BILL PAY QUICK START GUIDE

This Bill Pay Quick Start Guide includes instructions for the tasks you will use most frequently.

General Information about Bill Pay

• Bill payments may be sent electronic or as a check depending on how the biller accepts payments.

• Your account will be debited for the payment on the due date for electronic payments. Check payments will be deducted from your account when the biller deposits the check and we receive it for payment.

• Check payments will appear in your transaction history with your other paid checks.

• You can set up the starting check number for your bill payments: click the **Resources** tab, select **Funding Accounts**, click on the Bill Pay account and enter a check number in the "Starting check number" field.

• Any payment that is initiated with **Add invoice** details will be sent as a Check with the remittance information included.

Add a Payee

1. Rollover *Money Movement*, under **Bill Pay**, select **Pay bills**
2. Click **Add payee** (Top left of screen or in the Resources tab)
3. Select a popular payee OR enter a person or business name you wish to set up
4. Click **Add**
5. Input the following:
    • Nickname
    • Account Number (if applicable)
    • Address Line 1 and 2 (if applicable)
    • City, State, Zip
    • Phone (if applicable)
    • Select Category
6. Click **Confirm**

If you selected a popular payee, enter your account number in the proper format and click **Confirm**.

From the confirmation screen, you can **Set up auto-pay, Add reminder**, Add another payee, Pay this payee, or close the window by clicking the x in the upper right corner of the box.

Make a Payment to an Existing Payee

1. Rollover *Money Movement* under *Bill Pay*, select **Pay bills**
2. Under the Make Payments tab, enter a payment amount for the Payees you wish to pay and click on the calendar icon to select a payment delivery date.
3. Click **Confirm all payments** to preview the payment(s).
4. Click **Confirm** to initiate payment.
TIP: *You can change the Payees that are displayed on the Make Payments tab by clicking the down arrow next to*
View: and selecting the Payee view category.

BILL PAY QUICK START GUIDE

⌄

Modify a Payee

Click the down arrow beside a payee to:

• *Add invoice* – Include payment details with the payment.

   Note: *Payments that include invoice information will be sent as a check.*

• *Need to Pay it faster?* – Make an Expedited Payment to the Payee. *(Additional fees apply)*

• *Set up auto pay* - Set up recurring payments to the Payee.

• *Add reminder* - Set up a reminder that the payment is due.

• *View payment history* – View payments made to this Payee in a number of formats.

       Modify – Alter Payee details.

       Delete – Delete Payee.

       Hide – Hide Payee from your Payee List.

Set Up eBills

If the Payee is set up to deliver your bills to Bill Pay, you can click the **View bill here!** link beside the Payee name and then follow the instructions to set up eBills.

Other BillPay Tabs

• **ACTIVITY** - Click Activity tab to view scheduled payments.

• **HISTORY** - Click History tab for your payment history. You can also search by payee by entering the payee name in the search box. Use the Reports function under the Resources tab to access additional payment history.

• **RESOURCES** - Click Resources tab for the following:

       • **Reports** – Create reports for Bill Pay activity

       • **Add Payee**

       • **Funding Accounts** – Displays your accounts entitled for Bill Pay. If multiple accounts are entitled, you can designate the default funding account. Click on the account to view details, create a Funding Account nickname, and enter Starting check number.

• **Alert Preferences** – Add or modify email alerts for Bill Pay activity.

• **View/Modify Categories** – Add/Modify/Delete your payment categories.

• **Help** – Click on any one of the help topics for assistance with the function.

For additional instructions and help, click "*How do I....*" or "*Terms*" at the bottom left of the screen or click "FAQs" for frequently asked questions. Please call TreasurySolutions at 1.866.833.0050 for assistance.

First Merchants Bank

800.205.3464 firstmerchants.com

MEMBER FDIC EQUAL HOUSING LENDER