

Setting Up Payments: Quick Payment (1)

Accounts Bill Pay Options Add Payee
Pending Payments New Payment Payees
Quick Payment Add Payment

401 N. Hershey Road, P.O. Box 67 Bloomington, IL 61702-0067

Information Message: Please select at least one payee for Quick Payment.

Bill Pay - Quick Payment Select Payee(s)

CELL PHONE BILL DIRECTV TEST HBT - TEST PAYMENT VERIZON

Please select up to 10 payees.

1. Select Quick Payment from the Bill Pay menu and add multiple one-time payments.
2. Select up to 10 Payees from the list (Repeat these steps to process more payments using the Quick Payment method).
3. Click **Submit**.
4. Notice **Progress Bar** – showing **Select** – Schedule | Confirm on next screens.

Setting Up Payments: Quick Payment (2)

MEMBER FDIC

Accounts Bill Pay Options Add Payee

Pending Payments »New Payment Payees Add Payee

»Quick Payment Add Payment

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Available funds may include Overdraft Honor or other overdraft protection funds. Click [here](#) for the Overdraft Honor Customer Overdraft Policy.

New QUICK PAYMENT Confirmation Screen!

We've added an additional screen that also allows you to edit a payment before sending. Submit or Cancel the payment(s) as usual. On the new confirmation screen, select CONFIRM (to process), EDIT (to change), or CANCEL (to delete) payments. The status bar (right side) indicates where you are in the payment process. You must CONFIRM your payments to complete the process.

Create New Payments Select Schedule Confirm

Payee:	Type:	Amount	Pay From:	Pay On:	Memo:
CELL PHONE BILL	C	26.82	Checking 2949	05/06/2009	

Submit Cancel

1. Enter payment **Amount**, Select **Date** to process, Account to **Pay From** and any **Memo** to be added to a payment by Check.
2. Click **Submit**.
3. Notice **Progress Bar** – showing **Select | Schedule** – Confirm | Edit | Cancel on next screen.
 - Only the Payee Alias (Nickname) is listed in the Quick Payment menu. If you have more than one account with the same Payee, you will want to establish another means of identification, for example, Payee Name + last 4 digits of Account Number. A Payee Alias can be edited at **Payees – Edit**.

Setting Up Payments: Quick Payment (3)

Accounts **Bill Pay** **Options**

Pending Payments »New Payment Payees Add Payee

»Quick Payment Add Payment 401 N. Hershey Road, P.O. Box 67 Bloomington, IL 61702-0067

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Create New Payments Select Schedule **Confirm**

Payee:	Type:	Amount:	Pay From:	Pay On:	Memo:
CELL PHONE BILL	C	\$1.00	Checking 2949	05/06/2009	

Confirm **Edit** **Cancel**

1. **Review** Payment information for accuracy.
 2. Select **Confirm** to have payments processed.
 3. Choose **Edit** to make a change in the information you entered.
 4. Select **Cancel** to delete all payment information shown.
 5. Notice **Progress Bar** – showing **Select | Schedule | Confirm**
 6. Payment **Type** – shows **C** for a payment by Check.
 7. Payment **Type** – shows **E** for an Electronic Payment.
- Scheduled Payments can be viewed at **Bill Pay – Scheduled Payments** (Pending Payments)
 - Processed Payments can be viewed at **Bill Pay – Bill Pay History**