

Editing Payments (1)

» Scheduled Payments New Payment Payees Add Payee

» Scheduled Payments Bill Pay History

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

PLEASE FIND PENDING PAYMENTS BELOW

Bill Pay processing takes place weekdays at approximately 2 a.m. and noon.

Please allow three business days for an electronic payment and five business days for a payment by check. Payments will be made electronically when possible.

Electronic Payment amounts will be deducted from your checking account on your processing date. The payment may show briefly in your checking transactions as "Transfer to Credit Relations" before the Payee Name updates.

Check Payments are written from your Bill Pay checking account and the funds are deducted when the check clears your account.

Payments to Heartland Bank loans are most efficiently processed by selecting "Transfer" from the account "Select Activity" listing in Online Banking, rather than processing through Bill Pay.

Information Message: Successfully added one-time payment to CELL PHONE BILL for \$1.00. Confirmation #: 0805280137

Bill Pay - Scheduled Payments ? View: 7 Days 15 Days 30 Days All

Payee:	Amount:	From:	Type:	Frequency:	Date:
<input type="checkbox"/> CELL PHONE BILL	\$1.00	Checking 0019	C	One-Time	06/19/2008
Grand Total	\$1.00				

Select Option
Select Option
View
Edit
Delete

1. Select **Bill Pay - Scheduled Payments**.
2. Click the **Check Box** next to the Payee to be edited and click **Edit Selected**. Or,
3. Select **View**, **Edit**, or **Delete** from the drop down menu.

Editing Payments (2)

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Edit the appropriate field below. Click the Submit button to save changes or the Cancel button.

Entering a zero dollar amount or using a decimal point as a payment amount will result in an error message.

Bill Pay - Edit One-Time Payment ?

Pay from account: Checking 0019

Payment Date: 06/19/2008

Payee: CELL PHONE BILL - 9999999999 - Check

Amount: 1 .00

Memo:

Alert when payment is processed:

Payment Description:

- You can change the **account** from which the bill is paid, the **payment date**, the **amount**, and the **memo** and **payment description**.
- Changes will take place on the payment date.
- Click **Submit** to make the changes or **Cancel** to keep previous information.