## **BILL PAY – MAKING PAYMENTS**

This guide provides instructions for the following:

- Adding bills
- Adding and managing groups
- Paying bills



uick Add a Company	br Person to Pay
o start making payments, se	lect the type of bill you want to add, and click Continue. More about who I can pay
Who do you want to pay?	Company     Person
Search To find the company you w	vant to add, enter the information and click <b>Search</b> . We'll try to find an address match for you.
	Biller Name As it appears on bill If you prefer, you can <u>enter all the information for your bill</u> .
	Search Cance

To start making p	payments, select the type of bill you want to add, and click Continue. More about who I can pay
Who do you wa	ant to pay? Company
Search	
	e person you want to add, enter the phone number and click <b>Search</b> . We'll search publicly available phone listings find a name and address match for you. <u>More about phone search</u>
	Phone Number ()

## 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.

# **TREASURY INTERNET BANKING**

QUICK REFERENCE GUIDE

ad Information	a Company	2
We found a match for nformation must be	liant Energy. Please enter your account information as it appears on your statement or bill. Your account rate to ensure that your payment is credited on time and to the correct account.	
Asterisks (*) indicate	ired information.	
	* Biller Name Reliant Energy	
	Nickname What should I type?	
	* Account Number	
¥	LI don't have an account number? Confirm Account Number	
	* Biller ZIP Code	
Wh	you would mail payments	
	If you prefer, you can enter all the information for your bill.	
	Add Bill	Canaal

#### 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.

# Payment Center Add a Bill Bill History Manage My Bills My Accounts Messages Welcome Customer Thursday, November 12, 2020 Payment Center Payment Center Pay From Main Checking \*12345 \vdots Preferred Account Many of the bills you pay online are available electronically as e-Bills! Click to Learn More. Click to Learn More.

oup and Manage Groups	
Group Name	Add Group Tips for naming groups

Show 🗹	Unassigned Billers	
	Acme Coconuts *11222	Change Group 🗸
	ABC Company *99999	Change Group
	Marina Supplies *23232	Change Group Suppliers Utilites I- Unassigned Billers
		Return to Payment Center

#### 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.

A list of unassigned billers is listed.

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

#### MANAGE GROUPS

# **TREASURY INTERNET BANKING**

QUICK REFERENCE GUIDE

Add a Group and Manage	Froups
Group Name	Add Group Tips for naming groups
	Return to Payment Center
Show Suppliers	Rename Group Delete Group
Show Utilities	Rename Group Delete Group
Island Waterworks *32323	Change Group 🗸

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

Click the drop down and choose the group.

#### Renaming:

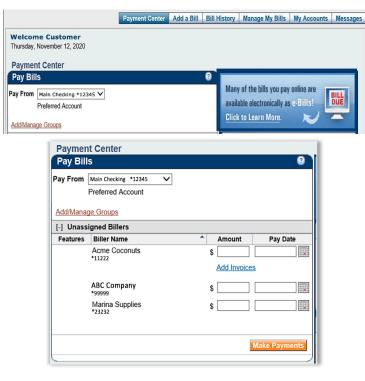
Click *Rename Group* Type in the new name and save.

#### 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.

# **TREASURY INTERNET BANKING**

QUICK REFERENCE GUIDE

Biller Name:	Acme Coconuts				
-					
Total Amount:	\$ 0.00 The total Invoice Informa	is automatically calcula tion	ited by adding the am	ount of each invoice.	
Invoi	ce Number		Amount	Description	Action
		You have no	t added any invoices	s to this bill.	
nvoice Number		Amount	Descriptio	n	
	Invoice:	\$			
	Discount:	s	i		_
	Discourit.	•	]		
	Discount:	\$			

	rmation			
Biller Name: Acme	Coconuts			
	50 The total is aut ce Information	omatically calculated	by adding the amount of each invoice.	
Invoice Number	Amount		Description	Action
123		\$25.00		Change   Dele
	Discount	\$1.50		
	Total:	\$23.50		
456		\$79.00		Change Dele
	Discount	\$4.00		
	Total:	\$75.00		
dd an Invoice				
dd an Invoice				

Make Payments

## 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*.

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*.