

## Setting Up Recurring Payments – Add Payment (1)

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

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

Bill Pay - Quick Payment Select Payee(s) ? **Select** Schedule Confirm

CELL PHONE BILL  DIRECTV TEST  HBT - TEST PAYMENT  VERIZON

Please select up to 10 payees.

Submit

1. **Bill Pay** must be previously selected.
2. Select **Add Payment** from menu.
3. No other selection is made from this screen for Recurring Payments.

## Setting Up Recurring Payments – Create Payment (2)

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

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

Create Payment ?

Pay from account: Checking 2949

Payee: VERIZON - 1131 - Electronic:

Amount: 58 , 12

Memo:

Save memo for future payments:

Alert when payment is processed:

Frequency: Monthly

Start Date:     Pay on last business day of the month.

Expiration Date:     This payment has no expiration date.

Payment Description:

Variable Payment:  The amount is different for every payment.

Submit Cancel

1. **Bill Pay** must be previously selected.
2. **Add Payment** must be previously selected.
3. **Important Information** is noted regarding Overdraft Honor with a link for accessing the policy.
4. **Pay from account:** choose appropriate account from drop down, if applicable.
5. Select **Payee** from the drop down list
6. Enter **Amount**
7. **Memo** – a memo can be included for a payment by Check.
8. **Save memo for future payments** – select if appropriate
9. **Alert when payment is processed** – select if desired – must previously set Options | Alerts in Online Banking.
10. **Frequency:** select option from drop down list. Choices include One-Time, Weekly, Bi-Weekly, Monthly, Semi-Monthly, Quarterly, Annual and Semi-Annual
11. **Start Date:** click the calendar icon and select the year, month, and day
12. **Expiration Date:** click the calendar icon and select the year, month, and day
13. **Payment Description:** Note for personal use, if desired
14. **Variable Payment:** select if appropriate and edit will be required before payment will process.
15. Select **Submit** for processing or **Cancel** to Delete Recurring Payment

## Setting Up Recurring Payments – Confirmation | Scheduled Payment (3)

Accounts

Bill Pay

Options

Add Payee

> Pending Payments

New Payment

Payees

>> Scheduled Payments

Bill Pay History

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

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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. (If Heartland Bank Online is not accessed for a 180 day period, future recurring payments may be deleted to protect your account against identify theft. We recommend monitoring your account through Online Banking at least once a month.)

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 Monthly payment to VERIZON for \$58.12.  
Confirmation Number: 0905070072 Expires: 05/27/2010

Bill Pay - Scheduled Payments

?

View: [7 Days](#)  [15 Days](#)  [30 Days](#)  All

Payee:	Type:	Amount:	From:	Frequency:	Pay On:	Action:
VERIZON	E	\$58.12	Checking 2949	Monthly	05/07/2009	Select Option <input type="button" value="v"/>
<b>Grand Total</b>		<b>\$58.12</b>				

1. **Important Bill Pay Details** – summary at the top of the screen.
2. Screen shows **Information Message** regarding the Recurring Payment.
3. The **Scheduled Payments** section includes Payee Name
4. **Payment Type** – Shows **C** for a payment by Check
5. **Payment Type** – shows **E** for an Electronic Payment
6. **Amount** of Payment and account to **Pay From** account
7. **Frequency** is noted: One-Time, Weekly, Bi-Weekly, Monthly, Semi-Monthly, Quarterly, Annual, or Semi-Annual
8. **Pay On:** Date set up to process
9. **Select Option:** Drop down choices include View, Edit, and Delete
  - Processed Payments can be viewed at **Bill Pay – Bill Pay History**