



Business eBanking

Bill Pay Guide

BILL PAY

About Bill Pay

Bill Pay is a secure electronic payment method providing the ability to pay bills without having to write checks and send via mail. It also enables customers to send funds to individuals whom will receive the payments via checks.

Bill Pay is tied to a checking account from which funds are debited for payment.

Customers can initiate a one-time payment or set up scheduled payments.

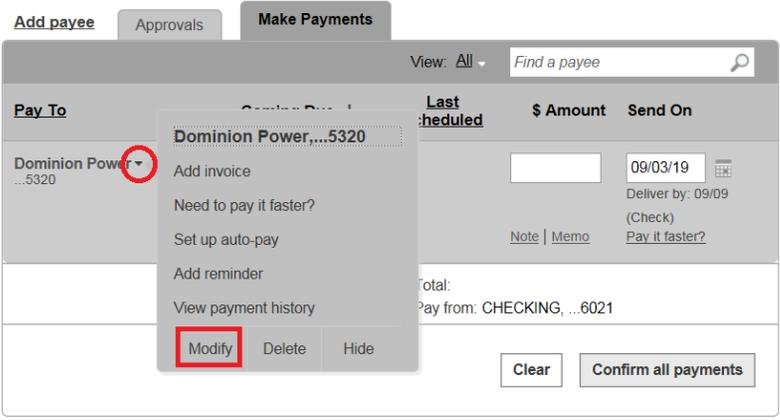
Bill Pay provides payment history data as well as reporting and alert resources.

PAYEES

Add a Payee

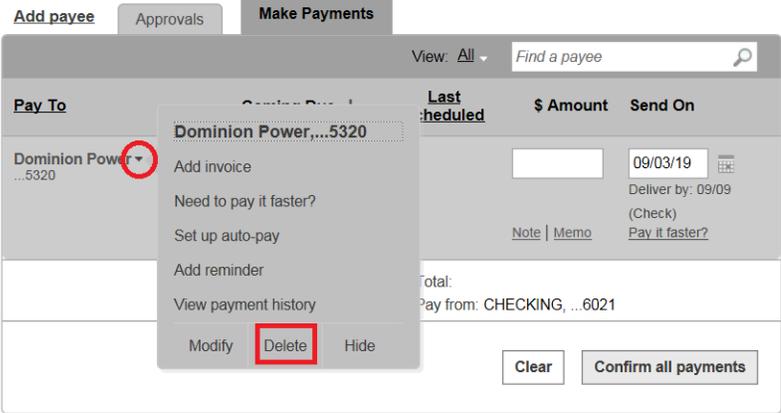
1.	On Bill Pay main screen, click the Add payee link.
2.	Select one of the popular payee in your area <u>or</u> enter the name of the payee in the field and click then click Add
3.	Fill in the Payee Information options as applicable: <ul style="list-style-type: none">• Nick Name• Account Number• Address Line 1• Address Line 2• Zip• City• State• Phone• Category
4.	Click Confirm .

Modify a Payee

1.	On Bill Pay main screen, click the drop down arrow next to the payee name, and then click on Modify .  The screenshot shows the 'Make Payments' tab in the Bill Pay interface. A table lists payees with columns for 'Pay To', 'Last scheduled', '\$ Amount', and 'Send On'. The first row is for 'Dominion Power, ...5320'. A dropdown menu is open for this payee, listing options: 'Add invoice', 'Need to pay it faster?', 'Set up auto-pay', 'Add reminder', 'View payment history', 'Modify', 'Delete', and 'Hide'. The 'Modify' option is highlighted with a red box. Below the table, there are 'Clear' and 'Confirm all payments' buttons.
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2. Update the payee information and then click **Confirm**.

Delete a Payee

1. On Bill Pay main screen, click the drop down arrow next to the payee name, and then click on **Delete**.


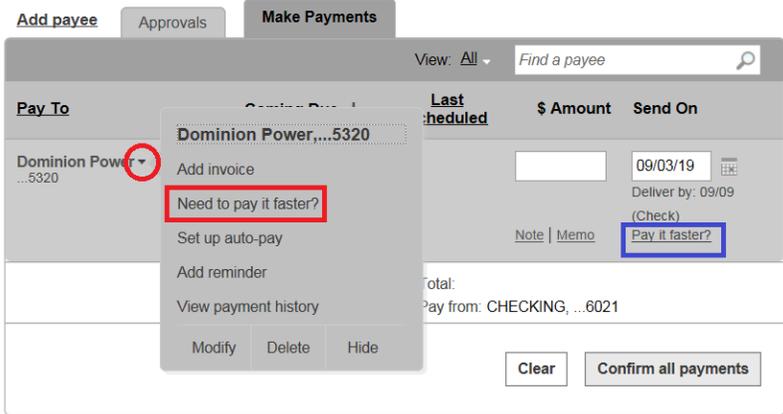
The screenshot shows the 'Make Payments' tab in the Bill Pay interface. A dropdown menu is open for the payee 'Dominion Power, ...5320'. The menu options are: Add invoice, Need to pay it faster?, Set up auto-pay, Add reminder, View payment history, Modify, Delete, and Hide. The 'Delete' option is highlighted with a red box. The background shows a table with columns: Pay To, Center Point, Last scheduled, \$ Amount, and Send On. The table has one row for 'Dominion Power, ...5320' with a scheduled date of 09/03/19. Below the table are buttons for 'Clear' and 'Confirm all payments'.
2. Update the payee information and then click **Confirm**.

PAYMENTS

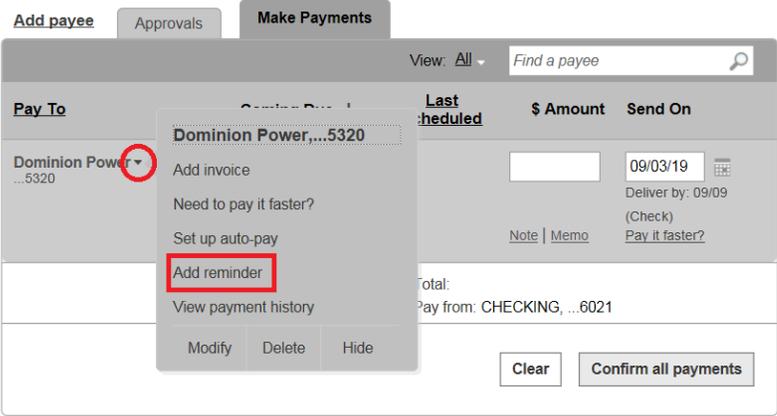
Make One Time Payment

1.	On Bill Pay main screen, enter the Amount and the Send On date for the bill(s) to be paid.
2.	Click Confirm .
3.	Verify the payments details in the Preview: Make Payment screen
4.	Click Confirm .

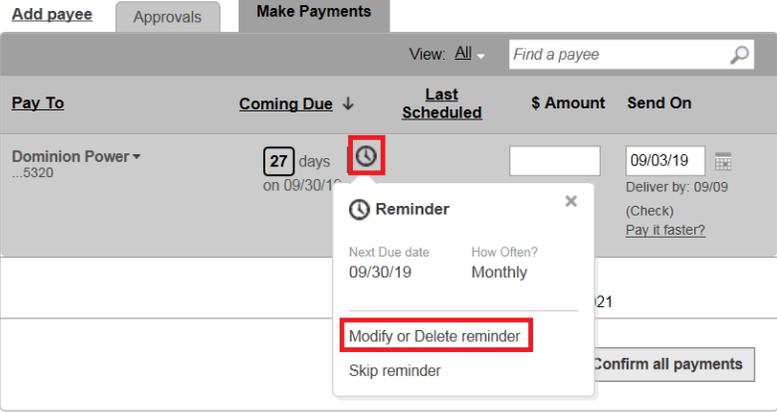
Pay it faster

1.	<p>On Bill Pay main screen:</p> <ul style="list-style-type: none"> Click the drop down arrow next to the payee name, and then click Need to pay it faster?  <p>OR</p> <ul style="list-style-type: none"> Click Pay it faster link below the Send On field.
2.	Fill in the Amount and verify the other information.
3.	Click Continue .
4.	Accept the Terms and Conditions .
5.	Click Continue .

Add reminder

1. On Bill Pay main screen, click the drop down arrow next to the payee name, and then click **Add reminder**.
The screenshot shows the 'Make Payments' tab in a web application. At the top, there are tabs for 'Add payee', 'Approvals', and 'Make Payments'. Below these is a search bar labeled 'Find a payee' and a 'View: All' dropdown. A table lists payees with columns for 'Pay To', 'Coming Due', 'Last Scheduled', '\$ Amount', and 'Send On'. The first row is for 'Dominion Power, ...5320'. A dropdown menu is open next to the payee name, listing options: 'Add invoice', 'Need to pay it faster?', 'Set up auto-pay', 'Add reminder' (highlighted with a red box), and 'View payment history'. At the bottom of the menu are 'Modify', 'Delete', and 'Hide' options. To the right of the table, there are input fields for amount and date, and buttons for 'Clear' and 'Confirm all payments'.
2. Fill in the required fields.
3. Click **Add reminder**.

Modify reminder

1. On Bill Pay main screen, click on the reminder icon next to the payee name, and then click on **Modify or Delete reminder**.
The screenshot shows the same 'Make Payments' tab. The 'Coming Due' column for 'Dominion Power, ...5320' shows '27 days on 09/30/19'. A reminder icon (clock) is highlighted with a red box. A 'Reminder' dialog box is open, showing 'Next Due date: 09/30/19' and 'How Often?: Monthly'. The dialog has a close button (X) and two options at the bottom: 'Modify or Delete reminder' (highlighted with a red box) and 'Skip reminder'. The background shows the same table and buttons as the previous screenshot.
2. To delete the reminder, click on **Delete Reminder** link at the bottom bar.

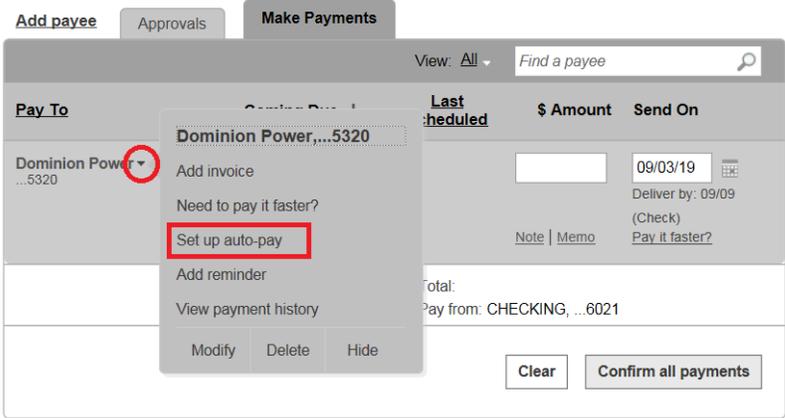
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3. To update the reminder, update the fields as appropriate and then click **Modify reminder**.

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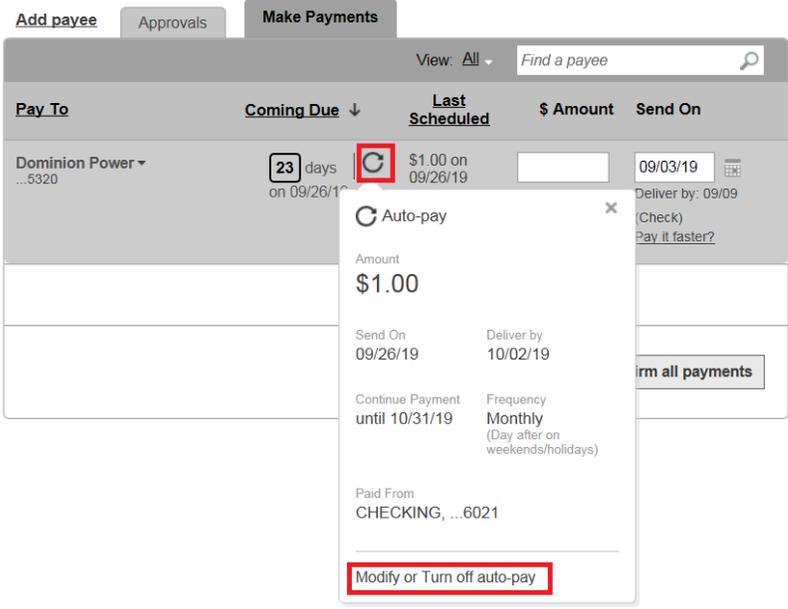
Set up Auto-Pay

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| 1. | On Bill Pay main screen, click the drop down arrow next to the payee name, and then click Set up auto-pay . |
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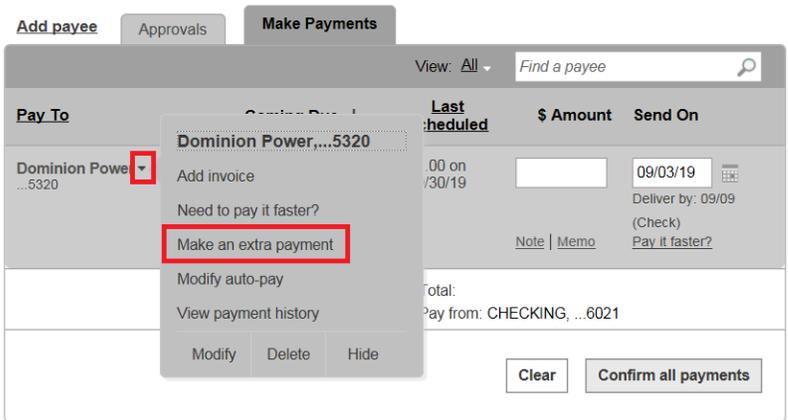
	 <p>The screenshot shows the 'Make Payments' section of a software interface. A dropdown menu is open for the payee 'Dominion Power, ...5320'. The menu options are: 'Add invoice', 'Need to pay it faster?', 'Set up auto-pay' (highlighted with a red box), 'Add reminder', and 'View payment history'. At the bottom of the menu are 'Modify', 'Delete', and 'Hide' buttons. The background shows a table with columns for 'Pay To', 'Last scheduled', '\$ Amount', and 'Send On'. The 'Send On' column shows a date of '09/03/19' and a 'Pay it faster?' link.</p>
2.	<p>Fill in the Auto-Pay Options as applicable:</p> <ul style="list-style-type: none"> • Pay from • Memo: • Amount • Frequency • Start On • Continue payments
3.	<p>Click Save auto pay options.</p>

Modify Auto-Pay

1.	<p>On Bill Pay main screen, click on the auto-pay icon next to the payee name, and then click on Modify or Turn off auto-pay.</p>
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2.	Update the auto-pay information as appropriate.
3.	Click Save auto pay options .

Make extra payment (While Auto-Pay is active)

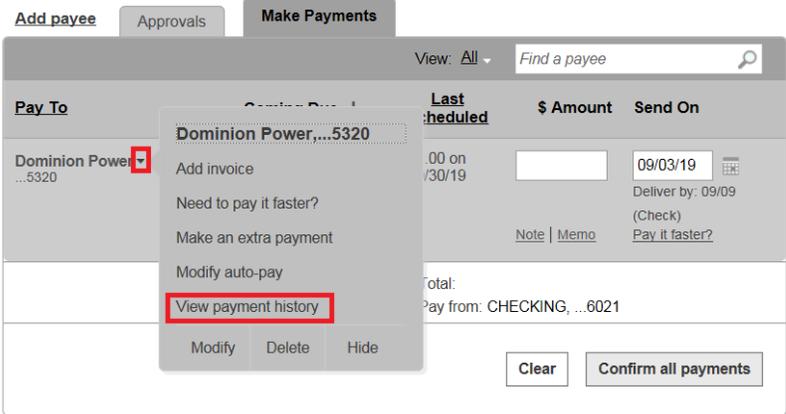
1.	<p>On Bill Pay main screen, click the drop down arrow next to the payee name, and then click on Make an extra payment.</p>  <p>Note: Making an extra payment to Dominion Power won't affect your</p>
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2.	Click Continue .
3.	Fill in the required fields.
4.	Click Make payment .

PAYMENTS HISTORY

Specific Payee Payments History

1. On Bill Pay main screen, click the drop down arrow next to the payee name, and then click on **View payment history**



The screenshot shows the 'Make Payments' tab in the Bill Pay system. A dropdown menu is open for the payee 'Dominion Power, ...5320'. The menu options are: 'Add invoice', 'Need to pay it faster?', 'Make an extra payment', 'Modify auto-pay', 'View payment history' (highlighted with a red box), 'Modify', 'Delete', and 'Hide'. The background shows a table with columns for 'Pay To', 'Last scheduled', '\$ Amount', and 'Send On'. The 'Pay To' column lists 'Dominion Power, ...5320'. The 'Last scheduled' column shows '09/03/19'. The 'Send On' column shows '09/03/19'. There are also buttons for 'Clear' and 'Confirm all payments' at the bottom.

All Payments History

1. On Bill Pay main screen, click the **History** tab to view the payments history for all payees.

[Add payee](#) | [Approvals](#) | **Make Payments**

View: All | Find a payee

Pay To	Coming Due ↓	Last Scheduled	\$ Amount	Send On
Dominion Power ...5320	27 days on 09/30/19	\$1.00 on 09/30/19		09/03/19 Deliver by: 09/09 (Check) Pay it faster?
Total: Pay from: CHECKING, ...6021				
		<input type="button" value="Clear"/> <input type="button" value="Confirm all payments"/>		

Activity | **History** | Resources

Payment History [Print](#)

View: 12 mon

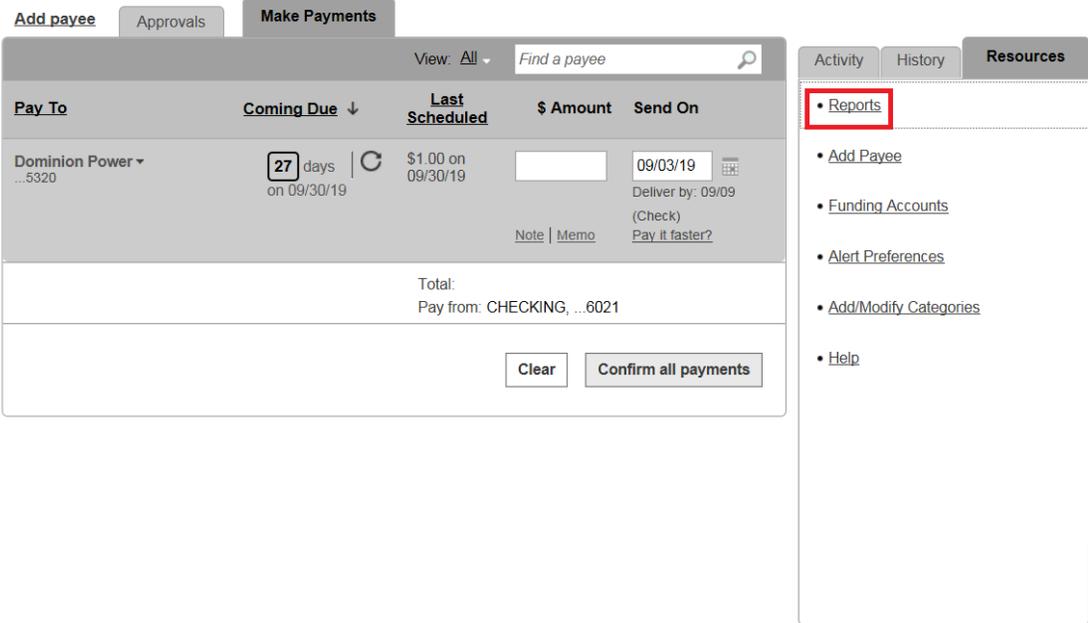
Send On ↑	Paid To	\$ Amount	Status
09/30	Dominion Power ...5320	1.00	Canceled
09/26	Dominion Power ...5320	1.00	Canceled
07/30	Capital One Cred ...4932	0.50	Unfunded
07/30	Capital One Cred ...4932	1.00	Canceled
06/18	Capital One Cred ...4932	200.00	Canceled
05/30	Dominion Power ...5320	1,000.00	Canceled
05/23	State Farm Insur ...5185	20.00	Canceled
05/20	Capital One Cred	40.00	

If you need support, please contact Treasury Services Support at 877.920.6888, Monday – Friday 8 am – 5pm.

RESOURCES

Reports

1. On Bill Pay main screen, click the **Resources** tab and then click on **Reports** to view, download and create new reports as required.



The screenshot shows the Bill Pay interface with the following elements:

- Navigation tabs: **Add payee**, **Approvals**, **Make Payments**
- Search bar: **View: All**, **Find a payee**
- Table headers: **Pay To**, **Coming Due ↓**, **Last Scheduled**, **\$ Amount**, **Send On**
- Table row: **Dominion Power** (with dropdown arrow), **27 days** (with refresh icon), **\$1.00 on 09/30/19**, **09/03/19** (with calendar icon). Below the date: **Deliver by: 09/09 (Check)**, **Pay it faster?**
- Buttons: **Note**, **Memo**
- Summary: **Total:**, **Pay from: CHECKING, ...6021**
- Buttons: **Clear**, **Confirm all payments**
- Right sidebar: **Activity**, **History**, **Resources** (selected). Under **Resources**: **• Reports** (highlighted with a red box), **• Add Payee**, **• Funding Accounts**, **• Alert Preferences**, **• Add/Modify Categories**, **• Help**

Alert Preferences

1. On Bill Pay main screen, click the **Resources** tab and then click on **Alert Preferences** to view alert options, and select the alerts to be notified about.

2.	Select the required alert(s).
3.	Click Save

Add/Modify Categories

1.	On Bill Pay main screen, click the Resources tab and then click on Add/Modify Categories to view and update the categories list as required.
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[Add payee](#) | [Approvals](#) | **Make Payments**

View: All | Find a payee

Pay To	Coming Due ↓	Last Scheduled	\$ Amount	Send On
Dominion Power ▾ ...5320	27 days on 09/30/19	\$1.00 on 09/30/19	<input type="text"/>	09/03/19 Deliver by: 09/09 (Check) Pay it faster?

Note | Memo

Total:
 Pay from: CHECKING, ...6021

Activity | History | **Resources**

- Reports
- Add Payee
- Funding Accounts
- Alert Preferences
- Add/Modify Categories
- Help