TREASURY INTERNET BANKING

BILL PAY – MANAGE BILLS

This guide provides instructions for the following:

- Manage Bills Add/Change Bill Options
- Set up Bill Reminders
- Set up Recurring Payments

MANAGE BILLS

Manage My Bills Add and Change Bill Options

What would you like to do?

Add an automatic payment

Set up reminders for this bill

Update biller information
 Delete this biller

Biller Name Acme Coconuts *11222 V

There are several options for managing bills in the Manage My Bills section.

- Add an automatic payment
- Set up reminders
- Update biller information
- Delete biller



		Payment Center	Add a Bill	Bill History	Manage My Bills	My Accounts	Message
Manage My	Bills						
Add and Cl	nange Bill Options						0
Select a bill, a payments, rec Available opti	nd then select what you'd eiving your bill online, an ons vary based on the fea	like to do. Options inclu d deleting the biller. tures that the biller offer	ude updating t	oiller information rmation you've	n, setting up bill remii already set up for yo	iders or automati ur bill.	c
Biller Name	Select From List Acme Coconuts *112 My Insurance *99 Island Waterworks *3 Marina Sunnlies *23	22 999 0 2323					

Select a bill, and then select what you'd like to do. Options include updating biller information, setting up bill re payments, receiving your bill online, and deleting the biller. Available options vary based on the features that the biller offers and the information you've already set up for

Adding a	n automatic	payment
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Step 1:

Click Manage My Bills in the top menu bar.

Step 2:

Choose the Biller Name from the drop-down list.

Step 3:

Click *Add an automatic payment* under "What would you like to do"?

Step 4:

Complete the details within the automatic payment options.

- Pay from account
- Payment amount
- Frequency of payment
- Email option

Click Save Changes.



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Set up Reminders

Reminders are a helpful way to manage bills and notify you when they are due or when a payment has been sent.

Bill Reminders	
You can set up reminders to help when your bills are due. We alert electronic versions of your bills yo too.	you track you of any u've set up
Set Up Reminders	

Step 1:

There are two options to access setting up reminders.

Within the Payment Center section, Click Set Up Reminders

Or

Manage My Bills in the main menu bar.

lanage My Bills	
dd and Change Bill Options	0
Select a bil, and then select what you'd like to do. Options include updating biller information, setting up bill reminders or automatic ayments, receiving your bill online, and deleting the biller.	
vailable options vary based on the features that the biller offers and the information you've already set up for your bill.	
Iller Name 🛛 Acme Coconuts *11222 🗸	
hat would you like to do?	
Add an automatic payment	
Set up reminders for this bill	
O Update biller information	
O Delete this biller	
Add an automatic payment Set up reminders for this bill Update biller information Delete this biller	

Step 2:

Choose the Biller Name from the drop-down list.

Step 3:

Click *Set up reminders for this bill* under "What would you like to do"?

Complete the details and Click Save Changes.

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Textments

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QUICK REFERENCE GUIDE



setting up bill

Manage My Bills

Add and Change Bill Options

Add an automatic payment
 Set up reminders for this bill

Update biller information
 Delete this biller

Biller Name Acme Coconuts *11222 V
What would you like to do?

Select a bill, and then select what you'd like to do. Options include updating biller information, payments, receiving your bill online, and deleting the biller.

Available options vary based on the features that the biller offers and the information you've already set up for your bill.

Update Biller Information

Step 1:

Click *Manage My Bills* in the top menu bar.

Step	2	:
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2

Choose the Biller Name from the drop-down list.

Step 3:

Click *Update Biller Information* under "What would you like to do"?

This section provides the ability to update Biller or person's name

- Assign a nickname and category
- See or change the abbreviated account number
- Change the address
- Apply changes to pending payments

Step 4:

Click Save Changes.

hat would you like to do?	
Add an automatic payment	
O Set up reminders for this bill	
Update biller information	
Asterisks (*) indicate required information.	
'Biller/Person Name	Acme Coconuts
Nickname	
Category	Miscellaneous V
Account Number	*11222
To change, type the entire number Confirm Account Number	*11222
"Address 1	1717 West Loop South
Address 2	
*City	Houston
*State/ZIP Code	TX - Texas V 77024
*Biller Phone Number xxx-xxxx-xxxx	713-555-1212
	Account Number — For your protection, we show only part of your account number.
	Apply changes to pending payments

Deleting a Biller

Note: Something to consider prior to deleting a biller. Please review the pending payments list on the Payment Center.

Step 1: Cancel any pending payments and any automatic payments scheduled.



Step 2: Click *Manage My Bills*

Step 3: Click *Delete this Biller*

A confirmation prompt is received. Click *OK* to confirm or *Cancel*.

Note: You cannot delete a biller if you've added an electronic version of the bill and the request is pending. You must wait until you receive the first electronic bill to delete the biller.