

Premium Bill Payment & Presentment - 7.2.1 upgrade

Quick Reference Guide

My Bills Home

In this section you can schedule new one time payments and schedule bills that have been presented to you. To schedule a payment, check the Pay checkbox and select a From Account, Amount, and Date Due for the payment. Once you have completed the information for each payment, select "Schedule Payments".

Message Center

- 0 Unread Secure Messages
- 0 Past Due Bills
- 0 New e-Bills
- 0 Automatic Payments
- 1 Variable Payments
- 22 Scheduled Payments
- 4 Payment Reminders
- 21 Recent Payments

My Bills and Payees

Payee Name	Pay From Account	Amount	Date Due
AMERICAN EXPRESS ALL PRODUCTS- K03455 / 2 Lead Days Direct Pay - Set Up Payee	<input type="checkbox"/> Default Account		
FIDELITY NATIONAL BANK K03225 / 5 Lead Days Set Up Payee	<input type="checkbox"/> Default Account		
Kyle Kolb 2 Lead Days Set Up Payee	<input type="checkbox"/> Default Account		
Mike 5 Lead Days Set Up Electronic - Set Up Payee	<input type="checkbox"/> Default Account		
Paul Wiggins 2 Lead Days Set Up Electronic - Set Up Payee	<input type="checkbox"/> Default Account		
SOUTHEAST GEORGIA HEALTH SYSTEM - BRUNSW K0307788 / 5 Lead Days Set Up Payee	<input type="checkbox"/> Default Account		
Tampa Electric K01054 / 5 Lead Days Set Up Payee	<input type="checkbox"/> Default Account		
TEXACO K03455 / 5 Lead Days Set Up Payee	<input type="checkbox"/> Default Account		
UNITED STATES TREASURY K03455 / 5 Lead Days Set Up Payee	<input type="checkbox"/> Default Account		

+ Indicates e-Bills / Presentment is available

[Schedule Payments >>](#)

Scheduled Payments

Payee	Frequency	Next Payment Date	Next Date Due	Payment Method	Amount	Status
AMERICAN EXPRESS ALL PRODUCTS	One-Time	03/20/2008	03/24/2008	Check	\$10.00	Scheduled
FIDELITY NATIONAL BANK	One-Time	03/21/2008	03/28/2008	Check	\$78.00	Scheduled
SOUTHEAST GEORGIA HEALTH SYSTEM - BRUNSW	One-Time	03/21/2008	03/28/2008	Check	\$85.00	Scheduled
FIDELITY NATIONAL BANK	One-Time	04/01/2008	04/08/2008	Check	\$1,250.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	04/09/2008	04/11/2008	Electronic	\$1.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	04/09/2008	04/11/2008	Electronic	\$1.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	04/11/2008	04/15/2008	Electronic	\$75.00	Scheduled
FIDELITY NATIONAL BANK	One-Time	04/14/2008	04/21/2008	Check	\$50.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	04/16/2008	04/18/2008	Electronic	\$15.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	04/16/2008	04/18/2008	Electronic	\$1.00	Scheduled
FIDELITY NATIONAL BANK	One-Time	04/19/2008	04/25/2008	Check	\$150.00	Scheduled
Kyle Kolb	One-Time	05/02/2008	05/02/2008	Electronic	\$25.00	Scheduled
Tampa Electric	Monthly	05/02/2008	05/02/2008	Check	\$145.00	Scheduled
FIDELITY NATIONAL BANK	One-Time	05/02/2008	05/02/2008	Check	\$5.00	Scheduled
FIDELITY NATIONAL BANK	One-Time	05/02/2008	05/02/2008	Check	\$10.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	05/02/2008	05/02/2008	Electronic	\$1.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	05/02/2008	05/02/2008	Electronic	\$1.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	05/02/2008	05/02/2008	Electronic	\$10.00	Scheduled
Kyle Kolb	One-Time	05/02/2008	05/02/2008	Electronic	\$10.00	Scheduled
Kyle Kolb	One-Time	05/02/2008	05/02/2008	Electronic	\$10.00	Scheduled
Kyle Kolb	One-Time	05/02/2008	05/02/2008	Electronic	\$12.00	Scheduled
AMERICAN EXPRESS ALL PRODUCTS	One-Time	06/04/2008	06/05/2008	Electronic	\$10.00	Scheduled
FIDELITY NATIONAL BANK	One-Time	06/11/2008	06/18/2008	Check	\$100.00	Scheduled

Total: \$3,367.00

Payment Reminders

Reminder Name	Amount	Date Due
Ryan's Field Trip	\$10.00	02/28/2008
Bring Boss' Gift Money	\$10.00	03/07/2008
Lawn Service	\$80.00	03/15/2008
AMERICAN EXPRESS ALL PRODUCTS	\$0.01	03/21/2008

Total: \$100.01

Recent Payments

Payee Name	Amount	Pay Date	Status
American Express	\$10.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$1.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$1.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$1.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$50.00	05/23/2008	Cancelled
Paul Wiggins	\$25.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$15.00	05/23/2008	Cancelled
FIDELITY NATIONAL BANK	\$75.00	05/23/2008	Cancelled
FIDELITY NATIONAL BANK	\$250.00	05/23/2008	Cancelled
Paul Wiggins	\$150.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$1.00	05/23/2008	Cancelled
FIDELITY NATIONAL BANK	\$123.21	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$150.00	05/23/2008	Cancelled
Mike	\$50.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$15.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$20.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$10.00	05/23/2008	Cancelled
FIDELITY NATIONAL BANK	\$25.00	05/23/2008	Cancelled
AMERICAN EXPRESS ALL PRODUCTS	\$1.00	05/23/2008	Cancelled
FIDELITY NATIONAL BANK	\$125.00	05/23/2008	Cancelled
Kyle Kolb	\$1,000.00	05/23/2008	Cancelled

My Bills Home

This new Home page is made up of five sections that allow you to view all of your Bill Pay activities:

From the **Message Center**, you can view messages, see what bills are due, and even see a snapshot of your scheduled payments.

The **My Bills and Payees** section allows you to take advantage of additional Bill Pay services for each Payee and schedule one-time payments. You must have the Pay From, Amount, and Date Due fields completed to schedule a payment. Once you have filled in all three (3) pieces of information, checked the box next to the Payee, select "Schedule Payments" to pay your bills.

The **Scheduled Payments** section allows you to review your scheduled bill payments.

The **Payment Reminders** section allows you to review the payment reminders you have created in the system. These reminders can serve as notes reminding you of the dates certain important payments are due.

The **Recent Payments** section allows you to review payments that have been sent through the system.

Payee Setup

To add your payees, first click 'Add New Payees' from the left navigational menu.

Select an existing payee from the drop down list or enter the payee information manually for those payees you would like to add to your payee list. Then click 'Add.'

If you have an account number, you will be asked to enter it below. Whether or not you have an account number, you will be required to enter a phone number below for each payee. You can also enter an alias here, such as 'Joe's credit card' for easy tracking. Once the information is filled in, click 'Continue.'

In Step 2, enter or verify the Payee's address, city, state, zip code and phone number. If the payee offers Presentment, refer to the instructions below.

Then, enter your account number (twice to confirm) and enter the name on the bill.

Under 'E-mail Alerts,' you can set up e-mails that will remind you before the bill is due, after the payment has been sent, when your check clears or when an automatic payment is set to exceed a certain amount (automatic payments are optional).

Presentment

If offered by the payee, Presentment will allow Bill Pay to notify you when a bill is due or past due. Presentment will allow you to pay your bill directly at the Payee's web site.

Under Bill Presentment, you will select your specific payee from the drop-down list shown. In this section you will enter your user ID and password. This information must be the same as when you enrolled on the payee's web site or your login will not be authenticated; this means that Bill Pay will not be able to retrieve your billing information from the Payee, nor will you be able to make a direct payment at the Payee's web site. Select 'AutoPay' if you want the bill paid automatically each month using the limits you provide in the Bill Presentment section.