

### BILL PAY – MAKING PAYMENTS

This guide provides instructions for the following:

- Adding bills
- Adding and managing groups
- Paying bills



#### ADDING BILLS

The first step in adding a bill is creating the biller detail. There are two options “Adding a Company” and “Adding a Person”.

#### Adding a Company

Step 1:

Click *Company* and *Continue*

Type the name of the company in **Biller Name** and click **Search**.

Bill Pay searches for a match to the name entered.

If the company name is found, the Add Information page opens.

If the search finds multiple options, select the appropriate company name.

#### Adding a Person

Adding a person is the same process as adding a company.

Instead of *Biller Name*, enter *Phone Number* and click *Search*. Bill Pay searches the phone number for details.

Enter the necessary details not found.

Step 2:

Complete the necessary remaining details. All fields with \* are required.

**Nickname:** This field is optional as a helpful hint for the account if there are multiple accounts for the same company.

**Account Number:** Type the account number exactly as it appears on the bill. Retype the account number in the Confirm Account Number field.

If necessary, type the Zip Code for the billing address as it appears on the bill.

Step 3:

Click **Add Bill**.

### ADDING AND MANAGING GROUPS

Bill Pay provides the option to create groups to manage and organize bill types.

#### Add Groups

Step 1:

In the Payment Center screen, Click **Add/Manage Groups**

Step 2:

Type the name for the group. (1-32 characters)

Click **Add Group**.

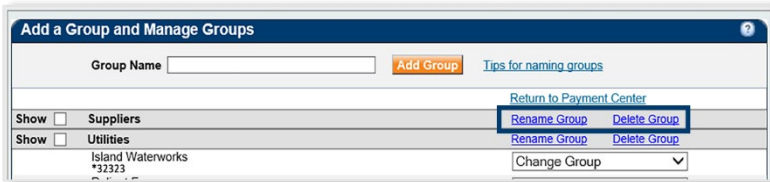
Unassigned Billers	Change Group
Acme Coconuts *11222	Change Group
ABC Company *99999	Change Group
Marina Supplies *23232	Change Group

A list of unassigned billers is listed.

Click the drop-down to assign the biller to the group.

### MANAGE GROUPS

#### Reassigning:



Reassign a biller to a different group in the biller line item:

Click the drop down and choose the group.

### **Renaming:**

Click *Rename Group*

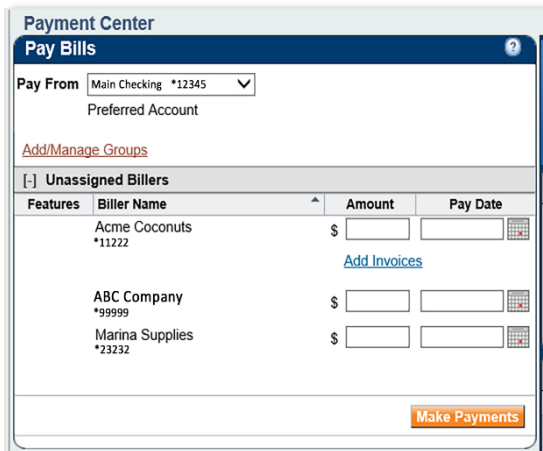
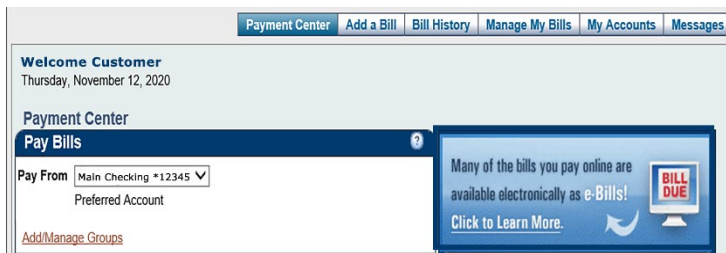
Type in the new name and save.

### **Deleting a group:**

Deleting a group will NOT delete the billers within the group. Billers are reassigned to the Unassigned Billers section.

Click *Delete Group*.

## MAKING PAYMENTS



## PAYING A BILL

Step 1:

Select the account within *Pay From* section.

If more than one account is listed, the default is the account designated as the **Preferred Account**.

## FROM THE PAYMENT CENTER

Step 2:

From the bills list, choose the biller to pay and enter the amount.

Bill Pay automatically supplies the next available pay date for payment.

Click the *calendar icon* to select a different payment date. Available dates are highlighted in blue.

Repeat these steps for each bill you wish to pay.

**Optional:** If paying multiple invoices in one payment or indicate discount.

Payment Center  
**Manage Invoice Information** ?

**Biller Name:** Acme Coconuts

**Total Amount:** \$ 0.00 The total is automatically calculated by adding the amount of each invoice.

**Invoice Information**

Invoice Number	Amount	Description	Action
You have not added any invoices to this bill.			
<input type="text"/>	Invoice: \$ <input type="text"/>	<input type="text"/>	
	Discount: \$ <input type="text"/>	<input type="text"/>	

### Adding Invoice Detail (optional)

Click *Add Invoices* and enter the appropriate details including discount amount if applicable.

Click *Add Invoice*.

Multiple invoices may be entered. Once complete, click *Save*.

Payment Center  
**Manage Invoice Information** ?

**Biller Name:** Acme Coconuts

**Total Amount:** \$ 98.50 The total is automatically calculated by adding the amount of each invoice.

**Invoice Information**

Invoice Number	Amount	Description	Action
123	\$25.00		<a href="#">Change</a>   <a href="#">Delete</a>
	Discount \$1.50		
	<b>Total: \$23.50</b>		
456	\$79.00		<a href="#">Change</a>   <a href="#">Delete</a>
	Discount \$4.00		
	<b>Total: \$75.00</b>		

[Add an Invoice](#)

The **Total Amount** updates as invoice details are entered. The payment amount will automatically update in the payment screen.

Step 3:

To submit payments, click *Make Payments*.