

Quick Start Guide

# Bill Payment

The quicker and easier way to pay your bills.

Paying bills online is a **convenient, secure** service that will help you to better manage your finances and provide a more **efficient** process for paying your bills.



## Getting Started

1

**Follow** the short registration process by clicking on the [Bill Payment] link.

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2

**Fill out** the [Bill Payment] application.

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3

**Accept** the Disclosure.

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4

**Receive** an email letting you know you've been approved.

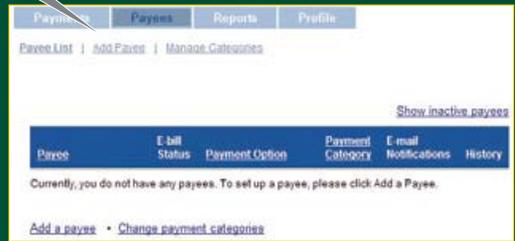
# Setting Up Payees

Setting up Payees is fast and easy. For most Payees, all you need to enter is the name, account number and billing zip code.

1 Click on the **Payee** button.



2 Click on the **Add Payee** link at either the top or the bottom of the page. This will take you to the **Specify Payee to add** screen.



3 The **Specify Payee to add** screen will gather the basic information needed to add the Payee. You can enter the Payee name, account number and zip code to search the full Payee list, or you can also click on the **View our Payee list** link to see the most common Payees.



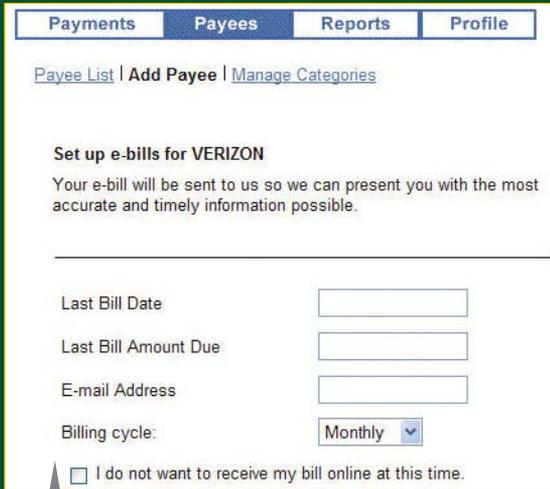
If a match isn't found, you can still add the Payee by entering the Payees address found on your bill. If you don't have an account number with the Payee, such as in the case of a landscaper or babysitter, you can simply check the box to bypass this field.

4 Once you've added the Payee, you will receive a confirmation that the Payee has been added.

Now you can add another Payee, or make a payment to the one you just added.

# Setting Up e-bills

e-bills allow you to stay on top of your bills. You will automatically be notified when your bills arrive or are past due.



The screenshot shows a web interface with a navigation bar containing 'Payments', 'Payees', 'Reports', and 'Profile'. Below the navigation bar are links for 'Payee List', 'Add Payee', and 'Manage Categories'. The main heading is 'Set up e-bills for VERIZON'. Below this heading is a paragraph: 'Your e-bill will be sent to us so we can present you with the most accurate and timely information possible.' A horizontal line separates this text from the form fields. The form fields include: 'Last Bill Date' with a text input box; 'Last Bill Amount Due' with a text input box; 'E-mail Address' with a text input box; 'Billing cycle:' with a dropdown menu set to 'Monthly'; and a checkbox labeled 'I do not want to receive my bill online at this time.' which is currently unchecked.

If the Payee also offers e-bills, you can fill out the information requested on the screen to enable this feature. You will then have your bill delivered to your [Bill Payment] inbox each month. If you decide to skip this step, you can always add e-bills later.



## QUICK TIP



To make this process even easier, have an old bill handy to reference the Payee's information.

# Making Payments

Now that you've added your payees, making payments is quick and easy.

**1** To make payments, click on the **Payments** button and then the **Make Payments** link. You will now see a list of all your Payees.

**2** To make a payment, simply enter the amount of the payment and the date to send the payment. You may also click on the calendar icon to see a listing of all available Deliver By dates for that Payee. Repeat this process for anyone you want to pay, and when you've entered all your payments, just click the **Make Payments** button at the bottom of the screen.

Once you click **Make Payments**, your payments will be scheduled and you will receive a confirmation screen. You can return to the main Overview screen to see your payments in the **Pending Payments** section.



Pay your bills from anywhere!

# Congratulations, you've made your first payment!

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## OTHER BENEFITS OF PAYING BILLS ONLINE

As you become more comfortable with paying bills online, feel free to explore the other features and benefits that we offer through the service:

- Payment date delivery confirmations for processed payments
  - Bill Presentment
  - Payment categories
  - Payment History reporting
  - Year End CDs of payment and e-bill history for accounting purposes
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For more information  
contact your branch office.

