BILL PAY – PENDING AND APPROVING PAYMENTS

This guide provides instructions for the following:

- Viewing pending payments
- Changing a pending payment
- Approving pending payments

PENDING PAYMENTS

The Pending Payments section provides a quick summary of payments not yet processed.

If your Bill Pay settings require approvals, the Pending Payment section will list only approved pending payments.

Paymen	t Center						
Pay Bill	8			0			
Pay From	THC Operat *2390 V Preferred Account pe Groups				Many of the bil available electr Click to Learn	ls you pay online a onically as e-Bills <u>More</u> .	BILL
[-] Utilite:					Bill Reminders		
reautes	Island Waterworks 1929 ABC Company 1420	s			You can set up reminders to help you track when your bills are due. We alert you of any electronic versions of your bills you've set up two		
[-] Unass	igned Billers				100.		
Features Biller Name		*	Amount	Pay Date	Set Up Reminders		
	Acme Coconuts 14654 My Insurance 17578	9			Pending Una	pproved	
	16789	3			Biller	Amount	Pay Date
			1	Make Payments	Island Wat '2929	\$150.00 Approve	12/31 Change Canor
					Vew	Total: \$150.00 All Unapproved Pay	ments
					Recent Payments		
					Biller	Amount	Pay Date

Pending Unappr	_ 🗆 🕐	
Biller	Amount	Pay Date
Island Wat *32323	\$150.00	12/31
	Approve (Change Cancel
	Total: \$150.00	
View All	Unapproved Paym	ents

Preview Pending Payment Details Step 1:

A quick view list of Pending Payments is provided. To see the full list of pending payments, click *Pending*.

The Pending Payments section allows the option to approve an unapproved payment.

Step 2: To approve a payment from this section, click *Approve*.

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QUICK REFERENCE GUIDE

Change Payment					
You can change the pay	date, the amount, and the ad	ccount this bill is paid fro	m.		
Biller Na	me	Confirmation			
Island Waterworks	QXHT1 Pay From Pay Date Amount \$ Memo Check Number	-QDDN3 Main Checking *12345 12/31/2020 150.00 5005		his Payment	
		5	ave Changes Save	and Approve Do	Not Save Change:
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Invoice Information	Total Amount: \$0.00 vice Number	Am	ount	Descri	ption
Invoice Information Inv	Total Amount: \$0.00 bice Number You ha	Ama	ount ices to this bill.	Descri	ption
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Pending Unapprov					
Biller	Amount	Pay Date			
Island Wat *2929	\$150.00	12/31			
	<u>Approve</u>	Change Cancel			
Total: \$150.00					
View All Unapproved Payments					

	oveu Payments					8
All Paym	ents Unapproved Payments					
To view payments	payments and bills for a different s.	date range, select an option	in Current Vi	ew. Use Addit	tional Options to se	earch for specific
Current	View Past 30 days and futur	e V Additional	Options			
	. <u> </u>	Show /	All(selected)	\checkmark		
		For	~	Go		
Select th	e payments you want to approve	and click Continue.				
Approve	Biller Name	Account	Amount	Pay Date	Initiated By	Action
	Island Waterworks	Main Checking	\$150.00	12/31/2020	abccompanies	Change Cancel
	*32323	Check Nun	mber: 5005			
LHistory						
HISTORY	provo Baymonte					
onnirm Ap	prove Fayments					
ou are abou	t to approve the following pay	ments. Review your payme	ent informatio	on and click A	pprove Payment	S .
ou are abou Biller N	t to approve the following pays	ments. Review your payme	ent informatio	on and click A	pprove Payment Pay Date	s. Initiated By
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Changing a Payment

To change a payment, click Change.

The details of the payment are provided and provides the ability to make changes to the pending payment. Once a payment has been submitted, no changes can be made. The change options include account to pay from, amount, date or memo details.

Change the necessary details,

Click Save Changes or Save and Approve.

Approve Unapproved Payments

There are two options to view unapproved payments and approve – the Payment Center and Pending Payments.

Step 1: In the Payment Center, click *Unapproved*.

Step 2: This section allows for **Approve**, **Change** or **Cancel**. To approve a payment, click *Approve*.

Step 3: If multiple items are listed, Click *View All Unapproved Payments*. This option is also listed within the Pending Payments detail section.

Select the payments to approve by clicking in the line item in the "Approve" column or "Select All".

Step 4: Click Continue

Step 5: Click Approve Payments

All approved items will appear in the Pending Payments section until scheduled payment date.