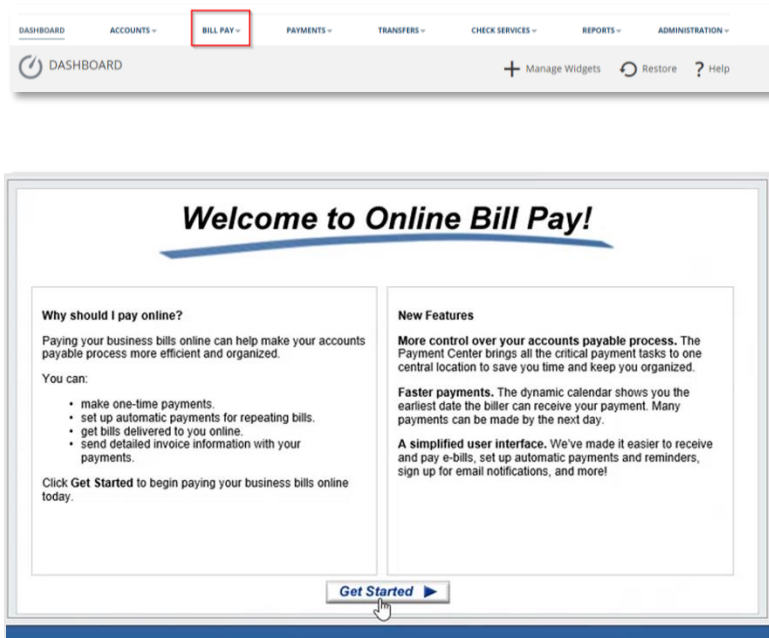## BILL PAY – ACCESSING AND INTRODUCTION

Treasury Internet Banking Bill Pay is a quick and easy way to process monthly bills such as utilities, leasing companies, and other payments. You can issue payments to virtually anyone, anytime, anywhere in the U.S.A.

ACCESSING BILL PAY

BILL PAY IS A SERVICE AVAILABLE WITHIN TREASURY INTERNET BANKING.

The Bill Pay service appears as an option on the main menu bar.

Step 1: Access Bill Pay

- Login to Treasury Internet Banking with your usual login credentials.

- Click **Bill Pay** to access the Payment Center.

  Bill Pay opens in a new window.

  (Note: Please ensure pop-up blockers are turned off)

- A welcome screen appears only upon initial access.

Step 2: Getting Started

- Click **Get Started** to access the Payment Center.

GETTING ACQUAINTED WITH BILL PAY

The Payment Center is the dashboard for accessing all bill payment activity and also provides quick access to:

- Make payments
- View associated account(s)
- Review payment information
- View reminders
- View pending payments and launch payments for approval

GETTING ACQUAINTED WITH BILL PAY SERVICES:

❶ PAY BILLS

- Authorized payment accounts appear in the "Pay From" list.
- All billers (payees) you have added appear within the Pay Bills section.

❷ E-BILLS

- Ability to sign up for electronic bills (e-Bills).

❸ BILL REMINDERS

- Set up Bill Pay reminders to help keep track of bills.

❹ PENDING/UNAPPROVED BILLS

- Change/Cancel pending payments.
- View and approve pending payments.

❺ RECENT PAYMENTS

- Provides quick summary of bill payments for the past 45 days.

❻ ADD A BILL

- Set up payment details for company or personal recipients.

❼ BILL HISTORY

- View payment history for the past 18 months.
- Search for specific bills and payments.

❽ MANAGE MY BILLS

- Options to set up reminders, update biller information and delete billers.

❾ MY ACCOUNTS

Displays your payment accounts.