

Adding Payees

Step 1: Click Add Payee

Step 2: Select Pay a Company or Pay an Individual. Complete all required fields.

The screenshot shows a web form titled "Bill Payment - Add Payee". At the top, there are two radio buttons: "Pay a Company" (which is selected and circled) and "Pay an Individual". Below this, the form fields are as follows:

- Payee Name *
- Payee Account Number * (with a note: "Please enter your account number exactly as shown on your last billing statement. Include any dashes, spaces or special characters. Example: 16-12043 99403")
- Address Line 1 *
- Address Line 2
- City *
- State *
- Payee Zip Code *

At the bottom left, a note states: "* indicates a required field". At the bottom right, there are "Search" and "Cancel" buttons.

Payee Name: Enter the payee name.

Payee Account Number: Enter account number with Payee. Account number must be entered exactly as shown on payment stub.

Payee Address: Enter the payee remittance address exactly as shown on payment stub.

The screenshot shows the same "Bill Payment - Add Payee" form, but with the "Pay an Individual" radio button selected and circled. The form fields are:

- Payee Name
- Payee Type (with a dropdown menu showing "Check")
- Payee Alias
- Account Number
- Address Line 1
- Address Line 2
- City
- State
- Zip Code
- Phone Number

At the bottom right, there are "Submit" and "Cancel" buttons.

Payee Name: Enter the payee name.

Payee Alias: Payee alias is only visible to end user.

Payee Account Number: Enter account number with Payee. If there is no account number with payee enter NA.

Payee Address: Enter the payee remittance address exactly as shown on payment stub.

Step 3: Click Search/Submit to add payee. If company is not in electronic payee database customer will have option to add as check payee.

Successfully added Electronic Payee: American Family Insurance			
Bill Payment - View Payee List			
Payee	Account Number	Type	Status
AMERICAN FAMILY INSURANCE		E	Select option...

New Payment

New payments can be established by clicking on New Payment.

To schedule multiple one-time payments simultaneously, click **Quick Payment**.

Step 1: Select up to 10 payees.

Step 2: Click **Submit**

Quick Payment Add Payment

Information Message: Please select at least one payee for Quick Payment.

Bill Payment - Quick Payment Select Payee(s)

AMERICAN FAMILY INSURANCE NETTELLER TRAINER

Please select up to 10 payees.

Submit

Step 3: Enter the **Amount** of the payment, **Pay On** date the payment is to be processed, the **Account** to debit for the payment and a **Memo** if desired.

Create New Payments

Payee	Amount	Pay On	Pay From	Memo
AMERICAN FAMILY INSURANCE		05/19/2008	My Checking	
NETTELLER TRAINER		05/19/2008	My Checking	

Submit **Cancel**

Step 4: Click **Submit** to schedule payments. Confirmation screen appears.

Information Message: Successfully added one-time payment to AMERICAN FAMILY INSURANCE for \$1.00. Confirmation #: 0201020132
Successfully added one-time payment to NETTELLER TRAINER for \$1.00. Confirmation #: 0201020133

Bill Payment - Scheduled Payments View: 7 Days | 15 Days | 30 Days | All

Payee	Amount	From	Type	Frequency	Date	
<input type="checkbox"/> AMERICAN FAMILY INSURANCE	1.00	My Checking	E	One-Time	05/19/2009	Select Option
<input type="checkbox"/> NETTELLER TRAINER	1.00	My Checking	C	One-Time	05/19/2009	Select Option
Grand Total	2.00					

Edit Selected

To schedule one time or recurring payments click, **Add Payment**.

Quick Payment **Add Payment**

Create Payment

Pay from account: My Checking

Payee: Select option...

Amount: [] []

Memo: []

Alert when payment is processed:

Frequency: One-Time

Payment Date: 05/19/2008

Payment Description: []

Cancel OK

Pay from account: The account to debit for the payment.

Payee: Payee name, account number and payment type display.

Amount: Payment amount.

Memo: Memos appear on check payments but do not appear on electronic payments. All memos are retained in the Bill Pay history.

Save memo for future payments (not shown): Check if the memo is to be used in recurring payments.

Alert when payment is processed: If the **Bill Payments Paid** Event Alert in **Options** is checked, the customer can check this box to receive alerts when this particular payment is processed.

Frequency: Select the frequency of the payment.

Payment Date (or Start Date): Enter the date the first payment is to be processed or check the box indicating the payment should always be processed on the last business day of the month.

Second Payment Date (Semi-Monthly payments only – not shown): Enter the date of the second payment of the month.

Expiration Date (not shown): If a frequency other than One-Time is entered, enter the last day the payment is to be processed or check the box indicating the payment will not expire.

Payment Description: Enter a payment description. Description does not carry through with check or electronic payments but is retained in the Bill Pay history.

Variable Payment (not shown): If payment amount changes check the **Variable Payment** box. After each payment, the amount is zeroed out and the customer will **Edit** the payment to enter the new amount.

Submit: Schedules the payment. Customer is taken back to the scheduled payments list and given a confirmation number.

Information Message:		Successfully added Monthly payment to NETTELLER TRAINER for \$1.00. Confirmation Number: 0201020134 Expires: No Expiration Date					
Bill Payment - Scheduled Payments		View: 7 Days 15 Days 30 Days All					
Payee:	Amount:	From:	Type:	Frequency:	Date:		
<input type="checkbox"/> AMERICAN FAMILY INSURANCE	1.00	My Checking	E	One-Time	05/19/2009	Select Option	<input type="checkbox"/>
<input type="checkbox"/> NETTELLER TRAINER	1.00	My Checking	C	One-Time	05/19/2009	Select Option	<input type="checkbox"/>
<input type="checkbox"/> NETTELLER TRAINER	1.00	My Checking	C	Monthly	05/19/2009	Select Option	<input type="checkbox"/>
Grand Total		3.00					
<input type="button" value="Edit Selected"/>							

History

After End of Day, a processed payment history is available.

Payment History						View Range: 7 Days : 15 Days : 30 Days : All : Search
NOTE: Click on a column name to sort transactions by that column in ascending (↑) or descending (↓) order.						
Payees	Status	Chk #/Elec. Ref.	Processed	Confirmation #	Amount	
KCPL	Processed		04/22/2008		\$1.00 View	
TIME WARNER	Failed		04/22/2008		\$2,500.00 View	
TEXACO OIL	Processed		10/10/2007		\$1.00 View	
Totals (this page) \$8.00						


View Payment History For:







All History: Nineteen months



Last 7 days: Last seven days

Last 30 days: Last thirty days

Search Payment History: Search fields display. Options include Payee name, date range and amount range.

Bill Payment - Select Payment History Options 

Payees	All 
From:	4/01/2008 
To:	4/30/2008 
Begin Amount:	\$ <input style="width: 50px;" type="text"/>
End Amount:	\$ <input style="width: 50px;" type="text"/>
Sort By:	Date 
Then By:	<input style="width: 50px;" type="text"/> 
Then By:	<input style="width: 50px;" type="text"/> 
Sort Order:	<input type="radio"/> Ascending <input checked="" type="radio"/> Descending

* If a payee has been deleted, the payee will not be searchable in the Payee drop down list. However, payments made to deleted payees will be included in the resulting history list if the date or dollar amount is used instead.