

Bill Pay Upgrade

Quick Reference Guide – Existing Bill Pay Users

Our Bill Pay just got better. You'll be surprised by the great new look!

My Bills Home

This new Home page is made of five (5) sections that allow you to view all of your bill pay activities in one place:

The **My Bills and Payees** section allows you take advantage of additional Bill Pay Services for each Payee and to schedule one-time payments. Just complete the Pay From, Amount, and Date Due fields to schedule a payment. Once you have all three (3) pieces of information, select "Schedule Payments."

The **Scheduled Payments** section allows you to review your scheduled bill payments.

The **Payment Reminders** section allows you to review the payment reminders you have created in the system. These reminders act as notes reminding you of the dates certain important payments are due.

The **Recent Payments** section allows you to review payments that have been sent through the system.

Message Center

The **Message Center** section appears on the top right corner of the new Home page, My Bills Home. It allows you to review a summary of general secure messages, bills, and scheduled payments of different types.

The **New Bills** icon will notify you when you have electronic bills to be viewed and paid. Just click on New Bills to view the payment information. You can even link out directly to some biller sites to pay your bill online, using just your Bill Pay user ID and Password. No more need to hold onto several different passwords to various biller sites, all bills can be paid from one secure location.

For help on any screen, simply click on the "i" icon to retrieve help on that particular screen.

