Verizon	One-Time		Checking 500	30.00
10/31/2003	Visa Payment	One-Time		Checking 0003	125.00

Submit **Cancel**

Viewing Payment History

Select 'History' from the Bill Pay menu.

Bill Payment	Options
Quick Payment	History

Payments made in the last 30 days will display by default. To view more history, click Select Range of Payment History and enter the criteria for the search.

BillPay Online - Select Payment History Options	
Payee	All
From	9/01/2003
To	9/30/2003
Begin Amount	
End Amount	
Sort By	Date
Then By	
Then By	
Sort Order	<input type="radio"/> Ascending <input checked="" type="radio"/> Descending
Submit Cancel	