

PAY BILLS

eBILLING MAIN PAGE: OVERVIEW

NAVIGATION MENU

SEARCH BOX

ADD PAYEE

SHOW: RECENT/ALL

I want to Search

Name	Amount	Send On	Est. Delivery	Recurring
ALLIED Account: *ESTTT ⚡ No payment history	\$ <input type="text"/>	08/16/2019	08/20/2019	<input type="button" value="Off"/>
BEST BUY Account: *09050 ⚡ No payment history	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Off"/>
BLUE BELL Account: *REAM2 ☒ No payment history	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Off"/>
COMCAST Account: *-02-1 ⚡ Next payment: \$45.66 on 7/1 Test Chase Checking ▾ Test <input type="button" value="Edit"/> <input type="button" value="Rush"/> <input type="button" value="History"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Off"/>
PIZZA CUBE Account: *3 P31 ☒ No payment history	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Off"/>

Scheduled Payments

There are no scheduled payments.

Recent Payments

Processed in last 90 days

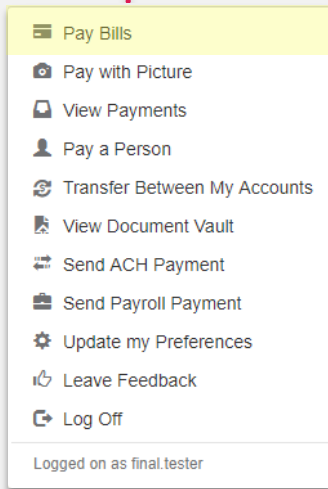
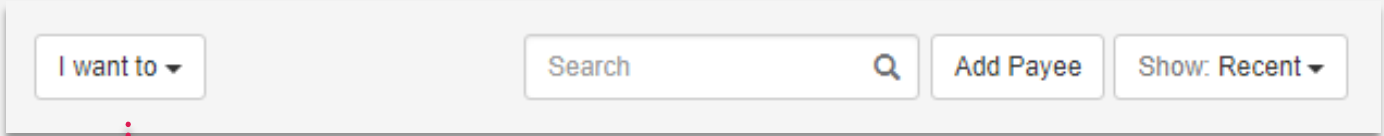
- COMCAST
\$45.66 on 7/1/19 ⚡
- PICTURE PAYMENT
\$6.05 on 6/26/19 ☒ 5089 📍

PAYEES LIST

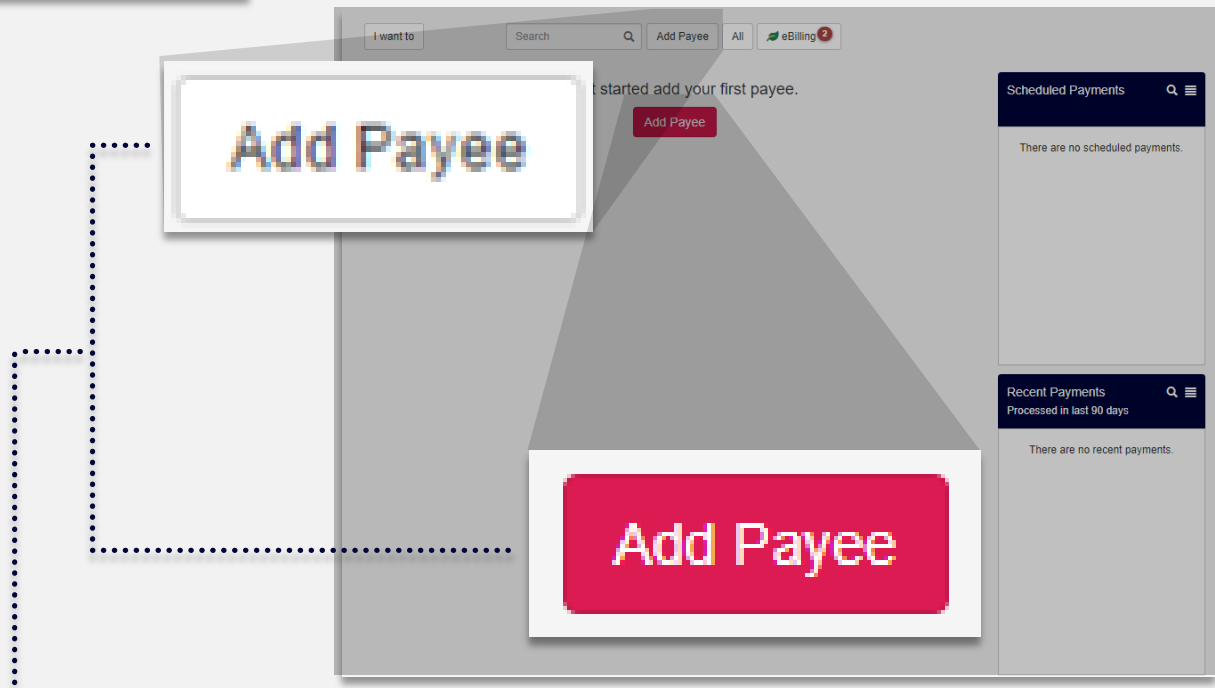
SCHEDULED / RECENT
PAYMENTS WIDGETS

PAY BILLS PAGE

NAVIGATION & OPTIONS



- ◆ The Header of the New UI contains the “I Want To” Navigation drop menu, Search box, and Add Payee button.
- ◆ The Navigation Menu contains links to Pay Bills, Pay with Picture, View Payments, Pay A Person, A2A Payment, Vault, ACH Payment, Payroll, Update my Preferences, Leave Feedback, and Log Off



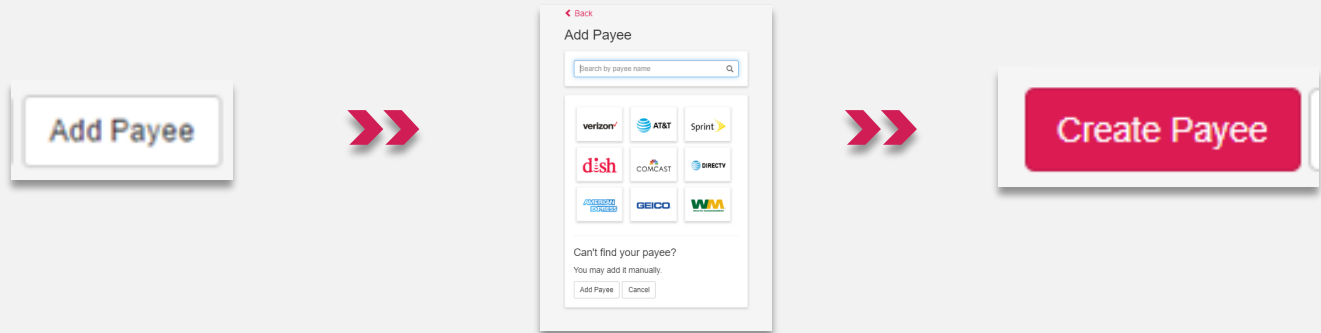
- ◆ Click the Add Payee button to create your first Payee.

CONTINUE TO ADD PAYEE



ADD PAYEE

ADD PAYEE PROCESS



..... OR

The screenshot shows the 'Add Payee' form with the following fields: Payee Name, Payee Address (with a location icon), Account Number, Pay From Account (dropdown menu), Nickname, Payee Email (with an eye icon), and Memo. At the bottom, there are 'Create Payee' and 'Cancel' buttons.

◆ Adding a Payee is simple.

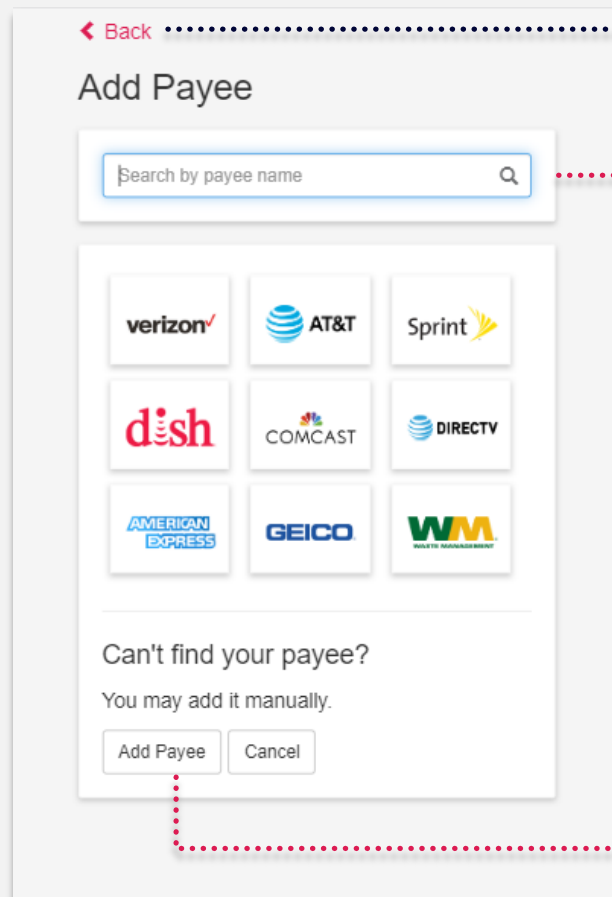
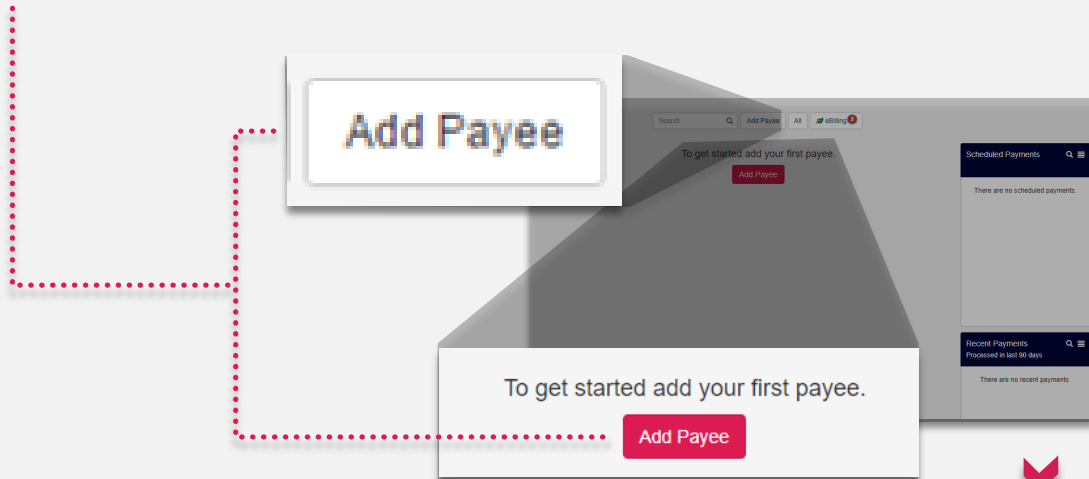
1. Click Add Payee from the main page.
2. Search for and select a Biller OR choose Add Manually.
3. Enter your account information.
4. Click Add Payee button.

***Check the Payees list to see that your new Payee is listed and displays the correct Payment Type icon.**

ADD PAYEE

ADD PAYEE PROCESS

- ◆ Click the Add Payee button to create your first Payee.



- ◆ To return to the Pay Bills page instead, click Back to Pay Bills.

- ◆ Enter the name of a Payee into the Search box, then select their logo icon from the resulting Payees list.

- ◆ If you can't find the Payee in the list, click on Add Payee to enter the Payee information manually.

ADD PAYEE

ADD PAYEE PAGE OVERVIEW


Add Payee

Payee Information



Payee Address 

Account Number

Pay From Account 

More Payee Options (Nickname, email and memo) 

Additional Information

What is your service address? *

What is your PIN for this biller? *

What are the last 4 digits of your Social Security Number? *

Create Payee

Cancel

ADD PAYEE MANUALLY

ADD PAYEE PAGE MANUALLY: OVERVIEW

Can't find your payee?

You may add it manually.

Add Payee

Cancel



Add Payee

Payee Information

Payee Name

Payee Address

Enter address




Account Number

Pay From Account

Please select an account



Nickname

Payee Email 

Memo

More Payee Options (Nickname, email and memo) 

Create Payee

Cancel

ADD PAYEE MANUALLY

ADD PAYEE PAGE MANUALLY: BREAKDOWN

The screenshot shows the 'Add Payee' form with the following fields and callouts:

- Payee Name:** A text input field with a callout box containing 'Test Payee'.
- Payee Address:** A text input field with a callout box containing 'Enter address' and a menu icon on the right.
- Account Number:** A text input field with a callout box containing 'Account Number'.
- Pay From Account:** A dropdown menu with a callout box containing 'Pay From Account' and the text 'Please select an account'.
- Nickname:** A text input field with a callout box containing 'Nickname'.
- Payee Email:** A text input field with a callout box containing 'Payee Email'.
- Memo:** A text input field with a callout box containing 'Memo'.

At the bottom of the form, there are 'Create Payee' and 'Cancel' buttons.

Test Payee

- ◆ Enter the Biller's Name.

*Payee Name will appear here if it was previously entered in the Search box.

Enter address

- ◆ Enter the Payee Address.
- ◆ May utilize Google Places to find relevant addresses for the Biller entered.
- ◆ Click the options icon to the right to enter Address info manually.

Account Number

- ◆ Enter the Account Number.

Pay From Account Please select an account

- ◆ Choose the Pay From Account from the drop menu.

Nickname

Payee Email

Memo

- ◆ More Payee options include:
 - ◆ Nickname, Email, Memo

PAYEEES

PAYEE LINE, DETAILS, OPTIONS & PAYMENT QUEUE

The screenshot shows a payee line for Comcast. On the left, there is a dropdown arrow, the Comcast logo, the name 'COMCAST', and the account number '*-02-1' with a lightning bolt icon. To the right, there are two input fields for currency and amount, each with a calendar icon, and an 'Off' button. Below these, it says 'Next payment: \$45.66 on 7/1'. At the bottom, there is a dropdown menu for 'Test Chase Checking', a 'Test' button, an 'Edit' button with a dropdown arrow, a 'Rush' button, and a 'History' button.

- ◆ Each Payee Line consists of:
 - ◆ Logo
 - ◆ Payee Name / Nickname
 - ◆ Account # (last 5 digits)
 - ◆ Payment Type Icon
 - ◆ Amount field
 - ◆ Send On / Deliver By Date fields & Calendars
 - ◆ Recurring button
 - ◆ Payment History (most recent, \$xx.xx on x/x)
- ◆ Clicking on a Payee or the arrow to the left expands Payee Options which include the following: Pay From Account drop menu, Memo / Notes field, Edit / Delete Payee drop menu, Rush Payment button, History button.

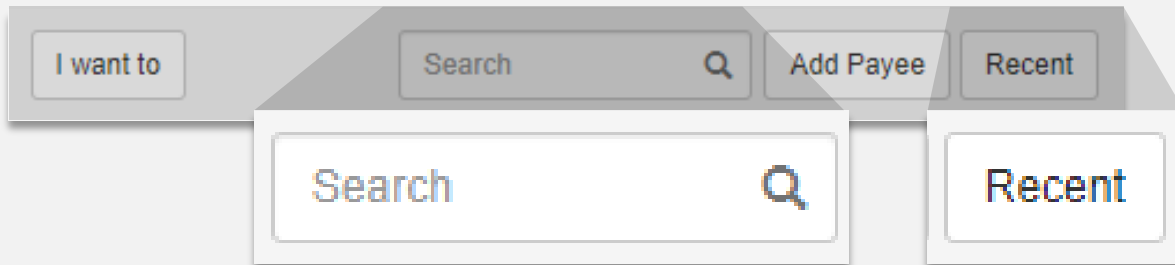
*The arrow to the left of the Payee toggles the Payee Options open and closed.

The screenshot shows the Payments Queue interface. At the top, there is a header with 'I want to', a search bar, 'Add Payee', and 'Recent' buttons. On the right, it shows 'Payments 1' with a dropdown arrow, 'Total amount \$5.00', and a 'Pay Bills' button. Below this, a larger box displays 'Payments 1' with a dropdown arrow, 'Total amount \$5.00', and a 'Pay Bills' button.

- ◆ The Payments Queue appears at the top right of the page after you enter an Amount next to one of your Payees.
- ◆ It displays the # of Payments and a drop arrow, Total Amount of all Payments and a Pay Bills button.
- ◆ Clicking the drop arrow opens a preview list of all Payments where you can view and delete Payments from the queue.
- ◆ Clicking the Pay Bills button will open a Payment Review window with the header: Pay Bills.

PAYEES

SEARCH PAYEES LIST



- ◆ Find and Filter Payees by:
 - ◆ Scrolling through the list of Payees.
 - ◆ Entering any alpha-numeric combination that is contained within one of your Payees into the Search box.
 - Ex: Rotary Club of Texas can be found by typing "Club" or "tary"
 - ◆ Entering last 5 digits of Accounts # into the Search box.
- ◆ The Show: Recent / All drop menu allows the User to filter or expand the Payees list.

***Payees that have gone without Payments for 90 days will only appear when Show: All is active.**

A screenshot of the PAYEES interface showing a list of payees. The interface has a dark blue header with the word "PAYEES" and a red banner with "SEARCH PAYEES LIST". Below the banner is a navigation bar with buttons for "I want to", "Search", "Add Payee", and "Recent". The main area is light gray. At the top of the main area, there is a search input field with a magnifying glass icon. Below the search input field is a dropdown menu with the word "Recent" displayed. Below the dropdown menu is a table with the following columns: Name, Amount, Send On, Est. Delivery, and Recurring. The table contains four rows of payees: ALLIED, BEST BUY, BLUE BELL, and COMCAST. Each row has a small icon to the left of the name, a dollar sign in a box, a date in a box, a date in a box, and a button labeled "Off". Below the table is a "Scheduled Payments" section with a search icon and a menu icon. The text "There are no scheduled payments." is displayed in this section. At the bottom of the interface, there is a footer with a dropdown menu labeled "Test Chase Checking", a text input field labeled "Test", and buttons for "Edit", "Rush", and "History".

Name	Amount	Send On	Est. Delivery	Recurring
ALLIED Account: *ESTTT ⚡ No payment history	\$	08/16/2019	08/20/2019	Off
BEST BUY Account: *09050 ⚡ No payment history	\$			Off
BLUE BELL Account: *REAM2 ⓧ No payment history	\$			Off
COMCAST Account: *-02-1 ⚡ Next payment: \$45.66 on 7/1	\$			Off

- ◆ Header displays the Name, Amount, Send On / Est. Delivery Date and Recurring. Once a Payee is created it will appear below the header.

EDIT / DELETE PAYEE

EDITING / DELETING A PAYEE

COMCAST COMCAST
Account: *-02-1 ⚡
Next payment: \$45.66 on 7/1

Test Chase Checking ▼ Test Edit ▼ Rush History

- ◆ Click Edit in the Payee Details / Options from the Pay Bills page to open Edit Payee page.

Edit ▼



Edit Payee

Payee Information		Payee Address	
Name	Nickname	Zip Code	
COMCAST	<input type="text"/>	07101-0069	
Account Number	Payee Email ⓘ	Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>	PO BOX 69	<input type="text"/>
Pay From Account	Notes	City	State
Test Chase Checking *67890 ▼	Test	NEWARK	New Jersey ▼

Save Delete Payee Cancel

SAVE

DELETE PAYEE

- ◆ Payee Name locked.
*All other fields are editable.
- ◆ Click Cancel to forego any changes and return to Pay Bills page.
- ◆ Click Save to confirm changes to Payee template.
- ◆ Changes will appear on Payee Line, Payee Details, Scheduled Payments, and any future payments.
- ◆ Click Delete Payee and Confirm to delete a Payee.
- ◆ Deleted Payees will no longer appear in your Payees list.
- ◆ Any Scheduled or Recurring Schedules made with this Payee will be deleted.