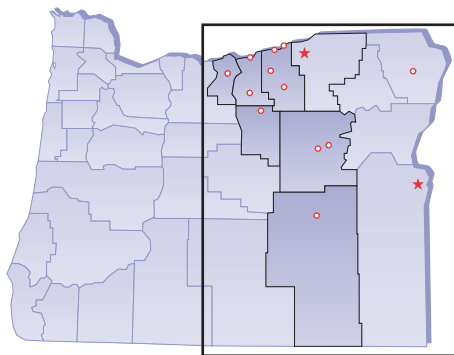


Bill Payment Guide



12 branches to serve you!



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Member FDIC Equal Housing Lender



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Accessing Bill Payment

Visit and choose Online Banking

Enter your ID & Password in the appropriate fields and click submit. Select **Bill Payment** from the Menu Bar.

ID

Password

Submit

Selecting Accounts for Bill Pay

The first time you use Bill Pay, the system will prompt you to choose the accounts from which you want to pay bills. You may add any of the checking accounts tied to your NetTeller ID. *Some account types may be subject to additional per transaction fees.

Bill Payment / Set Up Account

Select Account

Submit **Cancel**

Accept the Enrollment/Transactions fees to complete the enrollment process. You may also choose the starting number of checks submitted in Bill Payment.

Bill Payment Service Charges Terms and Agreements

Monthly Bill Pay Fee For Account Business Checking

Enrollment Fee

Enrollment fees will be waived.

Transaction/Cycle Fees

All transaction and cycle fees will be waived for statement cycles. The following fees will apply:

- Monthly fee of \$

Please select the left-most digit for Bill Payment check numbers *

* This will enable you to distinguish personal check numbers from Bill Payment check numbers.

Accept **Decline**



Adding Electronic Payees

Click the **Add Payee** button to the right, then enter the name of the Company you want to pay, account number, and address fields. Click Search to find any electronic matches.

Bill Payment - Add Payee

Payee Name*

Account Number*

Address Line 1*

Address Line 2

City*

State*

Zip Code*

Please enter your account number exactly as shown on the bottom of your last billing statement. Include any dashes, spaces or special characters. Example: 16-123043 99403

*Indicates a required field. **Submit** **Cancel**

If the Payee you searched for is available for electronic payment payee type will display **Electronic**. Complete the remaining fields to set up the payee. Enter an alias to create a nickname for this payee (optional). Click **Submit**.

The Payee will be listed on the Payees screen.

Bill Payment - View Payee List				
Payee	Account Number	Type	Status	
Company Name	987654321	Electronic	Active	Edit Delete
My Payee	n/a	Check	Active	Edit Delete

If the Payee was not available for Electronic Payment, the Add Payee screen will display the message “There were no matching electronic payees found. Refine your search criteria or click the Add Check Payee button to setup this payee to be paid by check” at the bottom of the screen. Click on **Add Check Payee**.

Complete the remaining fields to set up the Payee. Click **Submit**.

*The payee Name will appear on the Pay to the Order Of line of any checks sent to this payee.